

| General Reminders             |  |
|-------------------------------|--|
|                               | <b>PDF Attachments</b> -Attached files are PDFs.   |
|                               | <b>File names for PDF Attachments</b> - do not include any special characters (example &, %, # etc.) File name Design & Methods will result in an Error.   |
|                               | <b>No Errors - PureEdge.</b> The PureEdge package when the “Check Package for Errors” button is pushed indicates “No Errors”.  |
|                               | <b>Font/Margins</b> - Margins ½ inch all around; Font no smaller than 11 pt. FONT; Arial, Helvtica, Palatino Linotype or Georgia typeface and 15 characters/inch; 6 lines/inch.  |
| SF424 Reminders               |  |
|                               | <b>Revision.</b> If a revision of a previous submission, the “Resubmission” field is checked in Box 8 AND the <b>Federal Identifier</b> previously assigned to the application showing the institute and NIH tracking number in the listed in the Federal Identifier Field. Example CA123456.  |
|                               | <b>Competing Continuation.</b> If the application is a competing continuation the <b>Renewal</b> is checked and Box 8, <b>Federal Identifier</b> reflects the institute and NIH tracking number of the prior award. Example CA123456)  |
|                               | <b>SF424 R&amp;R fields</b> reflect the following information:<br><b>Duns number</b> -623373222<br><b>Entity Identification Number (EIN)</b> -22-1775306<br><b>Type of Applicant: H:</b> <a href="#">Public/State Controlled Institute of Higher Learning</a><br><b>Person to be contacted:</b> <a href="#">Frank Cangelosi</a><br><b>Authorized Representative:</b> <a href="#">Julie O'Sullivan Maillet, PhD, RD</a> |
|                               | <b>Congressional District</b> - 10   |
|                               | <b>Title</b> – does not exceed 81 characters including spaces. Do not use special characters   |
|                               | <b>Budget Numbers</b> – the budget total from the budget forms matches the 424R&R 16a & b fields.  |
|                               | <b>Budget Numbers</b> – 424R&R 16a & b fields are the same (unless there is mandatory costsharing).  |
| R&R Key Personnel             |  |
|                               | <b>Credential Field</b> -Is completed for the PI in the R&R Key Personnel form subset and reflects the PI's eRA Commons user Name.   |
|                               | <b>Co-PI/PD</b> – Term has not been used to identify any personnel on the project. <b>Check other and list role in explanation box if needed.</b>  |
|                               | <b>Key Persons</b> – All mandatory fields have been completed and a biosketch has been attached for each person.   |
|                               | <b>Biosketch Length</b> – Limited to 4 pages per person.   |
| R&R Other Project Information |  |
|                               | <b>Human Subjects or Animals.</b> If human subjects or animals the appropriate assurance No. is provided.<br><b>Animal Welfare Assurance #</b> - <a href="#">A3158-01</a> <b>Human Subjects Assurance #</b> - <a href="#">36</a>   |
| Research Plan                 |  |
|                               | <b>Two PIs.</b> If a second PI has been identified, verify a project Leadership plan is attached   |
|                               | <b>Human Subjects or Animals.</b> If Human Subjects or Vertebrate Animals were identified the required attachments are included in the 398 Research Plan.  |
|                               | <b>Page limits</b> have been followed.   |
|                               | <b>Renewal-Human Subjects &amp; Publication List.</b> Ensure required reports are attached.  |
| Budget                        |  |
|                               | <b>Budget fields</b> reflect the following information:<br><b>Cognizant Agency</b> -(Agency Name, POC Name and Phone Number): <a href="#">Department of Health and Human Services, Robert Aaronson, 212-264-2069</a><br><b>Indirect Rate Agreement Type:</b> <a href="#">MTDC (Modified Total Direct Cost)</a> <b>Indirect Rate:</b> <a href="#">56%</a>   |
|                               | <b>Budget Form Set</b> - Only one budget form set is attached, either Modular or R&R Budget. If <= \$250,000 in direct costs are requested in any one year the modular budget should be used. If >\$250,000 R&R budget should be used.   |