

CHECKLIST for NRSA Training Programs (T32)
Please read RFA and individual NIH Institute guidelines

Ready to Submit



Proposal Number: _____

PI _____

- Validation in Place - Adobe

General Info:	NOTES
<input type="checkbox"/> Certification complete for Investigators and KP if appropriate <input type="checkbox"/> Proposal Type = New, Renewal or Resubmission <input type="checkbox"/> Project Period No more than 5 years, <input type="checkbox"/> Sponsor: NIH 000340 <input type="checkbox"/> Funding Opportunity = PA-14-015 for Parent Announcement <input type="checkbox"/> Review SF424 Application Guide for NIH	
Senior/Key Personnel Profile Form (Investigator/Key Persons Screens):	NOTES
<input checked="" type="checkbox"/> eRA Username included for Applicant <input type="checkbox"/> Profiles included for Applicant	
Biosketch Attachments:	NOTES
<input type="checkbox"/> Does not exceed 4 pages each, suggested limit of 15 publications cited <input checked="" type="checkbox"/> Include for Applicant	
Other Project Information Form (Special Review Screen):	NOTES
<input type="checkbox"/> Human Subject marked correctly <input checked="" type="checkbox"/> Date not in Future Cannot be pending and exempt <input checked="" type="checkbox"/> Assurance Number accurate (00004881) (if applicable) <input type="checkbox"/> Vertebrate Animals marked correctly <input checked="" type="checkbox"/> Date not in Future <input checked="" type="checkbox"/> Assurance Number accurate (A-3125-01) (if applicable)	
Project Summary/Abstract Attachment:	NOTES
<input type="checkbox"/> Does not exceed 30 lines of text	
Narrative Attachment:	NOTES
Public Health Relevance Statement <input type="checkbox"/> Does not exceed 2-3 sentences (one page)	
Bibliography/Literature Cited Attachment:	NOTES
<input type="checkbox"/> Must not include "et als"	
Facilities/Resources Attachment:	NOTES
<input type="checkbox"/> Included	
Equipment Attachment:	NOTES
<input type="checkbox"/> Included	
Other Attachments:	NOTES
<input type="checkbox"/> Required Other Attachments – See SF424 Application Guide	
Project/Performance Site Locations Form (Organization Screen):	NOTES
<input checked="" type="checkbox"/> Department address listed	
Other Sponsor Forms (Grants.gov Screen):	NOTES
<input type="checkbox"/> R&R Project/Performance Site Locations <input type="checkbox"/> R&R Senior/Key Person Profile(s) <input checked="" type="checkbox"/> Cover letter <input type="checkbox"/> SF424 Cover Component - required <input type="checkbox"/> PHS Training Subaward Budget	

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PHS Research Training Program Plan Form Attachments:	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> 1. Introduction- Resubmission only – limited to 3 pages <input type="checkbox"/> 2. Background <input type="checkbox"/> 3. Program Plan <input type="checkbox"/> 4. Recruitment and Retention Plan <input type="checkbox"/> 5. Instruction in Responsible Conduct of Research <p><i>Sections 2-4 of the Research Training Plan are limited to 25 pages total</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Progress Report – Renewals Only <input type="checkbox"/> Protection of Human Subjects Section (if needed) <input type="checkbox"/> Vertebrate Animals Section (if needed) <input type="checkbox"/> Select Agent Research (if needed) <input type="checkbox"/> Multiple PD/PI Leadership Plan <input type="checkbox"/> Consortium and Contractual Arrangements <input type="checkbox"/> Participating Faculty Biosketches <input type="checkbox"/> Data Tables <input type="checkbox"/> Letters of Support <input type="checkbox"/> Appendix (if needed) 	
Questionnaires and Certification Questions	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> All questions have been answered appropriately 	
Budget Information PHS 398 Training Budget Form	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> PHS 398 Training Budget Form <input type="checkbox"/> Funding levels <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Trainee Travel <input type="checkbox"/> Trainee Related Expenses <input type="checkbox"/> F&A limited to 8% <i>(not taken on stipend or tuition)</i> 	