

## Reviewer's Checklist

RFA-OD-09-003: Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)

**NIH Due Date: 5:00pm PDT on Monday, April 27, 2009**

**OCGA Due Date: 8:00 am PDT on Tuesday, April 21, 2009**

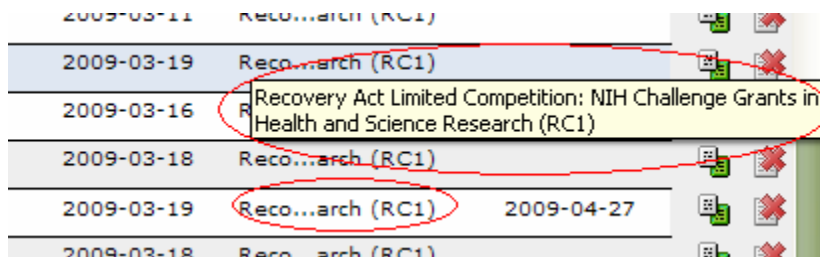
### Notes/Comments

- ◆ Highlighted items are the most important and could cause the proposal to be rejected if not completed properly. ***If time is limited, only review highlighted items.***
- ◆ No supplemental/update information will be accepted, so PI's should be reminded to beware that what they submit is final.
- ◆ See [NOT-OD-09-025](#) for Special Review Criteria

Checkmark (✓)      No Issues, Item Completed Correctly  
Circled Item        Issue or Outstanding item  
Dash (-)            Not Applicable

### General

- Proposal Type = NIH RC1** (On the proposal main screen, hold your cursor over the form type to see the full name of the application template.)



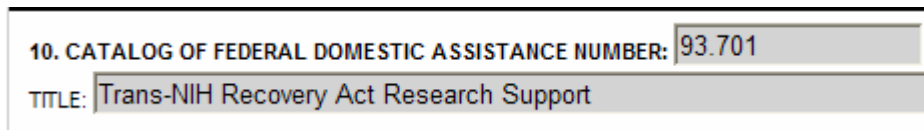
- Cayuse Validation Type = NIH Minimal**

**Important Note:** Due to the time constraints that NIH is faced with in developing and launching this funding opportunity, all of the new validations in this FOA are in the form of WARNINGS rather than ERRORS. Therefore, it is extremely important that preparers, reviewers, and submitters read and understand the guidelines for this RFA and pay very close attention to warnings generated by the S2S Grants system. Warnings will not cause an application to be rejected by Grants.gov or the NIH Commons, but the Center for Scientific Review (CSR) may reject applications found to be non-compliant with the guidelines.

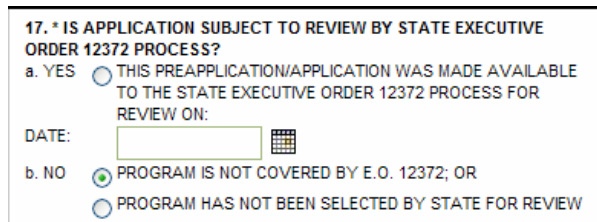
- Uploaded Files:**
  - Files have no headers or footers
  - Font = Arial, Helvetica, Palatino Linotype, or Georgia (black and 11 point or larger)
  - Margins are at least ½ inch
- Errors/Warnings Button = 0 Errors**

**SF424 (R&R)**

- Field 1: Type of Submission** = Application (or Changed/Corrected Application *if and only if* the proposal is being resubmitted to correct errors found during Commons validation)
- Field 2 & 3** = All four boxes are empty
- Field 4: Federal Identifier** = Empty unless Changed/Corrected Application, then Grants.gov tracking number (e.g. GRANT12345678). No previous award # should be listed because Resubmissions and Renewals are not allowed.
- Field 5: Applicant Information**
  - Upper Section** = Default info which is OCGA address and DUNS 092530369
  - Lower Section**
    - Name, phone, and fax of Grant Analyst assigned to the department
    - Email = Grant Analyst's team email (e.g. [OCGA3@research.ucla.edu](mailto:OCGA3@research.ucla.edu))
- Field 6: EIN/TIN** = 1-956006143-A1
- Field 7: Type of Applicant** = H: Public/State Controlled Institution of Higher Ed
- Field 8: Type of Application** = New (Renewal and Resubmission are not allowed)
- Field 9** = Auto-filled by template
- Field 10** looks exactly as in the following picture:



