

NIH HEI Program: PAR-17-076 Checklist

To be used in conjunction with "NIH HEI Program: PAR-17-076 Overview" Document

RULE #1: ALWAYS READ THE FOA!

Award Amount: \$600,001 – \$2,000,000;

Application Deadline: 5/31/17

OVERVIEW

- Requested funding is at least \$600,001 and does not exceed \$2,000,000.
The warning that the budget is in excess of \$500,000 can be ignored for submission.
- Application Descriptive Title complies with instructions.
- Start/End dates comply with instructions and project period is no longer than 1 year.

PD/PI:

- Only one PD/PI is listed on application.
- PD/PI has eRA Commons account affiliated with UF.
- Is an expert on the requested instrument.
- Technical expertise directly related to instrument is documented in PD/PI's biographical sketch.
- Will assume administrative & scientific oversight responsibility for requested instrumentation.
- Current & Pending support has been attached for PD/PI (SF424 Senior/Key Person Profile form).

Advisory Committee (to assist PD/PI):

- Advisory Committee (AC) has been identified and complies with instructions and composition requirements, including:
 - AC members' names & titles are listed;
 - AC membership is a balanced interest of different users;
 - Some AC members are non-users of requested instrument (have no conflicts of interest);
 - AC includes at least one senior UF official who represents UF's financial commitment;
 - Chair of AC committee is not an active User of instrument;
 - PD/PI is NOT a voting member of AC.

Major User Group

- Three Major Users identified.
- Each Major User is a PD/PI on a distinct active NIH research award in an area of basic, translational, or clinical research.
- No Major Users are PDs/Pis only on NIH training or fellowship grants or other non-research grants.
- Once Major user eligibility has been met, additional users with active research awards from NIH or other sources may be added as Major or Minor Users.
- Projects supported by NIH research grants together require at least 75 percent of the Accessible User Time (AUT).
- Major Users supported by NIH grants together require at least 35 percent of the AUT (or BRT if SUI is requested).

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Line, Page or Other Limitations:

- Project Summary/Abstract – 30 lines of text or less.
- Project Narrative – is only 2 or 3 sentences that can be understood by a general, lay audience.
- Bibliography & References Cited – publications listed demonstrate researchers' expertise in requested instrument or are relevant to research projects supported by the instrument.
- Equipment attachment – includes:
 - Complete description of instrument manufacturer, model number, specific features & accessories;
 - Detailed budget breakdown of instrument and accessories, including any tax and import duties;
 - Itemized quote from Vendor, with any appropriate discount.

Other Sections:

- Senior/Key Person Profile – profile of PD/PI only included **NOTE: CHANGED FROM PREVIOUS FOA**
- Current & Pending included for PD/PI

Other Attachments – Limitations:

Instrumentation Plan (uploaded as a single PDF file name "Instrumentation Plan")¹:

- Introduction:** 3 pages (only applicable to Resubmission applications)
- Justification of Need[†]:** 9 pages in total and includes all required components (refer to Overview document or full FOA for details).
 - If SUI is requested, all required details are included (refer to Overview document or full FOA for details)
- Technical Expertise[†]:** 3 pages in total and includes all required components (refer to Overview document or full FOA for details).
- Research Projects[†]:** *must not exceed 30 pages in total.* Section can be divided into subsections for "Research Projects of Major Users" or just "Specific Research Topics." Research Project Section must conclude with a subsection for "Other Users' Projects", if appropriate.
 - If subdivided into "Specific Research Topics", then all required information is included (refer to Overview document or full FOA for details).
 - If subdivided into "Research Projects for Major Users", page limitations are met (refer to Overview document or full FOA for details):
 - Research Projects of Major Users – 4 pages, ***or less***, per Major User & includes all required information;
 - Research Projects section concludes with subsection for "Other Users' Projects" – 4 pages **total** for all Minor Users & other user projects and includes all required information (refer to Overview document or full FOA for details).
- Summary Table(s):** 6 pages in total; includes:
 - Summary of Research Projects of Users – columns with User's name, grant number, brief title of project, grant start/end dates, and estimated percentage of AUT hours (in annual hours).
 - Separate table indicating users' needs for any requested accessories (including any SUI special instructions – refer to Overview document or full FOA for details).

¹ Items marked with [†] are given a separate individual score by reviewers

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___ **Administration (Organizational / Management Plan)**†: 6 pages in total, including:

- ___ Advisory Committee (AC) has been identified and complies with instructions and composition requirements.
- ___ a plan for managing access to instrument if any user's project(s) involve human subjects, vertebrate animals or biohazards.
- ___ a financial plan for long-term operation and maintenance (*must* include a table with specific estimated expenditure/income amounts for year 1 and how estimates were derived);
 - ___ Specific dollar amounts included for Year 1
 - ___ Approximated amounts for years 2-5
 - ___ Operation costs
 - ___ Maintenance
 - ___ Supplies
 - ___ Anticipated Income

___ **Special Use Instrument (SUI) section, if applicable, includes:**

- ___ **"Plan to Protect Access of Major and Minor Users to the Instrument"** section must be included if SUI is requested and must contain all required information, including threshold BRT, etc. (refer to Overview document or full FOA for complete details)
- ___ Description of all source(s) of funds used to purchase instrument
- ___ Descriptions of any special requirements associated with expenditure and allocation of non-NIH funds

___ **Institutional Commitment**†: 3 pages in total

___ **Overall Benefit**: 3 pages in total

Letters of Support (upload as a single PDF file name "Letters of Support" under Other Attachments, not included in any page limitations):

Include, as appropriate, from Institutional officials, the following (*not included in page limitations*):

- ___ Institutional back-up for proposal financial plan
- ___ Inventory of instruments at UF which are unavailable to PD/PI (as noted in "Justification of Need")
- ___ Performance of all previous S10-awarded instruments for last five years (2011-2016)
- ___ Supplementary explanation included in Letter of Support if instrument currently non-functional
- ___ Letter from IRB, IACUC, or Compliance Office, as appropriate

Biosketches (uploaded as a single PDF file name "Biosketches" under Other Attachments, not included in any page limitations) **NOTE: CHANGED FROM PREVIOUS FOA:**

Include for all Major Users, Minor Users, and technical personnel, as applicable (current NIH format)

- ___ Biosketches – attached under Other Attachments section