**Applications due at NIH (in eRA Commons) by 5 PM on deadline day**

**The Office of Research will complete the application forms and submit electronically for you. Please provide final attachments at least 2 days before the deadline in .doc, .docx, or .pdf. If you want editing support, please email** **sponprog2@kennesaw.edu** **to schedule. You are responsible for the following:**

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| **INTERNAL APPROVAL & FORMATTING REQUIREMENTS** |
| **1.**  | Contact your chair and dean to let them know that you plan to submit a proposal and that you will need their electronic signatures through SmartGrant online routing prior to submission. **Proposals will not be submitted without completed routing approval.** Contact Kelly at kmillsa3@kennesaw.edu for assistance with SmartGrant or use [the proposal guide](http://www.kennesaw.edu/research/smartgrant.html). |  |
| **2.** | Complete [Conflict of Interest Form](http://www.kennesaw.edu/research/compliance/policies/phs.html) *(required from all senior/key personnel responsible for design, conduct, or reporting of research)* |  |
| **3.** | Make sure you have an active eRA Commons account. You can’t submit to NIH without one.* If you do not have a Commons account, contact Kelly at kmillsa3@kennesaw.edu
* If you already have a Commons account, log in and make sure your account is active and your profile is up-to-date.
* If you are a new or early-stage investigator, log in and make sure the appropriate selections have been made in your PI profile. New and early-stage investigators get some special consideration. NIH will not know your status unless you add this to your profile.
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| **4.** | Start your proposal in [SmartGrant](https://smartgrant.kennesaw.edu) at least two weeks prior to the deadline. Contact Kelly if you need help **or** use the guide located at <http://www.kennesaw.edu/research/smartgrant.html>. * Complete the Intro Proposal Data including Title (Length limit is 200 characters including spaces and punctuation), Start Date, Co-PI info, Project Type, Site Specific Data tab info, etc. For information about start dates please visit: <http://grants.nih.gov/grants/funding/submissionschedule.htm>.
* Complete the Preliminary Budget Info, enter all Personnel Effort and update the Budget, and upload any forms your Chair/Dean may need to see for approval.
* Initiate Online Routing. The Office of Research can edit/fill in any information you don’t know. You will be notified when approvers e-sign your proposal. You should alert your Chair/Dean so they look for the SmartGrant routing email.
 | [SF424 G.200-11](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.200-sf-424-%28r%26r%29-form.htm#11) |
| **5.** | Ensure all your documents adhere to the following [NIH formatting guidelines](http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm): * Prepare the application using Arial, Helvetica, Palatino Linotype, Times New Roman, Verdana, Garamond, or Georgia typeface in black font color. After text attachments are converted to PDF, font size in each final PDF document must be at least 11 points (or larger). (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.). **Font shrinks when converted to PDF**.
* The final PDF document should have at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI’s name and page numbers
* Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes: You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.
 | [NIH Format Attachments](http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm) |

