

# File Checklist for a Standard R21 (Forms G)



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
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. <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. 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, <a href="https://osa.stonybrookmedicine.edu/caa/ChecklistandTemplates">https://osa.stonybrookmedicine.edu/caa/ChecklistandTemplates</a>
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). Hyperlinks are not allowed in this section anymore

Bios*	Make sure using the most current form, expires in 2024	5-page limit sample <a href="https://osa.stonybrookmedicine.edu/caa/forms">https://osa.stonybrookmedicine.edu/caa/forms</a>
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	Our Letter of Commitment form should not be used in this section, it is for internal purposes only. <a href="https://www.stonybrook.edu/commcms/osp-ogm/pdf/Subrecipient%20Commitment%20Form%202022.pdf">https://www.stonybrook.edu/commcms/osp-ogm/pdf/Subrecipient%20Commitment%20Form%202022.pdf</a>	No Limit a sample letter can be found at <a href="https://osa.stonybrookmedicine.edu/caa/forms">https://osa.stonybrookmedicine.edu/caa/forms</a>
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
Budget justification	The same one should be uploaded on the internal routing program	No limit but for a modular budget, which is most often required for R21 submissions, 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), 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](mailto: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.