**Deadline(s):**   February 16, June 16, October 16 (new applications)

March 16; July 16; November 16 (resubmission, revision applications)

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

**Budget:**                           Combined budget for direct costs for the two year project period may not exceed

$275,000. No more than $200,000 may be requested in any single year

The following checklist is for the NIH Exploratory/Developmental Research Grant Program (Parent R21) PA‐13‐303. This mechanism is intended to encourage exploratory/developmental research by providing support for the early and conceptual stages of project development. NIH has standardized the R21 application characteristics, requirements, preparation, and review procedures in order to accommodate investigator-initiated (unsolicited) grant applications. For more information see: <http://grants.nih.gov/grants/funding/r21.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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| R21: Scope of the Program   * Exploratory, novel studies that break new ground or extend previous discoveries toward new directions or applications. * High risk reward studies that may lead to a breakthrough in a particular area, or result in novel   techniques, agents, methodologies, models or applications that will impact biomedical,  behavioral, or clinical research.   * Projects should be distinct from those supported through the traditional R01 mechanism. * Projects of limited cost or scope that use widely accepted approaches and methods are better suited for the **R03** *small grant mechanism*   Make sure your Institute or Center (IC) of interest supports the R21 mechanism before you submit.  All applicants are strongly urged to consult with the appropriate NIH Program Officer  **during the concept development stage** of the application. |

REQUIRED ELEMENTS (page numbers reference the current **SF 424 (R&R) Guide**)

<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

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

information. p. I‐127.

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

\_\_\_\_**Equipment**:  List of major equipment available for project; list location & 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

\_\_\_\_**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) **6 page max; for complete, detailed guidance** see pp. I‐133 -- 134

R21 application characteristics:

* + The R21 cannot be renewed
  + One resubmission (A1) is allowed
  + **Introduction r**equired for a resubmission is limited to one page
  + No preliminary data are required but may be included if available.

\_\_\_\_**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

Additional Information:

All R21 grant applications will be assigned to the ICs according to standard PHS referral guidelines and specific program interests. **Applications that are assigned to an IC that does not participate in this program may be returned without review.**

There is also a list of ICs that do not accept unsolicited R21 applications. Non-participating ICs might solicit other R21 applications using Requests for Applications (RFAs) or Program Announcements (PAs) to meet specific program needs. Information about such initiatives can be obtained in the [NIH Guide for Grants and Contracts](http://grants.nih.gov/grants/guide/index.html) and by consulting with NIH staff. In some cases those announcements may specify different application characteristics, review criteria, and receipt dates.

**OTHER REQUIRED ITEMS:**

\_\_\_\_**Significant Financial Interest Disclosure (SFID**): The 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 & 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, including graduate students, 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**!