File Checklist for a Standard R01 (Forms G)

There are now **THREE** separate parent funding announcements for R01 submissions; **PA-20-183** for those projects that propose Clinical Trials, **PA-20-184** for Basic Experimental Studies with Humans Required (Clinical Trials Required), and **PA-20-185** for Non-Clinical but can include both animal or humans. To verify that these have not changed, please go to https://grants.nih.gov/funding/searchguide/index.html#/ and search for R01 Parent. It is crucial to confirm that the IC you are targeting is participating in the Parent Announcement. If you are not applying to the parent funding announcement, make sure you; check if there is more than one call for the same PA/PAR; if not, make sure it is listed as clinical trial optional. If you are unsure, please reach out to CAA for verification.

	File Type	Comments	Page Limits
	Cover letter	**Optional** <u>only include</u> 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. If you are including <u>Human Fetal Tissue from elective abortions,</u> you **MUST** include a cover letter with a statement regarding HFT involvement. Otherwise it is recommended that you include the assignment request form	No page limit but normally not longer than two pages
	Human Fetal Tissue	If you answer yes to the use of Human Fetal Tissue obtained from elective abortions, it is mandatory that you upload two additional files: HFT Compliance Assurance and HFT Sample IRB Consent Form. **NOTE if you are using HFT from elective abortions and including these two files you are NOT allowed to use the Modular Budget form regardless of amount being requested per year.**	No limit
	Abstract*	The same one should be uploaded on the internal routing program	½ page or 30 lines. OPS is validating this limit and will send the package back for revisions if over.
	Narrative*	Should be in lay language	¼ page or 2-3 sentences, OPS is validating this limit and will send the package back for revisions if over.
	Facilities and other resources	The same one should be uploaded on the internal routing program	No limit for latest up on SOM Core Facilities visit, https://osa.stonybrookmedicine.edu/caa/ChecklistandTemplates
	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). Hyperlinks are not allowed in this section anymore.

	Bios*	Make sure using the most current form, expires in 2024	5-page limit sample https://osa.stonybrookmedicine.edu/caa/forms
	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	I Our Letter of Commitment form should not be used in this section; it is for internal purposes only. https://www.stonybrook.edu/commcms/osp-ogm/_pdf/Subrecipient%20Commitment%20Form%202022.pdf	No Limit Sample letters can be found at https://osa.stonybrookmedicine.edu/caa/forms
	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
	Other Attachments	#12 on the Other Project Information tab	This is limited to specific documents detailed in the program announcement
	Appendix	#12 on the Research Plan tab	Very rarely used anymore and only when specified in the program announcement

* Most often-mandatory documents

There are also optional forms that need to be added:
- 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.

If you use HFT from elective abortions, you are NOT allowed to use the Modular Budget form regardless of the requested amount per year.

Note:
1. 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 allowed or required. If it is not specified, these items should not be

included. Contact The Office of Clinical Award Administration at 638-4490/SOMCAA@stonybrookmedicine.edu if you have any questions about a complete submission.

2. The only place where you are allowed to include hyperlinks is in your biosketch and only for PMC ID links and a grants.gov link to your publications.
3. UEI numbers are now being used instead of DUNs numbers throughout the application. Please make sure to ask your project partners for their UEI when requesting project information.

If your project has, human subjects refer to the separate checklist for that section.