NIH Application Quick Guide

**Descriptive Title of Project:** Limited to 81 characters with spaces

**Cover Letter:** Not always required but strongly recommended. Should include project title, FOA#, request assignment to a particular NIH Institute/Center or SRG, request assignment to a particular study section (or request it not to go to a specific study section) and the reasoning for your request.

**Introduction to Application (for Resubmission or Revision ONLY):** 1 page where you can respond to the comments from your previous review. You should clearly mark with underlining, italics, bold or other formatting where you have made revisions. If the review’s comments are useful, incorporate responses to them in your revised application.

**Specific Aims:** Clearly describe the goals of your proposal and summarize expected outcomes, including the potential **impact** of your research. 1 page.

**Research Strategy:** Includes **significance, innovation and approach**. You can either address each of these three areas separately for each aim or address all the aims collectively. Use a numbering system to label sections and subsections. **TIP:** *Indicate your knowledge of recent literature and explain how the proposed research will advance the knowledge base. Emphasize the innovative aspects of your proposal, such as a novel hypothesis, significant preliminary data, or a new experimental system or approach. Establish the credibility of the PI and collaborating researchers.* 12 pages for R01, 6 pages for R21 or R03.

**Multiple PD/PI Leadership Plan:** Must be included if more than one PI.

**Consortium/Contractual Arrangements:** The fully signed Sub-Recipient form gets attached here.

**Letters of Support:** Combine your letters of support and upload as one PDF. Each letter cannot be more than 1 page.

**Resource Sharing Plan:** Three types- Data Sharing Plan, Sharing Model Organisms, and Genomic Data Sharing. Data Sharing Plan is only required if specified in the FOA or direct costs exceed $500,000 in any year of the proposal. Sharing Model Organisms Plan is required where the development of model organisms is anticipated and should include a description of a specific plan for sharing and distributing unique model organism research sources generated using NIH funding or state why such sharing is not possible. They are not subject to the $500,000 threshold. Genomic Data Sharing Plan is required for applications that involve the generation of large-scale human and/or non-human genomic data, regardless of the requested costs. Plan should include how the genomic data will be shared or why sharing is not possible.

**Bio Sketch:** NEW format; Please see the Bio Sketch template and Instructions on the Resources webpage. Do not exceed 5 pages.

**Current and Pending Support:** No longer required unless stated in the RFA.

**Project Summary/Abstract:** Succinct description of work, long-term objectives, specific aims making reference to public health significance. No more than 30 lines of text. **TIP:** *Write your abstract last so it reflects the entire proposal*
**Project Narrative:** Relevance of research to public health in lay terms. No more than 3 sentences.

**Bibliography & References Cited:** Include all authors, article/journal/book title, vol. #, pg. #, and year of publication. Articles resulting from NIH support use reference number (PubMed Central or NIH Manuscript Submission). No page limit.

**Facilities & Other Resources:** Describe facilities, lab space, computers, office space and sq. ft. available, equipment available, (as applicable) animals, animal care and use info, vet facilities, IBC description, human subject protection, -FWA#, Other; statistical consulting, computing, archiving, software. Explain your environment and how the department, college and University supports your research endeavors.

**Equipment:** List major items of equipment available for project and their pertinent capabilities.

**Personnel Justification:** Include a listing of all key personnel at USF including their role (PI, Co-I, Post Doc., etc.), number of person months or % of effort per year, and explain what their responsibilities will be on the project.

**Consortium Justification:** If your proposal includes one or more subcontracts, please list their key personnel, roles, number of person months or % of effort per year, and explain what their responsibilities will be on the project.