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| **Check Box** | **NIH R-series Checklist for S2S Proposals (FORMS-F)** |
|  | **Proposal Tab** |
|   | Complete all fields in the Required Fields for Saving Document panel. Sponsor Code for NIH is 014351. |
|   | Enter the Sponsor Deadline Date. |
|   | If this is a renewal or resubmission enter the previous NIH assigned proposal ID in the **Sponsor Proposal ID** field (e.g. ES123456). |
|   | Answer the question, "Does this proposal include subawards?" |
|   | On the Organization/Location panel, add any Performance Site Locations that you'd like added to the Project/Performance Site Location form. Remember to add the Congressional District number once the site has been selected. |
|  | **S2S Tab** |
|   | Use the S2S Lookup to pull in the Opportunity. |
|   | Check the appropriate box in the Include column for either the RR\_Budget\_1\_3 (Detailed budget) **or** PHS398\_ModularBudget\_1\_2-V1.2 (Modular budget). |
|   | Check the box in the Include column for the Subaward Budget line if you are submitting a detailed budget with subawards. Template Subaward Budget available at [User Attached Forms](https://osp.msu.edu/PL/Portal/659/UserAttachedForms#uaFormTemplates). |
|   | **Required Attachment:** PHS Human Subjects and Clinical Trials Information (***PHSHumanSubjectsAndClinicalTrialsInfo***). Attach in the [User Attached Forms](https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANgA1ADkA) panel. <https://grants.nih.gov/policy/clinical-trials/new-human-subject-clinical-trial-info-form.htm>* For assistance with completing the form, see the [PHS Human Subject and Clinical Trial Information Guide](https://cga.msu.edu/PL/SiteFiles/GetFile.aspx?id=765).
* If this proposal falls under NIH’s Single IRB Policy, contact the IRB office, irb@ora.msu.edu. For more information, visit the MSU HRPP website at https://hrpp.msu.edu/help/topics/nih-sirb.html.
 |
|   | **Optional Attachment:** Assignment Request Form is used to make specific application assignment and review requests to Scientific Review Officers at NIH. The information is not provided to program staff nor to reviewers. Attach in the [User Attached Forms](https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANgA1ADkA) panel. |
|  | **Key Personnel** |
|  | To add Multiple PIs:* Select PI/Contact as the Proposal Role for the Contact PI
* Select Co-Investigator as the Proposal Role for any additional PIs. When the Co-Investigator role is selected, a checkbox appears that is labeled “Multiple PI.” Check this box then click add person.
 |
|   | PI/Contact and PI/Multiple roles must have their eRA Commons User Name in their Person Details subpanel. |
|   | Other Significant Contributors must have the Other Significant Contributor box checked in their Person Details subpanel. |
|   | If you have a faculty member that changes their Department for certain proposal submissions, make sure the correct Department is listed in the Home Unit field on their Person Details subpanel. The PI's Department is used for NIH reporting. |
|  | **Special Review** |
|   | If the proposal includes animal subjects, add a line for Animal Use with an approval status of Pending. |
|   | If the proposal includes human subjects, add a line for Human Subjects. If the protocol is pending or has not been applied for yet, select Pending from the Approval Status dropdown list. If the use of human subjects falls under an exemption, select the appropriate exemption number from the Exemption # field. |
|  | **Custom Data** |
|   | If voluntary committed cost share is included with the proposal, enter a note describing the voluntary cost share (e.g. Investigator is over the NIH salary cap). |
|  | As PI’s, Co-I’s and MSU Key Persons are added to the Key Personnel tab they will also be added to the COI Disclosure Information panel. If you notice that an MSU Key Person is not included in the COI Disclosure Information panel even though they’ve been added to the Key Personnel tab, [click the sync button at the bottom of the panel](https://cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AOQA3ADEA#coiDisclosureStatus). This will bring in the additional MSU Key Personnel. |
|  | **Abstracts and Attachments** |
|  | **Proposal Attachments:** |
|   | **Required:** Research Strategy (***PHS\_ResearchPlan\_ResearchStrategy***). |
|   | **Required:** Specific Aims (***PHS\_ResearchPlan\_SpecificAims***). |
|   | **Required:** Project Summary/Abstract (***ProjectSummary***). |
|   | **Required:** Project Narrative (***Narrative***). |
|   | **Required:** Bibliography & References Cited (***Bibliography***). |
|   | **Required:** Facilities & Other Resources (***Facilities***). |
|   | **Required:** Authentication of Key Biological and/or Chemical Resources (***PHS\_ResPlan\_Auth\_Key\_Bio-Chem\_Resources***). Include the authentication plans for established key biological and/or chemical resources. If the project does not propose use of key biological and/or chemical resources, the plan may include a brief statement indicating that no key biological and/or chemical resources will be used in the activities proposed in the application. |
