GENERAL INFORMATION
☐ Font is 11 points or larger
☐ Density is no more than 15 characters per linear inch and line spacing is no more than 6 lines per vertical inch
☐ At least 1/2” margins
☐ Attachments must be .pdf files with filenames 50 characters or less

FOA INFORMATION
☐ Does the preferred Institute/Center (IC) participate in the chosen FOA?
☐ Does the project activity fit the FOA? (i.e. check for special FOAs if the project is a clinical trial or a “basic experimental study with humans required”, etc)
☐ Check the Related Notices section of the FOA for applicable updates and information
☐ Ensure Funding Opportunity is open/valid and has not been closed/re-issued
☐ Ensure application due date is accurately reflected in the ePRF. If the desired due date precedes the sponsor’s deadline, please indicate the desired due date in the ePRF.
☐ Ensure proposal congruence with allowable Award Budget limit
  • Budgets >$500,000/direct generally require prior approval (see FOA for specific instructions)
☐ Ensure proposal congruence with maximum allowable Project Period
☐ Ensure organization and PI eligibility
☐ If the FOA limits the number of submissions, ensure PI is approved to apply through SOMOGC and/or the VPR
☐ Review the FOA for all proposal requirements

R&R COVER TAB
☐ Sections 1-4
  • If application type is “Resubmission”, “Renewal”, or “Revision” the Federal Identifier is required in 4A [Federal Identifier format: CA123456]
☐ Section 5
  • DUNS: 0653915260000
  • Legal Name: The Rector and Visitors of the University of Virginia
  • Department: Office of Sponsored Programs
  • Division: School of Medicine
  • Address: PO Box 400195, Charlottesville, VA, United States, 22904-4195
  • Person to be Contacted on Matters Involving this application:
    o Name: Lauren B Armstrong
    o Title: Authorized Organizational Representative
    o Department: Office of Sponsored Programs
    o Division: School of Medicine
    o Address: PO Box 400195, Charlottesville, VA, United States, 22904-4195
    o Phone number: 434-924-8426
    o Email: uva_som_ogc@virginia.edu
Section 6
- Employer Identification Number: 546001796

Section 7
- Type of Applicant: H: Public/State Controlled Institution of Higher Education

Sections 8-10 - self explanatory

Section 11
- Descriptive Title of Applicant’s Project - cannot exceed 200 characters

Section 12 – self explanatory

Section 13
- Congressional District of Applicant: VA-005

Section 14 – auto-fills from Senior/Key Personnel tab

Section 15
- Ensure Funds Requested matches cumulative budget total

Section 16-18 – self explanatory

Section 19
- Authorized Representative – same as “Person to be Contacted on Matters Involving this application”

Section 20 – n/a

Section 21
- Cover letter should be included for:
  - Late applications (including continuous submission)
  - Explanation of subaward components that are not active for all budget periods
  - Required prior approval documentation (including approval for budget over $500,000/direct)
  - When applicant plans to submit a video as post-submission material
  - When proposed study will generate large-scale human or non-human genomic data
  - List of referees (for Fellowship applications)

**COVER PAGE SUPPLEMENT TAB**

Section 1
- Respond only if project includes Vertebrate Animals

Sections 2-6 – complete as applicable
- For transfer applications, indicate change of Institution and/or change of PI in #6

**OTHER PROJECT INFORMATION TAB**

Sections 1-6 – complete as applicable
- Human Subjects Assurance: 00006183
- Indicate if PI expects to receive IRB Exemption
- Animal Welfare Assurance: A3245-01
- If project includes a foreign collaboration in #6, include “Foreign Justification” document in Section 12/Other Attachments

Section 7
- Project Summary/Abstract includes no more than 30 lines of text

Section 8
- Project Narrative is no more than three sentences and explains the relevance of the research in lay terms

Section 9
- Bibliography & References Cited shows PMCID for all applicable citations

SOMOGC – rev 08Jul2020
☐ **Section 10**  
• Be sure to include Facilities information for any relevant sub-sites

☐ **Section 11**  
• Be sure to include Equipment information for any relevant sub-sites

☐ **Section 12**  
• Other Attachments - include as required by the guidelines or FOA. Do not use this section to circumvent page limits in other sections of the application.

