**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:**                           You may request a project period of up to two years and a budget for direct costs

 of up to two $25,000 modules or $50,000 per year.

The following checklist is for the NIH Small Research Grant Program (Parent R03), PA‐13‐304. The R03 grant mechanism supports discrete, well-defined small research projects that can be completed in two years and that require limited levels of funding. Applicants are encouraged to consult the *IC Contacts and Special Interests website:*  <http://grants.nih.gov/grants/guide/contacts/parent_R03.html> to determine if an RO3 application is appropriate.

**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.*

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

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| R03 Characteristics:The R03 cannot be renewed; one resubmission (A1) is allowed. No preliminary data are required, but may be included if available.Examples of projects that ICs support with the R03 include: * Pilot or feasibility studies
* Secondary analysis of existing data
* Small, self-contained research projects
* Development of research methodology
* Development of new research technology

**Make sure** your Institute or Center (IC) of interest supports the R03 mechanism before you submit. |

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

Review criteria: The R03 supports discrete, well-defined projects that realistically can be completed in two years and that require limited levels of funding. Because the research project usually is limited, an R03 grant application may often not contain extensive detail or discussion. Accordingly, reviewers will be instructed to evaluate the conceptual framework and general approach to the problem. Appropriate justification for the proposed work may be provided through literature citations, data from other sources, or from investigator-generated data. Preliminary data are not required, particularly in applications proposing pilot or feasibility studies, but may be included if available.

Investigators are strongly encouraged to consult with the appropriate NIH program administrator about their proposed research project **during the concept development stage** of the application.

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

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

 outcomes. 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**): 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**!