

## Checklist for R01 Applications

### Please refer to the FOA

This document is designed only to serve as a project management tool.

Funding opportunity announcements have specific requirements that may not be included in this checklist or the checklist may have more than is required for your project. Your GA may require some of the information that is listed as optional.

COEUS PD: \_\_\_\_\_ PI: \_\_\_\_\_  
Due to ORA: \_\_\_\_\_ Due to NIH: \_\_\_\_\_

- **Run across tabs first.**
  - o **On proposal tab, verify:**
    - **Confirm the Lead Unit (SAP Cost Center) in which the funds are to be spent, if awarded**
    - Title (200 character title limit for S2S)
    - Start and end dates (Check FOA for project start and end date information)
    - Proposal Type (New, Renewal, Resubmission)
    - Activity Type (“Organized Research”)
    - Anticipated Award Types (“Grant”)
    - Sponsor number – (300865 = for new NIH applications. Use agency sponsor number for resubmission and renewals)
    - Prime sponsor (Leave blank)
    - Sponsor Proposal Number (Leave blank, unless Proposal Type is resubmission/ renewal/revision/ continuation/supplement/administrative action)(i.e. MH095855)
    - Award Number (Leave blank, unless Proposal Type is renewal/revision/continuation/supplement/administrative action)(i.e. 104508-001)
    - Original Proposal Number (Leave blank, unless Proposal Type is resubmission/renewal/revision/ continuation/supplement/administrative action)(i.e. 12345678)
    - Program Title – Confirm program title matches FOA (i.e. Research Project Grant (Parent R01)
    - Notice of Opportunity - (Federal Solicitation )
    - Funding Opportunity Number – (Must be completed)(i.e. PA-13-302)
    - Grants.gov logo – (Must be visible)
    - Agency Program Code – (Leave Blank)

- Agency Routing Identifier – (Leave blank, unless Grants.gov Tab is a Change/Corrected Application)
  - Subcontract checkbox - (Must be checked if Budget contains a Subaward)
  - CFDA number - (Auto-populated, if applicable)
  - Agency Division Code – (Leave Blank)
  - Previous Grants.gov Tracking ID – (Leave blank, unless Grants.gov Tab is a Change/Corrected Application under “Submission Type”)
- **Organization tab:**
    - Proposal Organization – (Auto-populates)
    - Performing Organization – (Auto-populates)
    - Performance Site – (Should list each location where work will be performed, including all Subaward sites)
    - Address/Contact – (Should correspond to each Performance Site – Zip code must be 9 digits)
    - Congressional district -- (Should correspond to each Performance Site)(i.e. MD-007, or 00-000 if foreign Performance Site)
- **Mailing Info tab: Complete the top three “red” boxes only:**
    - Deadline:
      - Date – (Should be date due to the Sponsor)
      - Type – (Should be “Receipt”)
    - Mail By - (Should be “OSP” = Office of Sponsored Projects)
    - Type – (Should be “Electronic”)
- **Investigator tab:**
    - Only Johns Hopkins Faculty with effort (PI, Multi PI and Co-Inv.)(Include: Name, % Effort, Calendar Months)
    - Lead Unit – (Box checked for PI) (Confirm Unit Number(s) are correct)
    - Faculty Checkbox – (Checked if listed personnel are faculty)
    - If Multi-PI is listed, a Multi-PI leadership plan must be uploaded in the narrative. Multi-PI box needs to be checked
    - Certify - (Every investigator listed should have a Green checkmark)
- **Key Person tab:**
    - Name - JHU faculty not claiming salary or effort and other Key Personnel NOT employed by JHU
    - Role - Enter the project role each person will assume (i.e. Site Investigator, Co-Investigator, Consultant, Collaborator, etc.)
    - For Multi-PI, (the other PI is a sub) the role needs to be PD/PI
    - Effort – (If any, % Effort)

