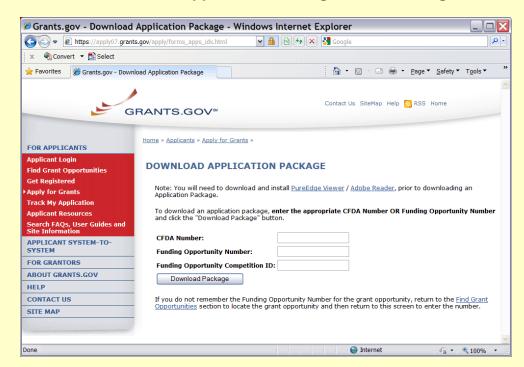
## HOW TO SUBMIT AN ELECTRONIC GRANT APPLICATION IN GRANTS.GOV

 Contact OSPR (372-2481) to get registered on eRA Commons and Grants.gov. 2. Find your Parent Announcement at this link:

http://grants.nih.gov/grants/guide/parent\_announcements.htm

3. Download the associated Application Package from Grants.gov:



A Funding Opportunity Number is referenced in every announcement. It may be called a Program Announcement (PA) Number or a Request for Application (RFA) Number. Enter this number in the Funding Opportunity Number field and click *Download Package*. **Don't start filling anything out yet because some documents are optional. OSPR can help you with this**.

4. Write your proposal text (research plan).

Suggested Section Lengths

	R01	R03	R15	R21
Introduction	1	1	1	1
Specific Aims	1	1	1	1
Research Strategy	12	6	12	6

NIH Table of Page Limits

Details of Application Changes as of January 25, 2010

SF424 (R&R) application guide: http://grants.nih.gov/grants/funding/424/index.htm

R01 description R03 description R15 Description R21 description

### 5. Write the Abstract

- Part 1 addresses project aims and relevance to NIH mission and is limited to 30 lines of text;
- Part 2 addresses relevance to Public Health and is limited to 2-3 sentences.

**Note**: The project title must not exceed 81 characters, including the spaces between words and punctuation.

# 6. Request Letters of Support.

All letters for significant contributors should be included in one pdf file.

**7. Prepare Bio-sketches.** CFDR can format these for you. <u>Biosketch Sample</u>..

8. Format and check your references and bibliography.

CFDR can help you with this.

9. Prepare the Human Subjects form.

Contact the Research Compliance Office (372-7716).

There are 3 parts to this section, although some may not apply to your proposal. See proposal guidelines for specific direction.

- 1. Protection of Human Subjects
- 2. Inclusion of Women and Minorities
- 3. Inclusion of Children

#### 10. Write the Cover letter.

Include Application Title, PA title, and referral to a particular Scientific Review Group. (CFDR and OSPR have examples.)

#### 11. Back to OSPR

- OSPR will prepare the budget
- OSPR will prepare the cover sheet (SF424)
- OSPR and CFDR have examples of budget justifications.
- OSPR fills in all extra forms.

12. Convert your text files to pdf format.

CFDR can help you with this.

13. Send pdf files to OSPR for uploading onto Grants.gov.

- 14. Complete the campus endorsement form and conflict of interest form.
- Forms are on the OSPR web site.
- CFDR will route these for signature, along with a copy of the grant and budget proposal.

### **BASIC TEXT FORMAT**

- Font: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch. [Best choice: Georgia, font size 11, at 98% scale.]
- Page Margins: Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- Page Formatting: Use only a standard, single-column format for the text. Do not include any information in a header or footer of the attachments. A header will be system-generated.

Text attachments should be generated using word processing software and then converted to PDF using PDF generating software.