

Deadline(s): **NEW:** Feb. 16; Jun. 16; Oct. 16; **RESUBMISSION:** Mar. 16, Jul. 16, Nov. 16 (**non-renewable**) **Anticipated Project Start Date(s):** December 1; April 1; July 1

Budget: \$100,000 per year direct costs for 2 year period; no more than \$50,000 per year

The following checklist is for the [NIH Small Research Grant Program, \(Parent R03\), PA-13-304](#). *This non-renewable mechanism provides limited funding for a short period of time to support a variety of types of projects, including: pilot or feasibility studies, collection of preliminary data, secondary analysis of existing data, small, self-contained research projects, development of new research technology, etc. The R03 is meant to be a stepping stone to the R01. Preliminary data not required; however, some preliminary data in support of feasibility recommended. When applying for a program-specific R03, please make sure that you and your assigned Grants Officer review the guidelines thoroughly for any additional requirements and/or variations. Your Grants Officer will download the Grants.gov package, but you are responsible for providing the items below (Word or PDF format).*

Formatting (from the SF_424 Guide):

Font: Arial (**preferred**), Helvetica, Palatino Linotype, or Georgia; 11 pt. font or larger; black ink only. The symbol font may be used to insert Greek letters or special characters.

Type density: no more than 6 lines per vertical inch and no more than 15 characters per inch.

Margins: minimum one-half inch

Spacing: space between paragraphs and headings in bold. **Do not use headers/footers.**

Title Length: The NIH limits project title character length to 200 characters, including spaces.

SCOPE: The common characteristic of the small grant is the provision of limited funding for a short period of time.

Examples of the types of projects that ICs support with the R03 include the following:

Pilot or feasibility studies

Secondary analysis of existing data

Small, self-contained research projects

Development of research methodology

Development of new research technology

For additional information on the R03 application: <http://grants1.nih.gov/grants/funding/r03.htm>

**PLEASE MAKE SURE THAT YOUR IC OF INTEREST SUPPORTS THE R03 MECHANISM BEFORE YOU SUBMIT.
IT IS ALSO RECOMMENDED THAT YOU CONTACT THE APPROPRIATE NIH PROGRAM OFFICER PRIOR TO PROPOSAL
SUBMISSION IN ORDER TO ENSURE THE "BEST FIT".**

ITEMS REQUIRED BY THE NIH: for individual component detail, the page numbers (below) reference the [SF 424 Guide](#).*

Research & Related Project Performance Site Locations: All project sites must be included

___ **Abstract/Project Summary:** 30 line maximum, self-contained description of the project which includes a statement of objectives and methods to be employed (not a summary of accomplishments). State the application's broad, long-term objectives and specific aims, making reference to the **mission of the agency**. Will be public domain. **p. I-76**

___ **Appendix (attachment)** cannot be used to circumvent page limits. **pp. I-144—I-145**

___ **Bibliography & References Cited:** No page limit; list all authors in the sequence appearing in the publication. **P. I-77**

___ **Biographical Sketch (attachment; 5 page limit for each Senior/Key personnel)** **Please note that there are new requirements for the NIH Biosketch. Go here for complete instructions:** <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>. Applications with non-compliant biosketches will be *rejected* by the NIH. **pp. I-88—I-89**

___ **Budget Justification (attachment)** List all personnel, effort, project role and contribution, no salary information. **p. I-127****

___ **Cover Letter (attachment)** Optional, but encouraged if a particular institute or study section is desired. **pp. I-64—I-65**

___ **Equipment:** List of major equipment already available for project; list location and pertinent capabilities. **p. I-78**

___ **Facilities & Other Resources:** Identify and describe facilities to be used (lab, animal, computer, etc.). Describe how the scientific environment in which the research will be done contributes to the probability of success. **pp. I-77—I-78**

___ **Human Subjects (if applicable: Protection of Human Subjects; Inclusion of Women & Minorities; Targeted/Planned Enrollment Table (form); Inclusion of Children)** For complete, detailed instructions, see **pp. I-135—I-136**

