NIH Training Grants
Proposal Preparation Checklist

Before you begin:

- **READ THE FOA** which can be found at https://researchtraining.nih.gov/programs/training-grants
- **Refer to the SF424 Guidelines** which can be found at http://grants.nih.gov/grants/funding/424/index.htm
- Proposals MUST be submitted via Grants.Gov on or before 5:00pm Local Time on Deadline Date. If an NIH “standard deadline” date falls on a weekend or Federal holiday, the deadline is extended to the following business day.

Sections of the Application

**RR SF424 – self-explanatory, but please note:**

Box 1. Ensure correct box is checked: “Application” or “change/corrected”
Box 4a. Box is completed with the NIH grant number if a Renewal or Resubmission i.e., CA123456
Box 8. Type of application: ensure correct box is check
Box 10. Ensure solicitation information is completed.
Box 11. Title: suggest no special characters are used.
    Limit 200 characters including spaces between words and punctuation.
Box 12. Ensure start dates are correct.
Box 13. MIT Congressional District = MA-007
Box 16. The program is NOT covered by E.O. 12372
Box 17. Should be AGREE
Box 21. Cover letter is attached here. (optional)

**R&R Other Project Information**

1. Human Subjects - Assurance No. 00004881
   a. If YES and EXEMPT: the exemption number must be included.
   b. If YES and IRB review is necessary: ensure all necessary attachments are included on the PHS398 Research Plan page or the package will error (see below).
   *Note: if applicant answers “NO” to “PENDING” for animal or human approval then an approval date must be entered. If not, the package will error.*
4. Environmental Questions – expected to be NO
5. Historic Place – expected to be NO
6. International Collaboration – if YES, ensure KC is marked for VPR review; will be required at award time.
7. Project **Summary** /Abstract – 30 lines max; Summary of the proposed activity. **Provide information regarding the research areas and scientific disciplines encompassed by the program. Include a brief description of the level(s) (i.e., undergraduate, predoctoral, postdoctoral, faculty) and duration of the proposed training, the projected number of participating trainees and their anticipated levels of experience. The entire “Project Summary/Abstract” attachment is limited to 30 lines of text.**
8. **Narrative** - short 2-3 sentences for lay audience explaining “relevance to Public health”
9. **Bibliography and References cited** – list all authors; PMCID numbers if available.
   *The “Bibliography & References Cited” attachment should be used only to cite references supporting the need, rationale, and approach for the training program described in the T.420 - PHS 398 Research...*
Training Program Plan. Do not include lists of publications of project directors, mentors or trainees in this section, as this information will be included in the Biosketches and Data Tables.

10. **Facilities/Resources** – Identify the facilities available to the program to demonstrate capability of research site to complete the proposal, include all performance sites. Describe the facilities and resources that will be used in the proposed training program, including any foreign performance sites. Indicate how the applicant organization will support the program, financial or otherwise (e.g., supplementation of stipends, protected time for mentoring, support for student activities). This could also include, for example, space, shared laboratory facilities and equipment, funds for curriculum development, release time for the PD/PI and participating faculty, support for additional trainees in the program, or any other creative ways to improve the environment for the establishment and growth of the research training program.

11. **Equipment** – list equipment available to the program to demonstrate capability of research site.

12. Other Attachments - If required by PA/RFP solicitation (but are discouraged).

**Performance Site Information(s)**
- List MIT plus any other sites where science will be performed.

**R&R Key Persons.**
- Ensure the * sections are completed (address, including 9 digit zip code, e-mail, phone number).
- Biosketches required for ALL persons listed in this Senior/Key Person Profile page.

**Who to include in the “Profile – Senior/Key Person” information section:**
The Program Director(s) (in case of multiple PD/PIs), and any other individuals whose contributions are critical to the development, management, and execution of the Research Training Program Plan in a substantive, measurable way (whether or not salaries are reimbursed) should be included as senior/key persons. Include program staff as applicable. Since the efforts of the senior/key persons are not project related research endeavors, they should not be identified in the “Other Support” information (which is required as a Just-in-Time submission).

**Who not to include in the “Profile – Senior/Key Person” information section:**
Do not include proposed mentors and training faculty members (except in the rare cases where they are also senior/key persons). Biographical sketches for mentors and other participating faculty will be included in the “Participating Faculty Biosketches” attachment of the T.420 - PHS 398 Research Training Program Plan Form.

See the website for further guidance as needed
http://grants.nih.gov/grants/forms/biosketch.htm

Unless the PA/RFA requires, do not provide “Current & Pending Support” at proposal time.

**PHS 398 Research Training Program Plan** - (see SF424 Application Instructions for more detail).
1. Introduction: Used ONLY for Resubmission; 3 page limit unless specified otherwise in FOA.
   A. Background
   B. Program Plan
   C. Recruitment to Enhance Diversity
3. Training in the Responsible Conduct of Research – limited to 3 pages.
4. Plan for Instruction in Methods for Enhancing Reproducibility – only include if required by FOA
5. Multiple PI plan (only needed if this in indeed a multi PI submissions).
6. Progress Report (for renewals only)
7. Participating Faculty Biosketches
8. Letters of Support  Check the FOA (particularly for non-NRSA programs) to determine whether any additional program-specific letters of support are required.
9. Data Tables
10. Human Subjects
11. Data Safety Monitoring Plan – leave blank
12. Vertebrate Animals
13. Select Agent Research
14. Consortium Arrangements
15. Appendix – should be blank except under certain circumstances, see https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-035.html

**R&R Budget Form:**

**Budget**

− Add tuition and fees or check box funds not requested.
− MIT excludes F&A on stipend and tuition.
− Note: The DLC builds the budget in KC. A dollar amount for stipends is requested on the SF424 page, but this may be adjusted by NIH to the stipend levels in place at time of award.
− Budget justification should include stipend, tuition
  1. Justify the number of training slots (e.g., predoctoral and/or postdoctoral) requested. For postdoctoral training slots, justify the stipend levels requested
  2. Itemize tuition and individual fees. If tuition is requested for postdoctoral trainees, the specific courses must be described.
  3. State the purpose of any travel, indicating the expected number of trips involved, the likely destinations, and the number of trainees for whom funds are requested, bearing in mind that PHS policy requires coach class air travel be used.
  4. Any foreign travel must be justified in detail.

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**Helpful Web sites:**

Application Guidance:

- SF424 Instructions: http://grants.nih.gov/grants/how-to-apply-application-guide.htm#sub