- Field 11: Descriptive Title**
  - 81 characters maximum
  - Only standard characters are used, no Greek symbols
- Field 12: Areas Affected by the Project** = "N/A" entered in the field
- Field 13: Proposed Project Dates**
  - Anticipated start date is 9/30/09
  - 2 year maximum duration
- Field 14a: Congressional District of Applicant** = CA-030
- Field 14b: Congressional District of Project** = CA-030 for UCLA, or CA-all for all of California, or US-all for nationwide, or 00-000 for foreign. (If more than one district applies, add a list of additional districts in Field 21.)
- Field 15: Project Director/Principal Investigator Contact Information** = Name, address, etc of the PI
- Field 16a: Total Estimated Project Funding** = Same as Section I, Total Direct and Indirect Costs, on the Cumulative Budget page (must not exceed \$1,000,000)
- Field 16b: Total Federal and Non-federal Fund** = Same amount as in 16a
- Field 16c: Estimated Program Income** = 0 (unless program income is identified on page 2 of the PHS 398 Checklist form)
- Field 17: E.O. 12372 Applicability** = Program is not covered by E.O. 12372



- Field 18: Certifications** has a check mark in the box
- Field 19: Authorized Representative** = same as Field 5 (or DRA name and title if being submitted by DRA)

### SF424 RR Performance Sites

- Primary Location** = UCLA address where work will actually be performed
- Other sites and subaward sites are listed if applicable**

### SF424 RR Other Project Information

- Field 1a: IRB Approval for Human Subjects:** If Pending = Yes, Human Subject Assurance Number = 00004642
- Field 2a: IACUC Approval for Animal Subjects:** If Pending = Yes, Animal Welfare Assurance Number = A3196-01
- Field 6: Project Summary/Abstract**
  - 1 page maximum
  - Section begins with: *This application addresses broad Challenge Area (##) [Area Name] and specific Challenge Topic, ##-XX-###: [Topic Name].*
- Field 7: Project Narrative** = brief 2-3 sentences
- Field 8: Bibliography & Literature Cited**
  - 1 page maximum
  - PMID #'s are included where appropriate (alert department if none are included)
- Field 9: Facilities** = A facilities section is uploaded (each performance site is mentioned)
- Field 10: Equipment** = An equipment section is uploaded (each performance site is mentioned)
- Field 11: Other Information** = If any files are uploaded, they comply with standard NIH rules (see NIH SF424 Grants.gov Guide)

### SF424 RR Key Persons

- PI's Profile** (Applies to all PD/PI's if multiple-PI proposal)
  - Credential Field** = PI's NIH Commons ID
  - Project Role** = PD/PI
  - Biosketch:**
    - 2 page maximum
    - Sections A, B, and C are included
    - 10 publication maximum (***applies to PI Biosketch only***)
    - PMID #'s are included where appropriate (alert department if none are included)
    - Research Support has no effort or dollar amounts
  - Current & Pending:** Omit, not applicable for this program announcement
- Other Key Personnel Profiles**
  - Project Role:** NIH does not recognize Co-PI's so any Co-PI's should be listed as "Other" and "Co-Investigator"
  - Biosketch:**
    - 2 page maximum per person
    - Sections A, B, and C are included
    - PMID #'s are included where appropriate (alert department if none are included)
    - Research Support has no effort or dollar amounts
  - Current & Pending** Omit, not applicable to this program announcement

### SF424 RR Budget (Modular Budget not allowed)

- Personnel:**
  - Role for PI shows PD/PI (same for all PI's if multiple-PI proposal)
  - All Roles match roles listed on Key Persons form and Budget Justification
  - GSR Fees are not included in the benefit costs (see Section F below)
- Section F:**
  - TIF is included
  - GSR fees are included (if applicable)
- Annual Total Cost (Direct + Indirect) = \$500,000 maximum**

- F&A:** Appropriate rate has been selected for all cost categories
- Total Cost (Direct + Indirect) = \$1,000,000 maximum**
- Budget Justification**
  - Justification is provided for each line item on the budget (see NIH SF424 Grants.gov Guide for help)
  - Personnel:
    - 1 paragraph per person
    - Everyone on budget is listed in the same order as listed on the budget
    - Each paragraph begins with Name, Role (effort)
    - Effort is listed in person-months and specifies whether months are academic, summer, and/or calendar
  - Escalation rate is discussed
  - Benefit rates, including GSR remission fees, are discussed
  - If specific dollar amounts are listed they match the budget

