General NIH Formatting Requirements

Allowable Fonts	Arial, Helvetica, Palatino,Georgia, 11 point or larger, black in color Smaller fonts may be used in equations, tables and figure legends
Type Density	No more than 6 lines of text per vertical inch; 15 characters per inch
Pagination	No headers or footers. Grants.gov and eRA Commons will automatically paginate the application and supply necessary headers and footers.
Margins	0.5 inches
Page Formatting	Use only single columns
PDF Attachments	Except for Biosketch, no specific form page for any required attachment. Should be converted to .pdf prior to upload. File names should contain *no spaces or special characters*.

Generic NIH Attachments Checklist

Attachment		Notes	Page Limits
SF 424 Forms			
Cover Component			
Performance Sites			
Other Project Information			
☐	Project Summary	Should briefly summarize the project with greatest focus on the expected outcomes and broader impacts of the project as they relate to the NIH mission.	30 lines
☐	Project Narrative	Should state in layman's terms the importance of the project to public health.	2-3 sentences
☐	References cited	References must include the names of all authors in the same sequence in which they appear in print	
☐	Facilities	Should contain information on applicable laboratory, animal, computer, office clinical and other facilities *as well as information regarding general scientific (including intellectual) environment*; *For ESIs, should contain information regarding institutional commitment to investigator;* Should compile information for all sub-recipients as well	
☐	Equipment	Describe all relevant available major equipment, either in PI lab or through department; Should compile information for all sub-recipients as well	
☐	Other Attachments	Include as required by a specific RFA or PA	
Key Persons			
☐	Biosketch	Include for each key person; Must use NIH format and include PMCIDs for all applicable papers; *NOTE: Personal statement is required as new section A and Publications now limited to 15*	4 pages each
☐	Current & Pending	Do NOT include unless required by specific RFA or PA. Should follow format of PHS 398 Other Support	

Attachment	Notes	Page Limits
Budget	Direct Costs<$250K/yr=Modular; >$250K/yr=Detailed	
☐ Budget Justification	No specific form. For Modular budgets, include personnel only without specific $ amounts.	
☐ Sub-Recipient Budget	Include separate budget justification attached to sub-recipient budget file; if modular budget, include Consortium Justification	
PHS 398 Forms		
Cover Page Supplement	No attachments	
Research Plan		
☐ 1. Introduction	Include only for supplements and A1 (or A2) submissions.	**1 page**
☐ 2. Specific Aims		**1 page**
☐ 3. Research Strategy	**Must contain the following 3 sections: Significance Innovation Approach - Should include relevant rationale, preliminary data, design methods, and alternative strategies**	**12 pages for R01; 6 pages for R21 or R03**
☐ 6. Inclusion Enrollment Report	Applies only to clinical research	
☐ 7. Progress Report Publication List	Applies only to competitive renewal applications	
☐ 8. Protection of Human Subjects	If using human subjects or tissues of any kind, see SF 424 Application Guide for required content	
☐ 9. Inclusion of Women and Minorities	If using human subjects not under exemption 4, see SF424 Application Guide for required content	
☐ 10. Targeted/Planned Enrollment Table	If using human subjects not under exemption 4, see SF424 Application Guide for required content	
☐ 11. Inclusion of Children	If using human subjects not under exemption 4, see SF424 Application Guide for required content	
☐ 12. Vertebrate Animals	If using animals, see SF 424 Application Guide for required content	
☐ 13. Select Agent Research	If using select agents, see SF 424 Application Guide for required content	
☐ 14. Multiple PI Leadership Plan	Applies only to multi-PI proposals. Should describe governance of the overall project and roles of the various PIs. Contact the NSM Research Office for examples	
☐ 15. Consortium/ Contractual Arrangements	Applies only when sub-recipient organizations are involved. Describe needed arrangements between organizations. If subcontracts represent a large portion of the project, justify for the lead institution being the grantee instead of one of the subs.	
☐ 16. Letters of Support	Included letters should demonstrate true consortium or collaboration support.	

Attachment	Notes	Page Limits
☐ 17. Resource Sharing Plan	Please see SF424 Application Guide and/or specific RFA or PA to determine if this is required	
☐ 18. Appendices.	No more than 10 files, of which no more than 3 can be accepted manuscripts or published journal articles not publicly accessible online.	
Checklist		
Cover Letter	Optional, but highly recommended to attach a cover letter requesting a particular study section, and if applicable inclusion or exclusion of specific reviewers	