

**NIH Proposal Grants.gov
Submission Checklist**

	Item	Page limit	Notes	√
	4 Weeks Prior to SPA Deadline			
	R&R Forms (provided in Grants.gov electronic package)		Grant coordinator (GC) will complete these forms (1-5)	
1.	Cover Sheet (SFR 424)	Electronic form	GC will fill out <i>Is this a resubmission?</i>	
2.	Senior/Key Person Profile (see specs)	Electronic form	4 pgs pdf ; must include ERCommons UserName; see specifications in application guidelines	
3.	Project Performance Site Locations	Electronic form	Is there more than one site? GC will fill out	
4.	Cover Page Supplement	Electronic form	GC will fill out	
5.	Cover Letter (see specs)	Electronic form	GC will upload Cover Letter	
	3 Weeks Prior to SPA Deadline			
6.	Complete Sub-award Budgets	Electronic form	GC will complete; need DUNS number and agency contact phone/name	
7.	Complete Budget Justification and begin finalizing budget for inputting into forms, including sub-awards	Electronic form (full or modular)	GC will complete forms and justifications in EGMS w/ input from PI	
	2 Weeks Prior to SPA Deadline			
	Research related attachments			
8.	Proposal Summary/Abstract	1 pg single-spaced	pdf attachmt. 30 line maximum	
9.	Summary Statement (2-3 sentences)	Single-spaced	Pdf.	
10.	Research Plan Attachments	25 pages, single-spaced	Must include specific aims, background and significance, preliminary studies/progress report; research design & methods; inclusion enrollment report; progress report publications list. pdf	
11.	Animal Subjects Attachments		IACUC approvals; pending information	
12.	Appendices	Limit of 10 attachments	Specific commitments cited pdf	
13.	Bibliography & References Cited		pdf	
14.	Equipment/ Facilities & Other Resources		pdf	
	1 Week Prior to SPA Deadline			
15.	Finalize Budget for Routing/Verify Routing Chain		Need summary, budget & justification for approvals	
16.	Upload any remaining documents		GC will upload	
17.	PRF Routing/Approvals	Target Date:		
18.	Submit to SP	SPA Due Date:		