

**Deadline(s):** February 25; June 25; October 25 (**New and Renewal/Resubmission applications**)

**Anticipated Project Start Date(s):** December 1; April 1; July 1

**Budget:** Up to \$300,000 in direct costs for entire project period of 3 years.

The following checklist is for the [Area Research Enhancement Award \(AREA\) \(Parent R15\) PA-13-313](#). *This mechanism supports small research projects in the biomedical and behavioral sciences conducted by students and faculty in health professional schools and other academic components that have not been major recipients of NIH research grant funds. Preliminary data not required, but recommend. When applying for a program-specific R15, 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.

**Goals of the Program**

**Support meritorious research**

**Expose students to research (This is a RESEARCH award; not a training or fellowship award.)**

**Strengthen the research environment of the institution**

**For additional information on the R15 application:** <http://grants.nih.gov/grants/funding/area.htm>

**PLEASE MAKE SURE THAT YOUR IC OF INTEREST SUPPORTS THE R15 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. The PD(s)/PI(s) **should include a summary of his or her previous and/or current experience in supervising students in research in the Personal Statement. The PD(s)/PI(s) also should indicate which peer-reviewed publications involved students under his or her supervision.** **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)** 12 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

\*\* For projects requesting the entire \$300,000, a detailed budget must be provided to the NIH. The modular budget form may be used for budgets \$250,000 or less. The entire budget will be entered into budget period 1.

**\*\*\*Facilities and Other Resources ADDITIONAL REQUIREMENTS**

A profile of the students of the applicant school/academic component and any information or estimate of the number who have obtained a baccalaureate degree and gone on to obtain an academic or professional doctoral degree in the health-related sciences during the last five years.

A description of the special characteristics of the school/academic component that make it appropriate for an AREA grant, where the goals of the AREA program are to: (1) provide support for meritorious research; (2) strengthen the research environment of schools that have not been major recipients of NIH support; and (3) expose available undergraduate and/or graduate students in such environments to research. Include a description of the likely impact of an AREA grant on the PD(s)/PI(s) and the research environment of the school/academic component.

Although it is expected that the majority of the research will be directed by the applicant investigator and conducted at the grantee institution, limited use of special facilities or equipment at another institution is permitted. For any proposed research sites other than the applicant institution, provide a brief description of the resources. Collaborations with other investigators are also permitted if complementary expertise is required to accomplish the proposed specific aims.

If relevant, a statement of institutional support for the proposed research project (e.g., equipment, laboratory space, release time, matching funds, etc.).

**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](mailto: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\*\*\*\*:

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

\*\*\*\*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 all graduate students, working on an NIH-funded research project must have an eraCommons account, or the NIH will reject the application. These accounts must be set up by Lisa Daniels ([adkins244@marshall.edu](mailto: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.

**QUESTIONS? Contact your assigned Grants Officer and SUBMIT YOUR APPLICATION EARLY!**