

NIH R21 Application Checklist
Updated 12/27/11

	SECTION OF APPLICATION	LIMITS (INSTRUCTION PAGE #)
	Project Summary/Abstract	30 lines of text max (I-61)
	Project Narrative	2-3 sentences (I-61)
	Bibliography & References Cited	No page limit (I-62)
	Facilities & Other Resources	No page limit (I-62)
	Equipment (if applicable)	No page limit (I-63)
	Biosketch (version B)	4 pages per person (I-71)
	Introduction to Revision or Resubmission Applications	1 page (I-109 & I-23)
	Specific Aims	1 page (I-110)
	Research Strategy <ul style="list-style-type: none"> • Significance • Innovation • Approach 	6 pages (I-110)
	Protection of Human Subjects (if applicable)	No page limit (I-112 & II-1)
	Inclusion of Women & Minorities (if applicable)	No page limit (I-113 & II-12)
	Targeted/Planned Enrollment (if applicable) http://grants.nih.gov/grants/funding/424/SF424R-R_enrollment.doc	No page limit (I-113 & II-14)
	Inclusion of Children (if applicable)	No page limit (I-113 & II-15)
	Vertebrate Animal Section (if applicable)	No page limit (I-113)
	Select Agent Research (if applicable)	No page limit (I-114)
	Multiple PD/PI Leadership Plan (if applicable)	No page limit (I-116)
	Consortium Contractual Arrangements (if applicable)	No page limit (I-116)
	Letters of Support (e.g., Contributors, Consultants)	No page limit (I-117)
	Resource Sharing Plan (if applicable)	No page limit (I-117)
	Appendix	10 max (I-118)
	Modular Budget (generally for applications ≤ \$250,000) <ul style="list-style-type: none"> • Request in increments of \$25,000 • Justification of personnel only 	No page limit (I-73 & I-99)
	Detailed (R&R) Budget (generally for applications > \$250,000 or per FOA guidelines) <ul style="list-style-type: none"> • Budget justification for all costs 	No page limit (I-73)
	Cover letter <ul style="list-style-type: none"> • For NIH internal use only • Request IC or SRG assignment 	No page limit (I-92)

General Information

Link to instructions: <http://grants.nih.gov/grants/funding/424/index.htm>

Font

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch.

Type may be no more than six lines per inch.

Paper Size and Page Margins

Use standard paper size (8 ½" x 11).

Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI's name and page numbers.

Page Formatting

Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

Do not include any information in a header or footer of the attachments. A header will be system-generated that references the name of the PD/PI. Page numbers for the footer will be system-generated in the complete application, with all pages sequentially numbered.

URLs

Unless otherwise specified in the FOA, Internet website addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

Grantsmanship

Use English and avoid jargon.

If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.