### ***Subaward Budget (if subawards on proposal)***

- S2S Grants**
  - Subaward box on the left side of the screen is checked if subaward budgets are included
  - Subaward budget is linked to main proposal
- Subaward totals match amounts listed under Subawards on UCLA's budget for each year and cumulative
- Requested funding for any foreign component does not exceed 10% of the total requested direct costs or \$25,000 (aggregate total for all subcontracts and subawards), whichever is less (per NOT-OD-09-061 dated March 6, 2009)
- No more than 8% F&A has been requested by foreign participants
- Full amount of UC subawards excluded from MTDC base

### ***PHS 398 Cover Page Supplement***

- PI's degrees are listed (one degree per box)

### ***PHS 398 Research Plan***

- Field 1: Introduction to Application:** Omit, not applicable to this program announcement
- Field 2: Specific Aims = 1 page maximum**
- Field 3: Background & Significance:** Omit, not applicable to this program announcement
- Field 4: Progress Report/Preliminary Studies:** Omit, not applicable to this program announcement
- Field 5: Research Design and Methods:**
  - 12 pages maximum (including tables, graphs, figures, diagrams, and charts)
  - Project title is at the top of the first page
  - The following section headings are included in the following order (Preliminary Data is not required but can be included in The Approach section if desired)
    - Statement of the Challenge Area and Specific Challenge Topic
    - The Challenge and Potential Impact
    - The Approach (Preliminary Data is okay in this section but not required.)
    - Timeline and Milestones
- Field 6: Inclusion Enrollment Report:** Omit, not applicable to this program announcement
- Field 7: Progress Report Publication List:** Omit, not applicable to this program announcement
- Fields 8-11:** Each field has an uploaded file if Field 1 of Other Project Information is Yes
- Field 12: Vertebrate Animals:** File is uploaded if Field 2 of Other Project Information is Yes
- Field 14: Multiple PI Leadership Plan:** File is uploaded if proposal is Multiple-PI Proposal

- Field 15: Consortium/Contractual Arrangements:**
  - File is uploaded if subawards are on the project
  - File addresses programmatic (statement of work), fiscal, and administrative arrangements to be made between UCLA and the subaward(s)
- Field 16: Letters of Support:**
  - Letters, with rates, are uploaded for each consultant (if applicable).
  - Letters from Key Personnel, Collaborators, Other Significant Contributors and Subaward Key Personnel (at least sub's PI) are uploaded
- Field 17: Resource Sharing Plan(s)** = Required Data Sharing Plan is uploaded (1 paragraph maximum – See Section 6 of the RFA)
- Field 18: Appendices:** Omit, not permitted by this program announcement

### PHS 398 Checklist

- Section 1: Application Type**
  - Type = New
  - Federal Identifier = Same as SF424 R&R Field 4
- Section 2: Change of Investigator/Change of Institution:** Omit, not applicable to this program announcement
- Section 3: Inventions and Patents:** Omit, not applicable to this program announcement
- Section 4: Program Income:** If Yes, total amount matches SF424 R&R Field 16c
- Section 5: Assurances/Certifications:** Omit, not applicable

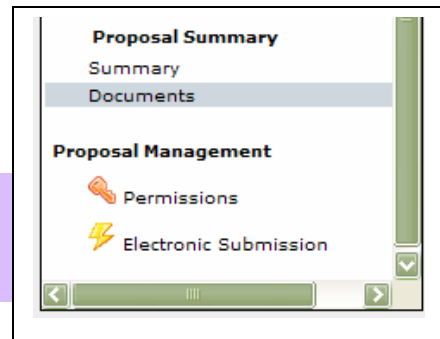
### PHS 398 Cover Letter File

- If proposal is Changed/Corrected Application submitted after 4/27, a cover letter explaining why the proposal is late has been uploaded and appears BEFORE any other cover letters.
- If a Multiple-PI proposal, a cover letter discussing multiple-PI's is uploaded

### Documents

- Goldenrod:
  - Attached
  - Fully signed
  - Comments:

- 740:
  - Attached
  - Signed and dated by all key personnel
  - Comments:



- PHS PI Signature Form
  - Attached
  - Signed by all PD/PI's (for multiple PI applications)
  - Comments:

- Subaward Documents:
  - Attached for each subaward
    - SOW
    - Budget
    - Justification
  - Signed by institutional official
  - Comments: