Yale School of Medicine – Department of Cell Biology

NIH Electronic Submission Checklist
Parent R01 – February 5th Deadline

<table>
<thead>
<tr>
<th>Key Dates:</th>
<th>Contacts:</th>
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<tbody>
<tr>
<td>Final Budget – 1/20</td>
<td>Financial &amp; Proposal: Fani Meyerson</td>
</tr>
<tr>
<td>Final Proposal Documents to BO – 1/28</td>
<td>(<a href="mailto:fan.meyerson@yale.edu">fan.meyerson@yale.edu</a>)</td>
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<tr>
<td>Final Proposal to GCA – 1/29</td>
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<th>IRES PD#: PA/RFA: PA-18-484</th>
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- Form Requirements
  - 8.5 x 11 Page size
  - ½’ Margins all around
  - 11 Point type – Ariel preferred (figure legends can be smaller 9-10 point font)
  - No headers, no footers, and no page numbers allowed
  - Final versions of each attachment in both word and PDF format

- Cover Letter
- Project Summary/Abstract (Note: This section must be no longer than 30 lines of text)
- Project Narrative (Note: Using no more than 2-3 sentences, describe the relevance of this research to public health)
- Facilities and Other Resources
- Major Equipment
- Separate Equipment Quotes for equipment over $5,000
- Senior/Key Personnel
- NIH Formatted Biosketch, and include:
  - Personal Statement
  - No more than 15 publications with PMID, PMCID #’s
  - No longer than 5 pages
  - Research support, current and completed (within the last 3 years)

- Budget Justification
- Research Plan Section
  - Specific Aims (Note: 1 page limit)
  - Research Strategy (Note: 12 page limit)
  - Progress Report Publication List
- Human Subjects Section (if applicable)
- Other Research Plan Section
  - Vertebrate animals (if applicable)
  - Select Agent Research (if applicable)
  - Multi PI Plan (if applicable)
  - Sub-award Arrangement Paperwork (if applicable)
  - Letter of support
  - Resource Sharing Plan (Note: office has template if needed)
  - Authentication of Key Biological and/or Chemical Resources (1 page)

- PHS Assignment Form (optional)

Yale Compliance Items Needed for Submission

- Conflict of Interest – COI “PHS”
- Intro to Sponsored Projects Administration – SPA training
- Patent Policy Acknowledgement and Agreement Form – PPAA (*required for all personnel)