

# File Checklist for a Standard R21 (Forms F)



There are now **THREE** separate parent funding announcements for R21 submissions; **PA-20-195** for those projects that proposal Clinical Trials, **PA-20-196** for Basic Experimental Studies with Humans Required (Clinical Trials Required) and **PA-20-194** 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. 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.

There is still only one parent announcement for **R03** submissions, **PA-20-200**

File Type	Comments	Page Limits
Cover letter	<b>Optional</b> only include if conveying specific information including; why a proposal is being submitted late, 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 Human Fetal Tissue from elective abortions you <b>MUST</b> 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
<b>Human Fetal Tissue</b>	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. <b>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.</b>	No limit
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 include in the listed.	No limit (unless stated)

Bios*	Make sure using the most current form, expires in 2023	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 <b>resubmissions</b>	1-page limit, unless otherwise stated
Progress Report Publication List	Should be included for <b>renewal</b> 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. Modular Budget, and Assignment Request Form. If you are using HFT from elective abortions you are NOT allowed to use the Modular Budget form regardless of amount being requested per year. In the updated Forms F there are changed to the Assignment Request Form removing the "Do Not Assign" to awarding component and study section fields and adding Rationale for Assignment Suggestion text box

**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.