- Faculty Checkbox – (Checked if listed personnel are faculty)
- Certify - (Every name listed should have a Green checkmark)
- **Special Reviews tab:**
  - Special Review – (For each “Type” listed, confirm that it is also identified on the Research Compliance Questionnaire)
  - Approval – (Always “Pending” for “Animals” and “Human Subjects”. All other “Types” check with Divisional ORA GA)
  - Protocol No. – (Can be blank) Check with Divisional ORA GA)
  - Appl. Date – (Always blank)
  - Appr. Date – (Can be blank) Check with Divisional ORA GA)
- **Science Code tab:**
  - If applicable, appropriate code should be selected. (i.e. 1-AIDS/HIV; 2-Cancer)
- **Other Tab**
  - SAP responsible cost center info. (Should be the specific cost center in which the SAP grant will be created if the proposal is funded)
  - Comments: add comments if PI is on study section and application is a late submission or if cost-sharing (Requesting effort and no salary) enter IO# salary will be charged
  - Proposal contact information
- **On main menu bar, click “Edit” choose “Proposal Personnel”**
  - Proposal Personnel: (Biosketch and personal info) this shows the list of personnel from the Investigator and Key Persons tabs
    - Names of key personnel - Name and title must be present
  - Add/Change Personal Detail Information:
    - Double clicking on the person’s name
    - Check information on all tabs
      - ◇ Organization – verify office phone is listed
      - ◇ Personal – optional
      - ◇ Contact - verify address 1 is listed, postal code 9 digits is listed and agency credentials (eRA Commons User ID)
      - ◇ Other – N/A unless required by FOA
    - For key personnel:
      - Biosketch is necessary (New format)
        - ◇ Cannot exceed five pages – Check for latest NIH format
        - ◇ No headers or footers
        - ◇ Document “File Name” - Do not use special characters or spaces
        - ◇ eRACommons User ID required

- ◇ Personal statement
  - ◇ Positions and honors
  - ◇ Contribution to Science (Publications are now included here)
  - ◇ Research support -Ongoing and completed research, no pending. **Only grant number, dates, PI, title and description should be included.**
- **On main menu bar, click “Edit” choose “Questionnaire”**
- Double click “Questions for Grants.gov” – verify completed correctly
  - Double click “Research Compliance Questions” - verify completed correctly (i.e. Involvement of foreign nationals)
- **On main menu bar, click “Edit” choose “Budget”**
- Budget status marked complete and checked final. Click “Display”
    - **Modular budget**
      - ◇ Verify On/Off Campus location
      - ◇ Verify modular budget check box is marked
      - ◇ Verify Submit Cost Sharing check box is not marked
      - ◇ Click “Edit” modular budget – verify all periods are completed correctly
      - ◇ Verify JHU Budget justification matches the budget and is uploaded under “Narrative” as “PHS\_ModBud\_PersonJustification”
      - ◇ If includes a Subaward, verify their budget justification matches their budget and uploaded under “Narrative” as “PHS\_ModBud\_ConsortiumJustification”
      - ◇ If budget modules vary by year, verify a “PHS\_ModBud\_NarrativeJustification” is uploaded under “Narrative”
    - **Detailed Budget**
      - ◇ Verify On/Off Campus location
      - ◇ Verify Submit Cost Sharing check box is not marked
      - ◇ Verify all periods are completed correctly
      - ◇ Verify details of COEUS budget all years against internal budget all years. To check individual salary lines “Click” dollar bill Man.
        - Period = Appointment Type (i.e. Calendar year)
        - % effort
        - Salary
      - ◇ Verify JHU Budget justification matches the budget and is uploaded under “Narrative” as “S2S\_Budget\_Justification”
    - **Subaward Budget**
      - ◇ Click “Edit” Subaward
        - Verify Organizational name
        - Verify Form Name “RR Budget V1-3”
        - Verify “PDF & XML” are marked

