**NIH Electronic Submission Checklist**  
**Parent R01 Renewal/Resubmission—July 5th Deadline**

**Key Dates:**  
Final Budget - 6/21  
Final Proposal Documents to BO – 6/23  
Final Proposal to GCA – 6/28

**Contacts:**  
Financial: Trisha D’Errico (trisha.derrico@yale.edu)  
            Penny Riggione (penny.riggione@yale.edu)  
Proposal: Lindsay Bartolomei (lindsay.bartolomei@yale.edu)

- Form Requirements  
  - 8.5 x 11 Page size  
  - ½’ Margins all around  
  - 11 Point type – Ariel preferred (figure legends can be smaller 9-10 point font)  
  - No headers, no footers, and no page numbers allowed  
  - Final versions of each attachment in both word and PDF format

- Introduction to Resubmission (if applicable, 1 page)
- Project Summary/Abstract (Note: This section must be no longer than 30 lines of text)
- Project Narrative (Note: Using no more than 2-3 sentences, describe the relevance of this research to public health)
- Publications (if applicable)
- Facilities and Other Resources
- Major Equipment
- Separate equipment quotes if needed for equipment over $5,000
- NIH Formatted Biosketch, and include:  
  - Personal Statement  
  - No more than 15 publications with PMID, PMCID #’s  
  - No longer than 5 pages  
  - Research support, current and completed (within the last 3 years)
- Budget Justification
- Specific Aims (Note: 1 page limit)
- Research Strategy (Note: 12 page limit)
- Resource Sharing Plan (Note: office has template if needed)
- Authentication of Key Biological and Chemical Resources (1 page)
- Letter of support
- Cover letter
- Vertebrate animals (if applicable)
- Multi PI Plan (if applicable)
- PHS Assignment Form (optional)
- Subaward Paperwork (if applicable)
- Human Subjects section (if applicable)

**Yale Compliance Items Needed for Submission**

- Conflict of Interest – COI “PHS”
- Intro to Sponsored Projects Administration – SPA training
- Patent Policy Acknowledgement and Agreement Form – PPAA (*required for all personnel)