| **File Checklist for a Standard R21 (E-forms)** | Notepad and pen design |
| --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
|  | File Type | **Comments** | Page Limits |
|  | Cover letter | **Optional** if not including you can add 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 |  | 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\* |  | 6-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. 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](mailto:SOMCAA@stonybrookmedicine.edu), if you have any questions on what is required for a complete submission.