- Click “Subaward Details” to verify budget details by year
  - Click “View Form” scroll down to 3<sup>rd</sup> page of R&R budget to budget justification section and click “View attachment” to verify budget justification detail against budget detail
  - Verify dates and org info. First line on budget must be complete with calendar months. Verify personnel information and budget information
  - Cognizant federal agent is required field (On 3<sup>rd</sup> page on R&R budget)
- **On main menu bar, click “Edit” choose “Narrative”**
- Read FOA to select appropriate narratives/PDF files.
  - Verify PDF “File Name” – Do not use special characters or spaces
  - Verify “Title” description – Do not use special characters or spaces
  - Verify No headers/footers or page numbers.
  - Verify Margins, paper size and font comply with NIH guidelines
    - Introduction to Applications (For resubmission or revisions only) - 1 page limit
    - Narrative - No more than 3 sentences
    - Project\_Summary – No more than 30 lines (Including title and spaces)
    - Facilities - No page limit. Do not include equipment on this page
    - Equipment – No page limit. Identify major equipment available for your project
    - Bibliography\_and\_References\_Cited - No page limit
    - PHS\_ResearchPlan\_ProgressReportPublicationList - (For renewals only)
    - PHS\_ResearchPlan\_SpecificAims - 1 page limit
    - PHS\_ResearchPlan\_ResearchStrategy - 12 page limit
    - PHS\_ResearchPlan\_ResourceSharingPlan - If applicable, no page limit
    - Human Subjects files - If applicable, No page limits. Must include the following PDF’s:
      - ◇ PHS\_ResearchPlan\_ProtectionOfHumanSubjects
      - ◇ PHS\_ResearchPlan\_inclusionOfWomenAndMinorities
      - ◇ PHS\_ResearchPlan\_InclusionOfChildren
      - ◇ PlannedReport – Verify uploaded document under Grants.gov forms
      - ◇ PHS398\_CumulativeInclusionReport – (For renewals and progress reports)
    - PHS\_ResearchPlan\_VertebrateAnimals - If applicable, no page limit
    - PHS\_ResearchPlan\_SelectAgentResearch - If applicable
    - Budget justification
    - PHS\_ResearchPlan\_ConsortiumContractualArrangements - If applicable. At minimum, should include statement “the appropriate programmatic personnel at both institutions are aware of the agreement”
    - JHU\_SubrecipientForm – Include Sub-Commitment Forms, Significant Financial Interest Statement Form, Scope of Work and Sub-Determination Form - uploaded should be a single file
    - PHS\_ResearchPlan\_LettersOfSupport - If applicable. (Upload should be a single PDF file)

- PHS\_ResearchPlan\_MultiplePILeadershipPlan - If applicable
  - RRSF424\_Cover\_Letter - If applicable
  - PHS\_ResearchPlan\_Appendix – Rule: If readily available online, cannot attach
  - For a Modular Budget include:
    - ◊ PHS\_ModBud\_PersonJustification – Includes personnel only
    - ◊ PHS\_ModBud\_NarrativeJustification - If applicable, use when direct cost module varies by year
    - ◊ PHS\_ModBud\_ConsortiumJustification – If applicable
  - For a Detailed Budget include:
    - ◊ S2S\_Budget\_Justification – Includes personnel and all non-personnel costs
  - Investigator Certification - Signed by PI and Multi-PI's
  - Internal Documents (i.e. Internal budget, RFA guidelines and other documents internal to JHU)
- **On main menu bar, click “Action” choose “Grants.gov” choose “Form”**
- Verify all appropriate boxes are checked and click “Close”
  - Run COEUS validation, on main menu bar, click “Action” choose “Validation checks” – Correct all errors
  - Run Grants.gov validation check, on main menu bar, click “Actions” choose “Grants.gov” choose “Validate” – Correct all errors
  - Compile final application for final review, on main menu bar, click “Action” choose “Grants.gov” choose “Form”
    - Highlight all checked forms, click “Print” to check for errors (i.e. upside down document etc.)
- **On main menu bar, click “Action” choose “Submit for Approval”**