



## Yale School of Medicine – Department of Cell Biology

### NIH Electronic Submission Checklist Parent R01 – February 5<sup>th</sup> Deadline

**Key Dates:**

Final Budget -1/25

Final Proposal Documents to BO – 1/27

Final Proposal to GCA – 1/30

**Contacts:**

Financial & Proposal: Lindsay Bartolomei

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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
- 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 if needed for equipment over \$5,000
- 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
- Specific Aims (Note: 1 page limit)
- Research Strategy (Note: 12 page limit)
- Vertebrate animals (if applicable)
- Human Subjects section (if applicable)
- Resource Sharing Plan (Note: office has template if needed)
- Authentication of Key Biological and/or Chemical Resources (1 page)
- Letter of support
- Cover letter
- PHS Assignment Form (optional)
- Multi PI Plan (if applicable)
- Subaward Paperwork (if applicable)

**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)