**Deadline(s):**   February 25; June 25; October 25 (New and Renewal/Resubmission applications)

**Project Start Date(s):**    December 1; April 1; July 1

**Budget:**                           Up to $300,000 in direct costs for entire project period of 3 years.

The following checklist is for the Area Research Enhancement Award (AREA) (Parent R15) PA‐13‐313. This mechanism supports small research projects in the biomedical and behavioral sciences conducted by students and faculty in health professional schools and other academic components that have not been major recipients of NIH research grant funds. Preliminary data is not required, but is recommended. See: <http://grants.nih.gov/grants/funding/area.htm>

**Formatting**:

**Font**:  Arial (preferred), Helvetica, Palatino Linotype, or Georgia; 11 pt. font or larger; black ink

only. The symbol font may be used to insert Greek letters or special characters.

**Type density**:  no more than 6 lines per vertical inch, no more than 15 characters per inch

**Margins:**  *minimum* one‐half inch

**Spacing:**  space between paragraphs and headings in bold.  **Do not use headers/footers**.

**Title Length**:  limited to **200 characters**, *including spaces and punctuation.* p. I-57

**Attachments**: All text attachments to the SF424 must be submitted as PDF files

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| R15: Goals of the Program   * Support meritorious research * Expose students to research (This is a Research award; not a training/fellowship award * Strengthen the research environment of the institution   Please make sure that your Institute/Center (IC) of interest supports the R15 mechanism before you submit. All applicants are urged to contact the appropriate NIH Program Officer well in advance of proposal submission to ensure the best fit for their research projects. |

REQUIRED ELEMENTS **(**page numbers reference the SF424 (R&R) Guide at:

<http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf> )

\_\_\_\_**Research & Related Project Performance Site Locations**: All project sites must be included

\_\_\_\_**Abstract/Project Summary**:  30 line maximum, self‐contained description of the project which includes a

Statement of objectives and methods to be employed (not a summary of accomplishments). State the application’s broad, long‐term objectives and specific aims, making reference to the mission of the agency.  Will be public domain.  p. I‐76

\_\_\_\_**Appendix** (attachment). Cannot be used to circumvent page limits.  pp. I‐144 --145

\_\_\_\_**Bibliography & References Cited**: No page limit; list all authors in publication sequence. p. I‐77

\_\_\_\_**Biographical Sketch** (attachment; 5 page limit for each Senior/Key personnel). NOTE: there are new

requirements for the NIH Biosketch.  Applications with non-compliant biosketches will be rejected.

See:<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html> pp. I‐88 -- 89

**R15 Additional Requirement:** PD(s)/PI(s) should include a summary of his or her previous and/or current experience in supervising students in research in the Biosketch *Personal Statement*. PD(s)/PI(s) should indicate which peer‐reviewed publications involved students under his/her supervision.

\_\_\_\_**Budget Justification**: (attachment). List all personnel, effort, project role and contribution, no salary

information. p. I‐127. **R15 note:** The total budget for all years must be entered into Budget Period 1. Projects with $250,000 or less in direct costs must submit a modular budget; projects with more than $250,000 in direct costs must submit the R&R budget form.

\_\_\_\_**Cover Letter** (attachment). Optional, but encouraged if particular institute/study section desired. p. I‐64

\_\_\_\_**Equipment**:  List of major equipment already available for project; list location and pertinent

capabilities.  p. I‐78

\_\_\_\_**Facilities & Other Resources**:  Identify & describe facilities to be used (lab, animal, computer, etc)

Describe how the scientific environment in which the research will be done contributes to the probability of success. No page limits. pp. I‐77 -- 78

**R15 Additional Requirements:**

A profile of the students of the applicant school/academic component and any information or estimate

of the number who have obtained a baccalaureate degree and gone on to obtain an academic or professional doctoral degree in the health‐related sciences during the last five years.

A description of the special characteristics of the school/academic component that make it appropriate

for an AREA grant, where the goals of the AREA program are to: (1) provide support for meritorious research; (2) strengthen the research environment of schools that have not been major recipients of NIH support; and (3) expose available undergraduate and/or graduate students in such environments to research. Include a description of the likely impact of an AREA grant on the PD(s)/PI(s) and the research environment of the school/academic component.

Although it is expected that the majority of the research will be directed by the applicant investigator

and conducted at the grantee institution, limited use of special facilities or equipment at another institution is permitted.  For any proposed research sites other than the applicant institution, provide a brief description of resources.  Collaborations with other investigators are also permitted if complementary expertise is required to accomplish the proposed specific aims.

If relevant, a statement of institutional support for the proposed research project (e.g., equipment,

laboratory space, release time, matching funds, etc.).

\_\_\_\_**Human Subjects** (if applicable: Protection of Human Subjects; Inclusion of Women & Minorities;

Targeted/Planned Enrollment Table (form); Inclusion of Children)  see pp. I‐135 -- 136

\_\_\_\_**Introduction** (for resubmissions or revisions only) 1 page limit.  p. I‐131

\_\_\_\_**Letters of Support** (attachment) p. I‐141

\_\_\_\_**Narrative** (Public Relevance Statement):  In 2–3 sentences, describe in language for lay audience the

relevance of this research to public health.  Will be public domain.  p. I‐77

\_\_\_\_**Research Strategy** (attachment) **12 page max; for complete, detailed guidance** see pp. I‐133 -- 134

\_\_\_\_**Resource Sharing Plan** (attachment) pp. I‐142 -- 143

\_\_\_\_**Specific Aims** (attachment) 1 page limit; concisely state the project goals and summarize expected

outcome. p. I‐132

\_\_\_\_**Vertebrate Animals** (attachment; if applicable) address five points as listed on pp. I‐137 -- 138

**OTHER REQUIRED ITEMS:**

\_\_\_\_**Significant Financial Interest Disclosure (SFID**): PI and all Senior/Key Personnel must have an SFID

on file in their Sponsored Research Office before an application can be submitted to the NIH.

\_\_\_\_**Conflict of Interest** (COI) Training: all PIs and Senior/Key Personnel must have completed the CITI COI

course before proposal submission. See the following website for more information:  <http://compliance.okstate.edu/sites/default/files/coi_docs/CITI%20Instructions-COI.pdf>

\_\_\_\_**Protocols** (as applicable: Human Subjects, Vertebrate Animals, Hazardous Materials, rDNA, Infectious

Agents or Blood borne Pathogens) **must be approved before awarded funds may be expended**.

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| All Key Personnel working on an NIH-funded research project must have an eraCommons account, or NIH will reject the application. These accounts must be set up **prior to proposal submission.** pp. I-17 – 18 |

**SUBMIT YOUR APPLICATION EARLY**!