

Administrative and Science List for R’s & U’s Applications

**Grant Information and Submission Website:** [**https://grants.martinos.org/**](https://grants.martinos.org/)**.**

|  |  |
| --- | --- |
| **Administrative Documents are Required for Initial Review** | **All Guidelines/Instructions Must Apply****Please use the Calculator to determine the deadline** |
| Project Summary/Abstract | 30 lines of text limit  |
| Project Narrative | 2-3 sentences maximum  |
| Facilities and Other Resources | Resources available to you at the Center |
| Equipment | List equipment available (No description needed) |
| MGB Budget (check correct fringe & IDC rate) | **Please Download the MOST Recent template from Website** |
|  Justification**If there are activities outside of the United States, you MUST include a “foreign justification” attachment in Field 12. Other Attachments** |  **Categories Must be listed in this order:*** All Key Personnel & Non-Key Personnel
* Equipment ($5,000 or > for one item)
* Travel
* Materials & Supplies
* Other Expenses
* Publications (Justification instructions on the Website)
 |
|  **Data Management and sharing Plan\_DMS Questionnaires**  |  **Required for all Applications\_ New Requirement** |
| Key Personnel Bio sketch  |  **Bio sketch required for all Key Personnel****Must be in NEW NIH FORMAT- NO URLs or Hyperlinks****No** headers & footers **No** expired projectsLimit to **5 pages** |
| Assignment Request Form | Specific Assignment Suggestions |
| Cover Letter: **Must be** on Letter Head and signed | Check announcement if **required** |
| Multiple PD/ PI- **NEW:** **MPI Assurance Certification must be signed by all PD/PI’s other than the Contract PI** | More than one PI (Multi-PD/PI)- The form can be found [here](https://partnershealthcare.sharepoint.com/sites/phrmApply/afff/pp/Documents/MPI%20Assurance.pdf). |
| Letters of Support: **Must be** on Letter Head and Signed | Check announcement if **required** |
| Select Agent Research | Check announcement if **required** |
| Consortium/ Contractual Arrangements | If subcontract(s) involved - **GM will provide you with list of documents that needed** |
| If subcontract(s) involved  | **GM will provide you with list of docs that needed** |
| Resource Sharing Plan |  **Required** |
| Authentication of Key Biological and/ or Chemical Resources | Required if key biological/chemical resources involved |
| Other Attachments | Check announcement if **required** |
| Human Study RecordRequest the Form from GAAll instructions are available on the Grants Website | **Must complete Human Study Form if Human involved****Non-Clinical Trial** – MUST complete section **1** and submit it with the administrative documents for initial review**Must** complete Sections 1-3 in Full and submit with science**Clinical Trial** – MUST complete sections 1- 4 |
| Vertebrate Animals | If Applicable |
| **Science Documents** | **Due to GM 4 Business Days prior to sponsor due date** |
| Introduction (for Re submission ONLY) |  Resubmission or Revision only - 1-page limit |
| Specific Amis |  1 Page Limit |
| Bibliography & References Cited |  Required unless noted. No page limitation |
| Research Strategy |  R01=12 pages, R21= 6 pages |
|  **Renewal Applications Only** | **Due to GM 4 Business Days prior to sponsor due date** |
| Inclusion Enrollment Report | For renewal or revisions that involve clinical research |
| Progress Report | Include in Research Strategy under “Approach” |

 Grants Admin Office

Updated by JBou, 01/01/2024