

File Checklist for a Standard R01 (E-forms)



There are now **THREE** separate parent funding announcements for R01 submissions; **PA-19-055** for those projects that proposal Clinical Trials, **PA-19-091** for Basic Experimental Studies with Humans Required (Clinical Trials Required) and **PA-19-056** for Non-Clinical but can include both animal or humans. It is important to verify with the IC you are targeting is participating in the Parent Announcement you are targeting. If you are unsure please reach out to CAA for verification. If you are not applying to the parent funding announcement make sure you; check if there are more than one call for the same PA/PAR, if not make sure it is listed as clinical trial optional.

	File Type	Comments	Page Limits
	Cover letter	Optional only include if conveying specific information including; why a proposal is being submitted late, if you need to communicate official information such as approval to exceed the \$500K cap, if you are going to generate large scale genomic data, if a subcontractor is only participating in part of the project or if required by the PA/PAR. Otherwise it is recommended that you include the assignment request form	No page limit but normally not longer than two pages
	Abstract*	The same one should be uploaded on the internal routing program	½ page or 30 lines
	Narrative*	Should be in lay language	¼ page or 2-3 sentences
	Facilities and other resources	The same one should be uploaded on the internal routing program	No limit
	Equipment	The same one should be uploaded on the internal routing program. Can be include in facilities.	No limit
	Bibliography & References Cited	If you are the author or co-author of the cited material the PMCI or PMC number needs to be included in the listed	No limit (unless stated)
	Bios*	Make sure using the most current form, expires in 2020	5-page limit
	Specific Aims*		1-page limit
	Research Strategy*		12-page limit

	Vertebrate Animals	Should only be uploaded if working with Animals.	No limit but there are specific items that need to be addressed
	Consortium / Contractual agreement	If they do not have a template our Letter of Commitment form can be used	No Limit
	Letters of Support		No Limit unless stated in the FA
	Resource Sharing Plan*		No Limit but normally not longer than a page
	Authentication of key biological and / or chemical resources*		No Limit
	Introduction	Mandatory for resubmissions	1-page limit, unless otherwise stated
	Progress Report Publication List	Should be included for renewal submissions	No page limit
	Budget justification	The same one should be uploaded on the internal routing program	No limit but for a modular budget you only need to address personnel cost

*** Most often mandatory documents**

There are also optional forms that need to be added. These include Module Budget (requesting \$250,000 per year or less), RR Detailed Budget (requesting \$250,001 – 499,998 per year if over in most cases you need PO approval), RR Subaward Budget and Assignment Request Form.

Note: You should always read the specific FA to see if it deviates from the standard requirements. You should also see if any other files or appendix material are allow or required. If it is not specified these items should not be included. Contact The Office of Clinical Award Administration 8-4490/SOMCAA@stonybrookmedicine.edu, if you have any questions on what is required for a complete submission.