

## ***PROPOSAL DEVELOPMENT – NIH Proposals***

### **Checklist for NIH proposals (unsolicited) R01 PA-20-185**

**Submitted via:** Cayuse using Forms F version

- [Read complete NIH instructions](#)

### **Required Documents**

<b>Document Name</b>	<b>Page Limit</b>
1. Project Summary/Abstract	30 lines of text
2. Project Narrative	2-3 sentences
3. Bibliography and references cited	No limit (PMCID #'s follow public access compliance)
4. Facilities	No limit
5. Equipment	No limit
6. Other attachments – if requested by FOA	TBD
7. Biosketch for all Senior/Key Personnel	5 pages
8. Specific Aims	1 page
9. Research Strategy	12 pages
10. Letters of support	No limit
11. Resource/Data Sharing Plan	1 page
12. Authentication of Key Biological or Chemical Resources	1 page
13. Assignment request form - optional	On-line only
14. Cover letter - optional	1 page
15. Budget	Page for each year plus summary page
16. Budget justification	No limit
17. VAS Vertebrate Animal Section	No limit but key components

\*\*\*[NIH Complete Application guide](#)

### **Further component definitions**

**Project Summary/Abstract:** The abstract outlines the proposed research, including objectives, methodology, and significance of the research.

**Other Sponsors:** When developing an abstract for other sponsors, check the program announcement for specific instructions concerning content and formatting.

**Budget:** Preparing a budget can be time-consuming and challenging and Julie is here to guide you through the process and provide the administrative support you will need. It is important to understand that building a budget must ensure that costs are allocable, allowable, and reasonable and treated consistently. Julie Larson (iBio Grants Administrator) will ensure that they meet federal compliance standards set out by the Office of Management and Budget and meet the requirements of [Uniform Guidance](#)

- Check your FOA. Sponsors will outline budgetary limits and cost considerations
- Budget justifications are used by proposal reviewers and sponsor administrators to determine if your scope of work justifies your request for funds.
- Significant over or under estimating your costs might suggest lack of understanding of the scope of work.

**Current and Pending/Other Support:** Current and pending support/ Other Support documents are required by some sponsors. These documents disclose resources made available to support key personnel's research for active projects and projects pending review. This information is submitted at either the proposal stage, or at the Just in Time (JIT) phase. Each sponsor has their own requirements and instructions that must be followed.

- [NIH Current and Pending Support](#)

\*\*\*Please use SciENCv for your current and pending support for your NIH submissions

**Biosketch:** A Biographical sketch is a detailed document highlighting the professional and academic history of the PI or other key personnel. Every Sponsor has their own set of instructions and requirements that must be followed when submitting the Biosketch as part of the proposal. Always check for updates. Changes happen often.

- [NIH Biosketch](#)

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**Collaborator or Consultant:** A consultant is budgeted based on hours of work being performed. A collaborator is budgeted based on the internal or external base salary and rate of effort (calendar months or percent effort) and other significant contributors do not receive funding, but contribute to the success of the project.

**Other Significant Contributor (OSC):**

- Other significant contributors (OSCs) commit to contribute to the scientific development or execution of the project but are not committing any specified measurable effort (person months or percent effort) to the project.
- As examples, your mentor on a career award or an as-needed consultant would be considered an OSC.
- OSCs are typically listed in your application with "effort of zero person months" or "as needed."
- OSCs are not considered [senior/key personnel](#), but you must include bio-sketches for OSC.

**Subawards:** A subaward is an agreement with a third-party organization to perform a portion of a research project or program. The terms of the relationship (sub-grant/subcontract) are influenced by the prime agreement, and all subawards must be monitored to ensure that the subrecipient complies with these terms.

Required Information

- Scope of work
- Detailed budget
- Detailed budget justification

Other elements may be required by other sponsors. Check your FOA

- Biosketch for key personnel
- C& P for key personnel
- Facilities
- Equipment
- Letters of support
- Letters of intent

\*\*\*[Subawards go through RSP](#)

## APPROVALS

- UW-Madison requires approvals from the research administrator, the Chair the Deans office and finally RSP for all proposals submitted to non-federal/federal sponsored organizations.
- Julie Larson ([jalerso2@wisc.edu](mailto:jalerso2@wisc.edu)) will set up the WISPER record and Cayuse for submission to NIH
- PI's set up profile in Research.gov for submission to NSF

## DEADLINES

**Proposal Deadline Policy:** When planning to submit a new proposal or progress report, or apply for a fellowship, please contact Julie Larson **3 weeks prior to the submission deadline.**

## To Plan ahead or NOT plan ahead that is the question? And Why?

- During unsolicited proposal deadlines by NIH and NSF we could have as many as 1-14 proposals to submit in IBIO.
- **All proposal budgets and budge justifications are DUE to Julie 5 days prior to the submission deadline for approval at the Dean's office.**
- **Final proposals due 2 days prior to the official sponsor deadline. Email a copy of the final proposal to Julie for routing to the Dean's office and RSP for submission.**
- L&S can have as many as 31 different departments submitting proposals at the same time. iBio's Contact is Shelia Hayden for L&S and the L&S grants office closes at 4:30 pm daily.
- RSP has the final approval and submission responsibility for non-federal/federal sponsored proposals and has a team of only 5 members for everyone on campus to review and submit. **Their office closes at 4:30 pm daily.** Even if the deadline of your proposal is 5pm. RSP will not submit your proposal after their close of business.
- For the Main [NIH Due Dates](#) plan ahead there can be problems.
  1. There can be slow downs due to high volume or last minute errors or warnings.

2. You have 2 business days prior to the deadline to review your application in eRA commons.
3. After submission please review your application for any assembled application issues....graphs on the wrong page or upside down missing attachments or garbled text.

## **PROPOSAL SUBMISSION**

- Ensure that you have read and understand the application guidelines there are changes from sponsors happening all the time.
- PI sign the WISPER record and ensure PI understands routing procedure for electronic submissions
- **Review the deadline process above.**

Contact Julie Larson ([jalorso2@wisc.edu](mailto:jalorso2@wisc.edu)) for additional information