

NIH R01 Cheat Sheet

Applicants should use the MOST RECENT funding announcement. Please check the “Release/Posted Date” in the “Key Dates” section of the RFA/PA to ensure that it is up to date (Opening Date: August 12, 2011).

1. Link to NIH Research Project Grant (Parent R01):

<http://grants.nih.gov/grants/guide/pa-files/pa-11-260.html>.

Specific RFAs also use the R01 funding mechanism.

2. Check the actual funding announcement to which you are responding to see if standard due dates apply (sometimes dates vary).

3. R01 Standard Due Dates:

Cycle 1: February 5 (AIDS/ AIDS Related: May 7)
Cycle 2: June 5 (AIDS/ AIDS Related: September 7)
Cycle 3: October 5 (AIDS/ AIDS Related: January 7)

4. Other Important Dates:

Scientific Merit Review Dates:

Cycle 1: June - July
Cycle 2: October - November
Cycle 3: February – March

Advisory Council Review Dates:

Cycle 1: September - October
Cycle 2: January - February
Cycle 3: May – June

Earliest Project Start Date:

Cycle 1: December
Cycle 2: April
Cycle 3: July

5. Check your announcement to see if single or multiple Principal Investigators (PIs) are allowed. For applications designating multiple PDs/PIs, a **Multiple PD/PI Leadership Plan** must be included. For more information about Multiple PD/PIs, please go to

http://grants.nih.gov/grants/multi_pi/faq.htm.

6. **Purpose:** To support a discrete, specified, circumscribed project to be performed by the named investigator(s) in areas representing the specific interests and competencies of the investigator(s).

7. **Budget Information:** Costs appropriate for the project and a project duration of up to five years may be requested. The size and duration of each award will vary. Applicants requesting \$500,000 or more in direct costs in any year (excluding consortium F&A) must contact NIH program staff at least 6 weeks before submitting the application and follow the Policy on the Acceptance for Review of Unsolicited Applications that Request \$500,000 or More in Direct Costs as described in the SF 424 (R&R) Application Guide.

8. Title: Limited to **81 characters** (includes spaces and punctuation marks).

10. Project Summary (Abstract):

- No longer than **30 lines of text**.
- Summary of the proposed activity suitable for dissemination to the public.
- Briefly state the specific aims and research design.
- Provide info on the significance (i.e., the gap the study is addressing and the public health significance).

11. Project Narrative:

- No more than **2 or 3 sentences**.
- Describe the **relevance to public health**.
- Be succinct, and use plain language appropriate for a lay audience.

12. Biographical Sketch:

- Each biosketch is limited to **4 pages**.
- **Educational Block:** begin with baccalaureate information.
- **“Personal Statement”** Briefly describe why your experience and qualifications make you particularly **well-suited for your role** on this project.
- Include **no more than 15 publications** or manuscripts in press (NOT including publications that have been submitted or are in preparation).
- If you are citing NIH funded studies in your publications section of your biosketch, and if these publications fall under the NIH Public Access Policy (<http://publicaccess.nih.gov/>), provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or Pubmed Central reference number or **PMCID** (e.g., PMCID234567). More information can be found here: http://www.nlm.nih.gov/pubs/techbull/so08/so08_skill_kit_pmcid.html, or please visit the R² Website or contact the office for our step-by-step guide.
- The NIH Public Access Policy: applies to all peer-reviewed articles accepted for publication on or after April 7, 2008 and onward. See <http://publicaccess.nih.gov/> for more details.
- If the PMCID is not yet available because it is in process, then state “PMC Journal – In Process.” A list of the journals can be found here: http://publicaccess.nih.gov/submit_process_journals.htm.
- **Research Support:** List *selected* ongoing and completed (during the *last three years*) research projects (Federal or non-Federal support). Begin with the projects that are *most relevant* to the research proposed in this application. Briefly indicate the overall goals of the projects and key personnel responsibilities that are relevant to the current application. *Do not include number of person months or total costs.*

13. Specific Aims:

- **1 page limit.** The Specific Aims do NOT count toward your Research Strategy, which has a 6-page limit.
- **Concisely** state the goals of the proposed research.
- Summarize the expected outcomes, including **impact** of research on fields involved.

- **Succinctly** list objectives of proposed research (e.g., to test a hypothesis, create a novel design, solve a specific problem, etc.).

14. Research Strategy:

- Cannot exceed **12 pages** (for R01s; page limits for other grant types will vary. Please see the NIH Table of page limits for other grant mechanisms: http://enhancing-peerreview.nih.gov/page_limits.html).
- This section includes the following new headings: **Significance, Innovation, Approach.**

A. Significance:

- Explain the **importance** of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in **one or more broad fields.**
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this **field will be changed** if the proposed aims are achieved.

B. Innovation:

- Explain how the application **challenges** and seeks to **shift** current research or clinical practice paradigms.
- Describe any **novel** theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any **advantage over existing** methodologies, instrumentation or intervention(s).
- Explain any **refinements, improvements, or new applications** of theoretical concepts, approaches or methodologies, instrumentation or interventions.

C. Approach:

- Include **Preliminary Studies/Progress Report** in “Approach” Section
- Describe the **overall strategy, methodology, and analyses** to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any **strategy to establish feasibility**, and address the management of any **high risk aspects** of the proposed work.
- Point out any procedures, situations, or materials that may be **hazardous to personnel** and precautions to be exercised (<http://www.ehs.columbia.edu/>).

15. Other Sections:

- Cover Letter: NIH suggests that you **request a specific Institute/Center** and a **specific review committee.** Check with the project officer listed on the funding announcement for advice on this.
- Facilities and other Resources-- PIs must identify facilities used, their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe how the scientific environment in which the research will be conducted contributes to

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the probability of success. For Early Stage Investigators, describe **institutional investment** in the success of the investigator. *The R² office has prepared a template that PIs may tailor for their proposals. Please contact the office to see this boilerplate document.*

Other Sections

- Bibliography/References Cited- this section does **not** count toward your page limit.
- Inclusion Enrollment Report
- Human Subjects Sections:
 - Protection of Human Subjects
 - Inclusion of Women and Minorities
 - Inclusion of Children
 - Targeted/Planned Enrollment Table
- Vertebrate Animals
- Select Agent Research. A full discussion on the use of Select Agents should appear in this section. PIs must describe the biocontainment resources available at all performance sites.
- Multiple PD/PI Leadership Plan (if applicable)
- Consortium/Contractual Arrangements (if applicable)
- Letters of Support
- Resource Sharing Plan(s).

Note: Note: The R² Office has instructions and template documents for each section of these proposals. Please contact Dr. Pam Factor-Litvak, Associate Dean for Research Resource (R²) at prf1@columbia.edu for support while preparing an NIH R01 application.