

## Guide for Preparing a Proposal Using SF-424

The following will simplify the NIH application process for proposals to be submitted on an SF-424 application. Much of the application content is the attachment of PDFs. To simplify the process, please create your information on individual documents using the following labels. Documents from previously submitted proposals cause formatting errors, the inability to remove lines, etc., with the end result being most of these documents have to be retyped. The documents noted below marked with an asterisk are required. The others listed will vary depending on the specifics of the proposal noted in the proposal announcement. PDFs will be created by Jen Kusmanoff or Donna Harmon – just email your documents. You will notice that some of the labels shown below were previously combined whereas now separate documents are required.

General Information: The title of the proposal, project period, budget details, performance site info (if other than or in addition to Wash U), proposal type or where to find the Proposal Announcement

\*Project Summary/Abstract

\*Project Narrative

Bibliography & References Cited

Facilities & Other Resources

Equipment (This is for current equipment only)

\*Performance Site information (will be assumed Wash U unless told otherwise) – list all sites where research will be conducted. This information can be included on the general info page.

\*Research Senior/Key Personnel (A biosketch is required for all PI and Key Personnel – a sample of the current format is attached. The biosketch is not to exceed four page per individual. A note on the biosketch – Research Support: List both selected ongoing and completed research projects during the last three years. Begin with projects that are most relevant to the research proposed in the application. Briefly list overall goals of the projects and responsibilities of the biosketch individual. Do not include number of person months or direct costs. Other Support: Will be requested by NIH for applications that receive grant awards.) Note that a completed Conflict of Interest (COI) form is required for all individuals listed as “key personnel.” The link to the site with instructions and forms is <http://htcoi.wustl.edu>.

\*Research Plan Attachments (This section is different for revisions and resubmissions)

-Introduction (Only used for Resubmissions or Revisions—not to exceed 1-3 pages)

-Specific Aims

-Background and Significance

-Preliminary Studies/Progress Report (Progress Report for Renewal [previously known as Competing Continuation] and Revisions) - Get specifics from SF-424 Guide, Jen or Donna.

-Research Design and Methods

\*Budget

Personnel Budget Justification

Consortium Justification

Additional Narrative Justification (Used to justify the purchase of new equipment, for example.)

Use of Vertebrate Animals

A separate attachment is required wherein you are to address the following five key points. When research involving vertebrate animals will take place at collaborating site(s) or other performance site(s), provide this information before discussing the five points. There is no specific page limitation but you are instructed to be succinct.

- 1) Provide a detailed description of the proposed use of animals in the work outlined in the Research Design and Methods section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
- 2) Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
- 3) Provide information on the veterinary care of the animals involved.
- 4) Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
- 5) Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations.

(The above was taken from the SF424 Application Guide, version 2, 07/05/2006)

The announcement for the proposal will contain the specifics for the application, such as page limits or other specifications for the specific grant to which you are submitting the application. **Make sure you review the Proposal Announcement for the specifics.**

Also attached is the information from the SF-424 Application Guide that tells you the font types and size to be used along with the margin and page size information.

Attachments: Biosketch, font and page directions

Document date: 10/24/06