

**Grants.Gov/NIH Proposal Review Sheet**
**PI Name**
**R01 R21 R03 FOA #:**
**Deadline date:**
**Date received:**
**Date reviewed:**

Section		Checked	Comments
<b>Application face page (SF 424)</b>			
Box 1	Application is selected		
Box 4	Federal Identifier (new=blank, grant #)		
Box 5	DUNS: 068552207		
Box 5	email address is that of department		
Box 5	phone 314-935-5889 fax 314-935-5862		
Box 6	Employer Identification (1430653611A1)		
Box 6	Type of Application (new, resub, renewal)		
Box 11	Title: 81 characters and no special characters (greek characters)		
Box 13	Start and end Dates		matches budget periods: y or n
Box 14	Districts = MO3		
Box 16	Amount matches internal budget & requested total budget		
Box 17	Check solicitation to verify if project has been selected for State review and mark box accordingly		
<b>Senior Key Personnel</b>			
	<b>ALL</b> (including Non-WU) key personnel need Conflict of Interest (COI) disclosures at submission		
	Commons username for PIs in credential/agency login field		
	Biosketch @ 4 pages max each; pdf; no "&" in pdf filename		
	Co-investigators are listed as Faculty or Other		
	Unfunded internal collaborators listed as Other		
	If more than one PI, multiple PI plan uploaded as well		
	no co-PI identified		
<b>Other Project Info</b>			
	Human Subjects?		
	Exemption claimed? If yes, which # (if 4, only item 8 in the human subject research plan is required)		
	Assurance # 0000002284		
	Animals?		
	Assurance # A3381-01		
	Project Summary (NIH: 30 lines); pdf; no "&" in pdf filename		
	Project Narrative (NIH: ~3 sentences); pdf; no "&" in pdf filename		
	Bibliography and References; pdf; no "&" in pdf filename		
	Facilities and other resources; pdf; no "&" in pdf filename		
	Major Equipment; pdf; no "&" in pdf filename		
	Other attachments - N/A for NIH		
<b>Project/Performance site location</b>			
	If subawards, performance site completed for each site		
<b>Cover page supplement</b>			
	New Investigator 'no' unless they have no prior NIH funding other than an R03, R15, R21, or K Award		
	Degrees of PI listed		
	Human Subjects - clinical trial		
<b>Checklist</b>			
	Inventions is checked if renewal or resub of renewal		
<b>Cover letter file - pdf format</b>			

Section	Checked	Comments
<b>Budget</b>		
Project period matches SF424 face page & sign-off		
Modular amounts match internal budget		
Total cumulative budget matches SF424 box 16 & sign-off		
Current indirect rate used		
Indirect cost type field = MTDC		
Indirect cost base matches internal budget (exclusions?)		
DHHS contact and agreement date entered		
Budget justification uploaded & pdf file		
Personnel effort is also in person month		
Additional narrative just. if inconsistent modules		
Subaward justification uploaded if subs included		
If detailed budgets, PI is listed as PI/PD in all years		
If detailed budgets for subs, uploaded as a .xfd file		
Budget justification for detailed subs uploaded & pdf file		
<b>Research Plan (all PDF)</b>		
Font = 11 pts minimum Arial, Helvetica, Palatino or Georgia		
Margins = .5" all around		
All pdf files, no "&" in the pdf filename		
Introduction if resub (1 pg if R03/R21; 3 pgs if R01)		
Introduction identifies how new text is marked in the revised research plan		
Written text of the combined 4 research plan files is not more than 25 pgs if R01; 15 pgs if R21; 10 pgs if R03		
2. Specific Aims		
3. Background and significance		
4. Preliminary Studies/Progress report		
5. Research Design		
If renewal - progress report publication list uploaded		
If renewal & human subjects - inclusion report from previous project period uploaded		
Human Subjects: If question 1 in Other Project Info component is yes = all 4 fields (box 8, 9,10 & 11) uploaded (follow guidelines starting page II-15, Part II of the SF424 version 2); unless exemption claimed in box 1a in the Other Project Info component (see page II-8, Part II of the SF424 version 2, to see definitions of the 6 possible exemptions)		
Human Subjects: If exemption 1, 2, 3, 5, or 6 claimed = upload all for fields (items 8, 9, 10 & 11) but follow guidelines on pages II-28, Part II of the SF4242 version 2		
Human Subject: If exemption 4 is claimed = upload item 8 only (follow instructions on pg II-26, Part II of SF424 version 2)		
Vertebrate animals = upload required if question 2 in Other Project Info component is yes		
Select Agent Research (if applicable)		
Multiple PI plan (if applicable) - must have more than 1 PI (not co-PI) identified in the Key Person component		
Consortium - required if subcontract budgeted. File must identify the subrecipient and their role on the project (not the same as the budget justification)		
Letters of Support		
Resource Sharing plan (if applicable)		
<b>Appendix (all PDF)</b>		
3 publications only, max 10 appendices		