|   | **Required:** Equipment (***Equipment***). |
|   | **Conditionally Required:** Budget Justification for a Detailed Budget (***BudgetJustification***). Required if submitting a detailed budget. |
|   | **Conditionally Required:** Personnel Justification for a Modular Budget (***PHS\_MODBUD\_PersonJustif***). Required if submitting a modular budget. |
|   | **Conditionally Required:** Consortium Justification for a Modular Budget (***PHS\_MODBUD\_ConsortJustif***). Required if submitting a modular budget that includes subawards. This attachment should include the total costs (direct costs plus F&A costs), rounded to the nearest $1,000, for each consortium/subcontract. Additionally, any personnel should include their roles and person months; if the consortium is foreign, that should be stated as well.  |
|   | **Conditionally Required:** Additional Narrative Justification for a Modular Budget (***PHS\_MODBUD\_NarrativeJustif***). Should be used to explain any variation in the modular amount requested between years (e.g. requested $200,000 in year one and $250,000 in years 2-5). |
|   | **Conditionally Required:** Cover Letter (***RRSF424\_Cover\_Letter***). Include application title and Funding Opportunity ID (i.e. RFA#). Follow the NIH Application guide and solicitation instructions. |
|  | * Required for LATE applications or for changed/corrected applications submitted after the due date.
 |
|  | * Required to explain any subaward budget components that are not active for all periods of the proposed grant.
 |
|  | * Required if an approval is needed for the proposal being submitted (e.g. over $500,000 in direct cost per year, conference grant, or a cooperative agreement (R13 or U13)).
 |
|  | * Required when intending to submit a video as part of the application.
 |
|  | * Required if proposed studies will generate large-scale human or non-human genomic data.
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|   | **Conditionally Required:** Introduction to Application (***PHS\_ResPlan\_IntroductionToApplication***). Required if the Proposal Type is Resubmission or Revision. |
|   | **Conditionally Required:** Progress Report Publication List (***PHS\_ResearchPlan\_ProgressReportPubList***). Required if the Proposal Type is Renewal. |
|   | **Conditionally Required:** Vertebrate Animals (***PHS\_ResearchPlan\_VertebrateAnimals***). Required if vertebrate animals are involved. |
|   | **Conditionally Required:** Select Agent Research (***PHS\_ResearchPlan\_SelectAgentResearch***). Required if the project involves the use of select agents at any time during the proposed project period, either at the applicant organization or at any performance site. |
|   | **Conditionally Required:** Multiple PD/PI Leadership Plan (***PHS\_ResearchPlan\_MultiplePILeadershipPlan***). Required for applications including more than one person with the PD/PI role. |
|   | **Conditionally Required: Consortium/Contractual Arrangements** (***PHS\_ResearchPlan\_ConsortiumContractualArrangements***). Required for applications that include a subrecipient. |
|   | **Conditionally Required: Letters of Support** (***PHS\_ResearchPlan\_LettersOfSupport***). Required for applications that include consultants. Letters should include rate/charge for consulting services and level of effort/number of hours per budget period anticipated. Can also include letters from consortium participants, collaborators and Other Significant Contributors. |
|   | **Conditionally Required: Resource Sharing Plan(s)** (***PHS\_ResearchPlan\_ResourceSharingPlans***). Follow the NIH application guidelines and the solicitation instructions. |
|  | * Required for applications seeking $500,000 or more in direct costs (exclusive of consortium F&A) in any budget period. Include a 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible.
 |
|  | * Required if the development of model organisms is anticipated. Include a description of a specific plan for sharing and distributing unique model organisms or state why sharing is restricted or not possible.
 |
|  | * Required if large-scale human or non-human genomic data are expected. Include a plan for sharing this data.
 |
|  | **Personnel Attachments:** |
|   | **Required:** Biographical Sketch (***Biosketch***). Required for PI, Key Personnel and Other Significant Contributors. <http://grants.nih.gov/grants/forms/biosketch.htm>.**NOTE: only .gov hyperlinks are allowed.**  |
|  | **Questions** |
|   | Complete all questions included in each questionnaire panel. |
|  | **Budget Versions** |
|   | For Modular Budgets - Check the Modular Budget checkbox on the Parameters tab. |
|  | For Modular Budgets - Click the sync button on the Modular Budget tab in order to sync the budget to the Modular Budget format. |
|   | For those Investigators over the cap (<https://grants.nih.gov/grants/policy/salcap_summary.htm>), we recommend using the applicable salary cap in the budget if: * we are requesting the full amount of funds (that can be requested) or
* it is a Modular Budget