___ **Introduction (for resubmissions or revisions only)** 1 page limit. **p. I-131**

___ **Letters of Support (attachment)** **p. I-141**

- _____ **Narrative (Public Relevance Statement):** In 2 – 3 sentences, describe in language for lay audience the relevance of this research to public health. Will be public domain. **p. I-77**
- _____ **Research Strategy (attachment)** 6 page max; (*a. significance, b. innovation, c. approach*) **For complete, detailed instructions, please see pp. I-133—I-134**
- _____ **Resource Sharing Plan (attachment)** **pp. I-142—I-143**
- _____ **Specific Aims (attachment)** 1 page limit; concisely state the project goals and summarize expected outcome. **p. I-132**
- _____ **Vertebrate Animals (attachment; if applicable)** address five points as listed on **pp. I-137—I-138**

*** For complete detailed instructions of each required component, it is recommended that you consult the SF_424 Guide. There may be variations from the guide, based on the Program Announcement. Your Grants Officer can help you with this**
****Although the Modular Budget does not require a detailed budget, a Banner-compliant budget is required before expenditure of awarded funds. MURC recommends that a detailed budget be prepared prior to submission. All budgets must be reviewed by the Grants Officer.**

OTHER REQUIRED ITEMS:

- _____ **Authorization to Submit (ATS) Form:** The ATS form must be routed for administrative approval and signature **prior to proposal submission.**
- _____ **Significant Financial Interest Disclosure (SFID):** In accordance with the revised federal FCOI regulation, 42 CFR 50 subpart F, the PI and all Key Research personnel who contribute in a substantive way to the development or execution of a project must have an SFID on file in the ORI (office of Research Integrity) **before your application can be submitted to the NIH.** Please contact Amy Melton, 304-696-4365, amy.melton@marshall.edu if you require assistance or have questions concerning the completion of the SFID form.
- _____ **Conflict of Interest (COI) Training:** In accordance with the revised FCOI regulation, 42 CFR 50 subpart F, all PIs and Key Research Personnel who contribute in a substantive way to the development or execution of a project must complete the CITI COI course **upon receipt of award** and before account set up/expenditure of funds.

If your project involves the following***:

_____ Human Subjects:	submit protocol to: Bruce Day	304-696-4303	day50@marshall.edu
_____ Vertebrate Animals:	submit protocol to: Monica Valentovic	304-696-7332	valentov@marshall.edu
_____ Hazardous Materials:	submit protocol to: Nathan Douglas	304-696-3461	douglas2@marshall.edu
_____ Radioactive Materials:	submit protocol to: William McCumbee	304-696-7366	mccumbee@marshall.edu
_____ rDNA, Infectious Agents or Blood borne Pathogens	submit protocol to: Don Primerano	304-696-7388	primeran@marshall.edu

*****Protocols must be approved before awarded funds may be expended.**

Upon notification of intent to apply, your Grants Officer will begin to prepare your Grants.gov package. Please send required documents to your Grants Officer as you complete them. Documents received at the last minute run the risk of being rejected by the NIH for non-compliance.

All Key Personnel, including Graduate Students****, must have an eraCommons account or the NIH will reject the application. These accounts must be set up by Lisa Daniels (adkins244@marshall.edu) **prior to proposal submission.** It is the account holder's responsibility to ensure that the information in the eraCommons profile is accurate.

******NEW:** As of October 2, 2014, all graduate students working on an NIH-funded research project will need to have eraCommons ID in order to fulfill the upcoming reporting requirement which must include a section to describe how individual development plans are used to identify and promote the career goals of graduate students and postdoctoral researchers associated with the award.

NOT-OD-14-113

It is also important to submit EARLY, as the NIH has eliminated the 2-day correction window ([NOT-OD-11-035](#)). For more information on post-submission materials, visit: [NOT-OD-10-115](#)
 Applications cannot be changed, corrected or resubmitted once the deadline has expired. No exceptions.

SUBMIT YOUR APPLICATION EARLY!

APPLICANTS MUST FOLLOW ALL DEPARTMENTAL/COLLEGE PROCEDURES PERTAINING TO INTERNAL REVIEW.
When applicable, proof of internal review must be attached before submission.

QUESTIONS? *Contact your assigned Grants Officer!*