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NIH Shared Instrumentation Grant Program (S10) Checklist

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

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| **Administrative Documents Required for Initial Review are highlighted below** | **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 |  |
| **Bibliography/Literature & References Cited** | Not included in page limitations: List only publications that demonstrate the researchers' expertise in operation and usage of the requested instrument or are relevant to research projects, which will be supported by the instrument.  References of the Research Projects Section may appear in this section or may be listed at the end of individual research subsections. |  |
| **Equipment and Quote** | Provide details of budget with breakdown of main instrument, accessories including tax and import duties.  Vendor Quote (with discounts if applicable) required  Single PDF attachment with equipment description |  |
| **Instrumentation Plan**  **(Introduction required if it’s a resubmission)** | Name “**Instrumentation Plan**” as one single PDF with the following headers:   1. Introduction (3 pages) 2. Justification (9 pages) 3. Technical Expertise (3 pages) 4. Research Projects (30 pages) (4 pages per each user Major or pages or fewer   are strongly recommended)   1. Major & Minor user Summary Tables (6 pages) 2. Management Plan (6 pages) 3. Institutional Commitment (3 pages) 4. Overall Benefit (3 pages) |  |
| **Bio Sketches**   * Major users * Minor users * Technician | Biosketches need to be requested by PD/PI  **Must be in NEW NIH FORMAT**  **NO URLs or Hyperlinks**  **No** headers & footers  **No** expired projects  Limit to **5 pages** |  |
| **Other Support** | For **PI only** |  |
| **Other Attachments**  **Letters of Support (LOS) and S10 Awards Table will go under other attachments** | Institutional Support: Letter from ECOR will be provided by ECOR Department **No need to Draft this letter**   1. Departmental letters (Letters from Dr. Brink and/or Dr. Rosen) Not included in page limitations, 2. Combined single PDF – Please **draft** letter from sample and send to GA to obtain signatures 3. Other Standard Letters of Support 4. S10 Awards Table (ECOR will supply) and will be attached at the end of LOS |  |
| **NOTE** | **Pre-application must be submitted to ECOR prior to start of NIH Application** |  |