A. **Research and Related other Project Information:**
1. Project Summary or Abstract - (30 lines)
2. Project Narrative - 2-3 sentences about the relevance of this research to public health
3. References Cited - (no page limit)
4. Facilities and Other Resources - Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). Describe only those resources that are directly applicable to the proposed work. Also provide description of how the scientific environment will contribute to the probability of success of the project. (no page limit)
5. Equipment - (no page limit)
6. Budget Justification - Provide a detailed description and justification for specific items within the budget, e.g., all equipment, supplies, and other personnel. If using a modular budget, justification is only needed for personnel. (no page limit)
7. Consortium Justification – (if needed)

B. **PHS Components**
<u>Research Plan</u>:
1. Introduction - For resubmissions: Address critique points (1 page). For revisions: (1 page).
2. Specific Aims - State concisely the goals of the proposed research and summarize the expected outcomes, including the impact that the results will exert on the research field. List succinctly the specific objectives. (1 page max)
3. Research Strategy - (12 pages max)

(a) Significance

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.

- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

(b) Innovation

- Explain how the application challenges current research or clinical practice paradigms.

- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

(c) Approach

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in Item 21 (Resource Sharing Plan), include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.

- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. A full discussion on the use of Select Agents should appear in Item 18 below.
- Preliminary Studies (new applications) or Progress Report (renewal/revised applications)

Human subject sections: - (no page limits)
1. Protection of Human Subjects
2. Inclusion of Women and Minorities
3. Targeted/ Planned Enrollment Table
4. Inclusion of Children

Other Research Plan Sections:
1. Vertebrate Animals - (no page limit)
2. Select Agent Research – (if applicable)
3. Multi PI Leadership Plan (if applicable)
4. Consortium/Contractual Agreements - (if there is/are subcontractor(s))
5. Letter(s) of Support - (not a requirement)
6. Resource and Model Organism Sharing Plans – (Resource Sharing Plan is required. Model Organism Sharing Plan is only if the creation of a new mouse model is proposed.) Outline a plan to make research findings available to qualified individuals within the scientific community. (no page limit)
7. Appendix - (Max. 10 pdf attachments. #1 is the summary).
   - Allowed - Manuscripts & abstracts in press. Manuscripts & abstracts published but a free, online, publicly available journal link is not available (submit entire article). Patents directly related to the project (submit entire document). (3 max)
   - Not allowed – Photos/figures that should otherwise be submitted as part of the Research Proposal. Manuscripts & abstracts published that are available free online.

C. **Cover Letter:** Encouraged though not required

D. **Administrative:** Completed by the Grants Administrator
   1. Detailed Budget
   2. Goldenrod signatures: PI, Chief and DOM
   3. Time Releases
   4. Biosketches - key personnel only
   5. Salary back up documentations
   6. ACUC / IRB approval

NOTES: