**NIH R15 (AREA) Proposal Guidelines & Checklist 2018** v1.0 *Effective Jan 25, 2018 – FORMS E Applications*

PI Name: Deadlines: Feb. 25, Jun. 25, Oct. 25 5:00 p.m. local time for submitting organization

Proposal Title:

Purpose of R15 funding mechanism: The purpose of the Academic Research Enhancement Award (AREA) program is to stimulate research in educational institutions that provide baccalaureate or advanced degrees for a significant number of the Nation's research scientists, but that have not been major recipients of NIH support. AREA grants create opportunities for scientists and institutions otherwise unlikely to participate extensively in NIH research programs to contribute to the Nation's biomedical and behavioral research effort. AREA grants are intended to support **small-scale research projects** proposed by faculty members of eligible, domestic institutions, **to expose undergraduate (preferred) and/or graduate students to meritorious research projects**, and **to strengthen the research environment of the applicant institution**. R15 proposals are *not to be written as stepping stones to an R01*. These awards are renewable.

Budget limit: $300,000 in total direct costs (indirect costs are in addition to this limit)

Project duration limit: up to 3 years

*Note: All blue links are hyperlinks to NIH webpages*

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| Deadline | [**NIH guidelines for R15**](http://grants.nih.gov/grants/guide/pa-files/PA-16-200.html)(PA-16-200) [General formatting](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm)[ ]  File names: 50 characters or less, including spaces; no “&”; 1 space between words [ ]  Recommended fonts: Arial, Helvetica, Palatino Linotype, Georgia; black; 11 pts + [ ]  Margins: ½” + [ ]  Header/Footer: clear of any information, including page numbers  |
|  | [ ]  [Cover letter](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.200-sf-424-%28r%26r%29-form.htm#21): Optional; *PI recommendations regarding study section assignment for proposal review are now included in the PHS assignment request form, no longer in the Cover letter* |
|  | [ ]  [Project Summary/Abstract](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r%26r-other-project-information-form.htm#7): no more than 30 lines of text, understandable to a scientifically/technically literate lay reader |
|  | [ ]  [Project Narrative](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r%26r-other-project-information-form.htm#8): 2-3 sentence summary in plain language |
|  | Budget and Budget Justification:If greater than $250,000 in Total Direct Costs (*excluding indirect costs*) per project period\*:[ ]  [R&R/detailed budget form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.300-r%26r-budget-form.htm)[ ]  [Detailed budget justification](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.300-r%26r-budget-form.htm#L)If $250,000 or less in Total Direct Costs (*excluding indirect costs*) per project period\*:[ ]  [Modular budget form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.320-phs-398-modular-budget-form.htm)  [ ]  [Modular budget justification](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.320-phs-398-modular-budget-form.htm#2) (Personnel, Consortium [Subaward], Additional)\*Note: All R15 applications will report all years of their project budget in one two- or three-year project period  |
|  | [ ]  [Facilities and Other Resources](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r%26r-other-project-information-form.htm#10)  [ ]  R15-specific guidelines: [Additional materials](http://grants.nih.gov/grants/guide/pa-files/PA-16-200.html#_Section_IV._Application_1) to include for R15 application  |
|  | [ ]  [Equipment](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r%26r-other-project-information-form.htm#11) (Optional): List major items of equipment already available and identify location & pertinent capabilities |
|  | Biosketch(es) for each senior personnel ([Instructions, Samples, Template](http://grants.nih.gov/grants/forms/biosketch.htm)):[ ]  Up to 5 pages in length for each R15-specific guidelines: The PD(s)/PI(s) should include a summary of his or her previous and/or current experience supervising undergraduate and/or graduate students in research in the Personal Statement. The PD(s)/PI(s) should indicate which peer-reviewed publications or other research products involved undergraduate and/or graduate students under his or her supervision. |
|  | PHS 398 Research Plan Form[ ]  [Introduction](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#1) (Resubmission or Revision only)Research Plan Section[ ]  [Specific Aims](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#2): 1-page limit[ ]  [Research Strategy](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#3) [Page limit](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm): R15 = 12 pages; 3 separate sections: Significance, Innovation, ApproachR15-specific guidelines: Describe how undergraduate and/or graduate students will be exposed to and supervised conducting hands-on research. Describe how students will participate in research activities such as planning, execution and/or analysis of research. Formal training plans (e.g., non-research activities, didactic training, seminars) should not be provided. A sound rationale should be offered as to why the approach and the research team, including undergraduate and/or graduate students, are appropriate to accomplish the specific aims and to make an important scientific contribution.[ ]  [Progress Report Publication List](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#4) (Renewal applications only) |
|  | Human Subjects Section[ ]  [Protection of Human Subjects](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r%26r-other-project-information-form.htm#1a) (if Human Subjects is YES)[ ]  Human Subjects and Clinical Trials [Information](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.500-phs-human-subjects-and-clinical-trials-information.htm)Other Research Plan Section[ ]  [Vertebrate Animals](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#5) (if Vertebrate Animals is YES)[ ]  [Select Agent Research](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#6) (if applicable)[ ]  [Multiple PD/PI Leadership Plan](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#7) (if more than one PD/PI is specified)[ ]  [Consortium/Contractual Arrangements](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#8) (if applicable)[ ]  [Letters of Support](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#9) (if applicable; would include consultants)[ ]  [Resource Sharing Plan](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#10): Describing dissemination[ ]  [Authentication of Key Biological/Chemical Resources](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#11) – *new as of January 25, 2016* (if applicable) |
|  | [PHS Assignment Request Form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.600-phs-assignment-request-form.htm) (Optional; Effective May 25, 2016):[ ]  Award Component Assignment Request: up to three NIH Institutes/Centers can be requested using their [abbreviations](https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents) (PI can also choose 3 “do not assign”). First choice should be #1. [ ]  Study Section Assignment Request: up to three study sections or special emphasis panels (use short [abbreviations](http://grants.nih.gov/grants/phs_assignment_information.htm#StudySection)) can be requested (PI can also choose 3 “do not assign”). First choice should be #1.[ ]  List of individuals who should not review and why[ ]  Expertise needed to review your application (Each field can have a maximum of 40 characters) |