

NIH Proposal Development Checklist

R03 – Grants.gov

This checklist can be used to help you prepare an R03 Grants.gov application. Forms, definitions, and further instructions are available from the Psychology Grants website (psych.la.psu.edu/Grants).

- Notify the Liberal Arts Grants and Contracts Office that you will be submitting an R03 proposal via Grants.gov and determine when the final proposal is due to the office.
- Is there a specific program announcement (PA) or Request for Application (RFA) for this proposal? If so, give the PA or RFA number to the Liberal Arts Grants and Contracts Office staff. It is likely that you will need the general PA for R03s - <http://grants.nih.gov/grants/guide/pa-files/PA-06-180.html>
- Create a preliminary list of project needs using the Project Needs Form or Budget Template (see Psychology Grants website)
- Email the Project Needs form or Budget Template file to Liberal Arts Grants and Contracts Office staff.
- If you have collaborators (at Penn State or another institution), point that out specifically to the Liberal Arts Grants and Contracts Office staff.
- If you have consultants for the project and these consultants are outside of Penn State, send them a consultant Letter of Support to be modified, signed, and returned to you. Sample letter is available on the Psychology Grants website.
- Obtain the Grants.gov application from the PA-06-180 solicitation link on the NIH website
- Create or update your NIH biosketch (Grants.gov format) and collect biosketches for any collaborating investigators and/or Other Significant Contributors
- Complete the Resources sections (Facilities and Other Resources, and Equipment) – Sections 9. & 10. of Other Project Info
- Complete the list of Key Personnel (Form Page 3)
- Determine if you will include Appendix materials (publications, measures, etc.). – Section 15 of Research Plan
- Write the Research Plan (plan that this will take most of your time)
 - Format: Font = 11 pt Arial. Margins = use 0.5” for all 4 margins (no header, no footer)
 - Page Limit = 10 pages for Sections 2-5 (what was A-D on paper)
 - 2. Specific Aims
 - 3. Background and Significance
 - 4. Preliminary Studies
 - 5. Research Design and Methods
 - 6.-10. Human Subjects
 - Section 8 of Other Project Info = Literature Cited
- Work with the Liberal Arts Grants and Contracts Office staff to finalize the budget
- Write the modular budget justification, using the Budget Justification templates available on the Psychology Grants website
- Complete other required forms
 - Project Summary/Abstract (Section 6) and Project Narrative (Section 7) – Other Project Info
 - Targeted/Planned Enrollment Table (spreadsheet on the grants website is available to assist with these estimates)
 - Face Page Now is 4 different pages in Grants.gov
 - Checklist (the Liberal Arts Grants and Contracts Office can help with this)
- Work with Liberal Arts Grants and Contracts Office for transfer of final Grants.gov document

See the Grants website for some examples of the Grants.gov pages for R03 applications.