

NIH GRANT CHECKLIST

1. PLANNING

- ☐ Develop a project idea/hypothesis.
- ☐ Identify a [funding opportunity](#). The best way is to search using broad keywords to obtain maximum hits
- ☐ Go through the synopsis to get an understanding of the opportunity and if it seems like a fit go through the guidelines.
- ☐ Check Eligibility.
- ☐ Check Restrictions.
- ☐ Prepare a timeline.
 - This should include everything including draft 1; budget review by Finance; Ancillary documents as required by the application and final draft and submission. The date for budget and signatures with a close to final draft should be 7 business days prior to the submission deadline.
 - The final proposal for review and feedback needs to be sent to Vidya Ganapathy 3 business days prior to submission deadline.
- ☐ Identify institutional signing officials.
- ☐ Identify collaborators if outside Rider collaborations plan a timeline with the collaborating university for [subaward documents](#). [Steps to a subaward agreement](#) can be found here and we can help with this.
- ☐ Determine [budget type](#) and forms required.

Reach out to Vidya Ganapathy (vganapathy@rider.edu) at anytime during this process with questions.

2. PROPOSAL PREPARATION

- ☐ Outline your hypothesis and plan for the proposal.
- ☐ Check [sample grant](#) applications.
- ☐ Start with the specific aims/project summary section. This should help in guiding the budget decisions and project timeline. This should also help in setting a timeline for preliminary data generation as required.
- ☐ If needed reach out to colleagues to get feedback on the project summary.
- ☐ Start working on the proposal- get first draft ready 6-8weeks before due date.
- ☐ Get feedback on first draft.
- ☐ Get started with preliminary budget.

- ☐ Prepare NIH [bio-sketch](#) and other ancillary sections (Vertebrate Animal Research, [Data sharing](#), [Authentication of key biological and/or chemical resources](#), [Rigor and Reproducibility](#) .
- ☐ [Title, Abstract and Public Health Relevance Statement](#).
- ☐ [Format Application](#).
- ☐ Two weeks prior to submission, share draft narrative and budget with your Chair and Dean for feedback if proposal requires elements listed above.

Provide Rider Grants Officers with regular drafts of your narrative, supplemental proposal files and budget to receive constructive feedback before beginning the Grants Approval process.

3. FINAL PACKAGE

- ☐ Send final version of budget to Finance for review no less than ten business days prior to the submission deadline.
- ☐ Send final version of research proposal to the Director of Sponsored Programs and Research for review no less than five business days prior to the submission deadline.
- ☐ Identify study sections you may want to submit your proposal to for a fair review. Reach out to Vidya Ganapathy to help with this.
- ☐ Check for typos and any missing information in the final version before submission.
- ☐ Ensure all steps are checked prior to providing consent for submission.

4. AFTER SUBMISSION

- ☐ [Submit and track and check](#).