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| **REQUIRED DOCUMENTS***Templates are available here:* [*http://research.kennesaw.edu/resources/proposal-templates.php*](http://research.kennesaw.edu/resources/proposal-templates.php)  |
| 1. **Cover Letter**
 | The SF424 guidelines give a list of what information to include and the Office of Research provides a template on the website (link above).  | [SF424 G.200-21](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.200-sf-424-%28r%26r%29-form.htm#21) |
| 1. **Assignment Request Form**
 | Allows PI to indicate preferred and non-preferred study section(s), reviewers, and scientific areas of expertise. Fill out and return to OR for application. [Sample Form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/resources/images/compiled%20images/g.600_assignment_request_form.pdf) | [SF424 G.600](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.600-phs-assignment-request-form.htm) |
| 1. **Project Summary/ Abstract**
 | *Limit is 30 lines of text*“Meant to serve as a succinct and accurate description of the proposed work when separated from the application.” – *See guidelines for detail* | [SF424 G.220-7](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.220-r%26r-other-project-information-form.htm#7) |
| 1. **Project Narrative**
 | *3 sentences, at most*Describe the relevance of this research to public health – *see guidelines for details* | [SF424 G.220-8](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.220-r%26r-other-project-information-form.htm#8) |
| 1. **Bibliography and References Cited**
 | Follow citation guidelines in SF424  | [SF424 G.220-9](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.220-r%26r-other-project-information-form.htm#9) |
| 1. **Facilities and Other Resources**
 | *See guidelines for details*“Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport).” There are additional instructions for Early Stage Investigators in guidelines! | [SF424 G.220-10](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.220-r%26r-other-project-information-form.htm#10) |
| 1. **Equipment**
 | List major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities. | [SF424 G.220-11](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.220-r%26r-other-project-information-form.htm#11) |
| 1. **Biographical Sketch(es)**
 | *5 page limit*For PI & any other senior personnel. **THE BIO FORMAT CHANGED in 2015.** There is a template available (see link above). Samples are provided on the NIH website. | [SF424 G.240](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.240-r%26r-seniorkey-person-profile-%28expanded%29-form.htm#Instructions) |
| 1. **Budget**
 | OR will fill out R&R or Modular PHS 398 application forms. Use the spreadsheet template at the link provided above and email sponprog2@kennesaw.edu for help. Budgets should be in a final state **no later four days** before the deadline. | [SF424 G.300](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.300-r%26r-budget-form.htm) |
| 1. **Budget Justification**
 | Will be one of two types:* If your direct costs are 250K or under, follow the justification instructions for **modular budgets**. In most cases, only a **Personnel Justification** is required (see sample and template on OR website).
* If your direct costs are between 250K and 300K, follow the justification instructions for the **R&R budget**, also called a **detailed budget**. The OR website has a template.
 | [Modular (SF424 G.320-2)](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.320-phs-398-modular-budget-form.htm#2)[R&R (SF424 G.300-KorL)](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.300-r%26r-budget-form.htm#KorL) |
| 1. **Specific Aims**
 | *1 page limit*See guidelines for details | [SF424 G.400](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm#Research) |
| 1. **Research Strategy**
 | *Page limit varies by program*Organize into the following sections and *see guidelines for details*:1. Significance
2. Innovation
3. Approach
 | [SF424 G.400](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm#Research) |
| ***PROVIDE THESE ATTACHMENTS AS APPLICABLE*** |
| 1. **Introduction to Application**
 | *Resubmission or Revision applications*This is ONLY for PIs who are revising and resubmitting a previously unfunded proposal. Address previous reviewers’ comments in one page or less.  | [SF424 G.400-1](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm#Intro) |
| 1. **Progress Report Publication List**
 | *Renewal applications*List the titles and complete references to all appropriate publications, manuscripts accepted for publication, patents, and other printed materials that have resulted from the project since it was last reviewed competitively. | [SF424 G.400-4](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Human Subjects Section**
 | *If IRB approval is required for your research*See guidelines and supplement for detail*.* There are 5 separate documents:1. **Protection of Human Subjects**
2. **Data Safety Monitoring Plan** *(only required if clinical trial)*
3. **Inclusion of Women and Minorities**
4. **Inclusion of Children**
5. **Inclusion Enrollment Report (**[**SF424 G.500**](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.500-phs-inclusion-enrollment-report.htm)**)**
 | [SF424 G.400-5](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm#Human) |
| 1. **Vertebrate Animals**
 | *If vertebrate animals are being used*Address the following in one document, see guidelines for detail:1. Description of Procedures
2. Justifications
3. Minimization of Pain and Distress
 | [SF424 G.400-9](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm#Other) |
| 1. **Select Agent Research**
 | *If using hazardous biological agents:*CDC and the Animal APHIS Select Agent Programs jointly maintain a list of these agents. See <http://www.selectagents.gov/>.  | [SF424 G.400-10](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Multi PD/PI Leadership Plan**
 | *For applications designating multiple PD/PIs*See guidelines for details | [SF424 G.400-11](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Consortium/ Contractual Arrangements**
 | *If working with partner/subawardee organization*See guidelines for details | [SF424 G.400-12](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Letters of Support**
 | Include any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application. | [SF424 G.400-13](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Resource Sharing Plan(s)**
 | Does not apply to all PIs. Read SF424 and write this section if required. | [SF424 G.400-14](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Authentication of Key Biological and/or Chemical Resources**
 | *If applicable to proposed science*1 page suggestion – see guidelines for details | [SF424 G.400-15](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm) |
| 1. **Appendix**
 | Up to 10 documents allowed. You can include blank copies of survey or data collection instruments, informed consent documents, questionnaires, FOA-specified items | [SF424 G.400-16](http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.400-phs-398-research-plan-form.htm#Appendix) |