PI Checklist for Grant Application Submissions

Partners Research Management Coversheet (InfoEd PD version)
- [ ] Completed as per "Items for Completing ASSIST"

RFA or PA
- [ ] RFA or PA is uploaded into InfoEd for reference

Overall
- [ ] Font meets NIH specs (11 Point Arial, 15 cpi, 6 lines/inch)
- [ ] Margins are at least ½" all around
- [ ] Do NOT justify text in any part of the document
- [ ] Current version of all forms in use (check Research Management website for the most recent versions of the Signed Statement of Intent from subcontractors, etc.)
- [ ] Make sure all attachments are PDF
        Please keep the names simple with no spaces, numbers or characters.

Bad	Good
Budget Justification. PDF	BudgetJustification.pdf
Mick_CV_OS.pdf	MickBiosketch.pdf
5. Human Sub.pdf	HumanSubjects.pdf

- [ ] Letters of Support and Coverletters are on Letterhead stationary, dated and signed

- [ ] R&R Cover

- [ ] Cover Page Supplement

- [ ] Other Project Information
    - [ ] Resources includes section on how Scientific Environment will contribute to the success of the project.
    - [ ] Resources includes sections for all Subcontracts as appropriate.

- [ ] Sites

- [ ] Senior/Key Personnel
    - [ ] Biosketches attached

- [ ] Research Plan
    - [ ] Specific Aims limited to 1 Page
    - [ ] Research Strategy 12 page maximum with new Section Headings (refer to RFA or PA if appropriate)

Budget
- [ ] Budget numbers match those on InfoEd/Partners Research Management Budget Template for each year
- [ ] Calendar months are used rather than effort

- [ ] Initial budget period aligns with project period stated on Cover Page
- [ ] Budget period aligns with project period stated on Cover page
- [ ] Indirect Costs Type is MTDC, Please use rate that matches the Partners Research Management Budget Template
- [ ] DHHS agreement date: 02/16/2017
- [ ] Cognizant Agency: DHHS Louis Martillotti (212) 264-2069
- [ ] Budget Justification is attached

Subcontracts
- [ ] Completed and signed Statement of Intent provided
- [ ] Statement of work is included
- [ ] Budgets are complete and accurate
- [ ] Budget Justification is complete and expenses align with Budget
- [ ] Biosketches are included and added to Biosketch section of proposal
- [ ] Resources are included and added to Resource section (if appropriate)