To do this, update that Investigator’s Base Salary in the Base Salary field under Project Personnel. Then when adding the Investigator to the budget, select the Object Code Name- Salary Cap. Click add. Open the Salary Cap Details for that Investigator and uncheck “Apply Inflations?” and click apply to later periods.  |
|  | If the budget is $500,000 or more in direct costs (typically excluding sub F&A), approval is needed to submit at least 6 weeks prior to the deadline. If this is not sought, the proposal, consider using the Direct Cost Limit on the Parameters tab to ensure the budget stays at $499,999 or below.  |
|  | For proposals with subrecipients, we recommend having the subrecipient fill out the R&R Subaward Budget Form. This form can be found on the [User Attached Forms](https://www.osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0ANgA1ADkA) page under NIH Templates on the SPA website. Once the completed form is received from the subrecipient then it can be uploaded under the Subaward Budget panel on the Budget Actions tab. This will populate the Budget as appropriate. |
|  | **PI/Dept/OSP - Check** |
|   | PD/PI, Key Personnel other than Other Significant Contributors – [are Annual/Project-Based Disclosures complete?](https://cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AOQA3ADEA#coiDisclosureStatus) |

 **Other Resources:**

**Avoiding Common Errors:** <https://grants.nih.gov/grants/how-to-apply-application-guide/learn-how-we-check-your-application-for-completeness/avoiding-common-errors.htm>

**NIH Application Guide** - <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.100-how-to-use-the-application-instructions.htm>

**Page Limits -** <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>

**Additional assistance with Human Subjects determinations** –

* [Decision Tool: Am I Doing Human Subjects Research?](https://grants.nih.gov/policy/humansubjects/hs-decision.htm) – Decision tree to help determine if you’re doing human subjects research
* [Human Subjects Research Infographic](https://grants.nih.gov/sites/default/files/HS_infographic_NIH_rev%20rp4%20508c.pdf) – One page infographic with examples of human subjects research
* [Exempt Human Subjects Research Infographic](https://grants.nih.gov/sites/default/files/exemption_infographic_v6_508c-1-7-19rev.pdf) – One page infographic explaining the human subject exemptions
* <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm> – provides NIH guidance on how to complete the fields within the PHS Human Subjects and Clinical Trials Information Form.  Including the Study Record and Planned/Cumulative enrollment form.