

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

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

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| **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 projects  Limit 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** |
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| 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 Record  Request the Form from GA  All 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