McCormick Research Administration NRSA Proposal Checklist

Items Needed for Internal Routing (due to RA ASAP before deadline):
- Completed NRSA Proposal Questionnaire
- Draft of Project Summary or Specific Aims
- Proposal and Conflict of Interest approvals (via InfoEd PD and FASIS)

Administrative Items (due to RA 6 business days before deadline):
- Sponsor Biographical Sketch (5 pages; same guidelines)
- Co-Sponsor Biographical Sketch(es) (if applicable; same guidelines)
- Facilities & Other Resources (no page limit)
- Equipment (no page limit)
- Project Summary/Abstract (30 lines maximum)
- Project Narrative (2-3 sentences maximum; in lay language)
- Cover Letter (no page limit)
- Selection of Sponsor and Institution (1 page)
- Respective Contributions (1 page)
- Responsible Conduct of Research (1 page)
- Goals for Fellowship Training and Career (1 page)
- Activities Planned Under This Award (1 page)
- Doctoral Dissertation and Other Research Experience (2 pages)
- Description of Degree Program (predoctoral only)
- Sponsor and any Co-Sponsor(s) (if any) Information (6 pages)
- Drafts or final versions of any other components that are available at this time
- Bibliography & References Cited (no page limit)

Technical Items (due to RA 3 business days before deadline):
- Specific Aims (1 page)
- Research Strategy (6 pages)
Include With Technical Items if Applicable

- Introduction to Resubmission or Revision Application (1 page)
- Protection of Human Subjects (no page limit)
- Inclusion of Women/Minorities (no page limit)
- Inclusion of Children (no page limit)
- Targeted/Planned Enrollment (http://grants.nih.gov/grants/funding/phs398/PlannedEnrollmentReport.docx)
- Vertebrate Animals (no page limit)
- Select Agent Research (no page limit)
- Information from Collaborators and Dissertation Advisor(s) (no page limit)
- Appendix Materials (highly restricted; if applicable, read instructions carefully)

Uploaded Separately by Referees (request as soon as possible; due the same time as the application): (via https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new):

- Reference Letters (minimum of 3)

Formatting/Compliance Checklist

- Font and margins conform to NIH requirements
- No headers or footers on any pages
- Bibliography lists all authors for each citation (not “et al”)
- Publications on bio sketches and bibliography include PMCID where applicable
- No Innovation section in Research Plan unless specifically requested in solicitation

Additional Resources


- NU Conflict of Interest: http://www.northwestern.edu/coi/index.html
- NU VP for Research Memo Re: Deadlines: http://osr.northwestern.edu/proposals/deadlines