### **SITES TAB**

☐ Be sure to include sub-sites as applicable

### **SR/KEY PERSON PROFILE TAB**

☐ PI and all persons who contribute in a substantive, meaningful way to the project are included, whether or not salaries are requested

☐ Ensure roles are accurate and consistent with budget/budget justification
  
  • NIH does not recognize the role of Co-PD/PI. For a Multi-PI application, all PIs should be given the role of PD/PI
  • S/K Personnel contributing measurable effort to the project can be given roles of Co-Investigator, Collaborator, Faculty, Postdoctoral Participant, etc
  • S/K Personnel with no measurable effort committed to the project should be given the role of Other Significant Contributor
  • S/K Personnel participating via a fee-for-service arrangement should be given the role of Consultant

☐ All PIs must include a Commons ID
☐ All S/K Personnel must include an Organization Name

☐ **Biosketch requirements:**
  
  • [Utilize sciENcv to prepare your biosketch](https://www.ncbi.nlm.nih.gov/sciencv/)
  • Ensure current form version [OMB number and Approved Through date in form header are up-to-date]
  • Maximum of five pages
  • No more than four citations included in Personal Statement
  • No more than five Contributions to Science with no more than four citations/research products each
  • Ensure Ongoing/Completed research support is included for past three years [This is not the same as Current/Pending/Other Support – do not include effort or dollars for listed awards]

☐ Current & Pending Support is only included if required by the guidelines or FOA (e.g. Mentors for K awards, transfer applications, etc)

### **BUDGET TAB**

☐ Internal budget spreadsheet, ePRF Budget tab, and ASSIST budget must match

☐ Ensure budget period dates are correct for each year

☐ **Modular Budget ($250,000 or less/direct/year)**
  
  • Subaward indirect costs are listed on the line provided
  • MTDC base is calculated from the requested module
  • Ensure the F&A Rate Agreement date is current
  • Personnel Justification – includes only Personnel costs for UVA
  • Consortium Justification – includes only Personnel costs of subcontractor as applicable
  • Additional Narrative Justification – included as applicable, for example:
- Explanation of costs excluded from MTDC base
- Justification if number of requested modules varies from year to year
- Equipment quotes

☐  R&R Budget
- Sections A-B
  - Ensure Senior/Key Personnel roles match Senior/Key Personnel tab
- Section C
  - Include equipment quotes in budget justification
- Section D – self explanatory
- Section E
  - Do not use unless directed by the FOA
- Section F
  - Subawards/Consortiums/Contractual Costs – include total cost of all subawards
  - GRA Tuition/Insurance costs should be separated in Section F/Other Direct Costs
- Section H
  - Ensure Cognizant Federal Agency information is included
  - Ensure MTDC base excludes all applicable costs
- Section L
  - Ensure budget justification matches the budget
    - All personnel are included with accurate roles
    - Personnel effort is listed in Person Months

**R&R Subaward Budget Tab**
- Included as applicable

**Research Plan Tab**
- Introduction to Application
  - Should be included for Resubmission and Revision applications
- Specific Aims
  - No more than one page
- Research Strategy
  - Follow FOA/SF424 guidelines
- Progress Report Publication List
  - Should be included for Renewals
  - All publications after April 8, 2007 must include PMCIDs [use MyNCBI Compliance Report as applicable]
- Sections 5-11 – include as applicable
  - Multiple PD/PI Leadership Plan
    - Conflict Resolution section should reference plans for mediation rather than arbitration
  - Consortium/Contractual Arrangements
    - Include plans for administrative management of the award and the statement: "The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to sub-awards and are prepared to establish the necessary inter-institutional agreements consistent with those policies."
    - The Consortium Commitment Form is an internal document and should not be included in this section
☐ Appendix
  • Included only if specified in FOA or per NOT-OD-18-126

HUMAN SUBJECTS AND CLINICAL TRIALS TAB

☐ Included as applicable [see detailed instructions in SF424 Application Guide]

ASSIGNMENT REQUEST FORM

☐ Included to request IC/Study Section assignment and other relevant information for Center for Scientific Review