**Application Overview and Checklist ­ ­­** Due February 5, 2017 5:00 PM MDT via ASSIST

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| Document Type | Details/Instructions | Person Responsible  | Status |
| Letter of Intent  | Not applicable | NA | NA |
| SF424 R&R Cover (ASSIST) | Pg. 13 of RFA/pg. 27 of Guide | Pre-Award | Need start date and title |
| SF 424 R&R Cover: Cover Letter attachment | Pg. 46 of Guide/template provided | Pre-Award to draft template, PI to review/edit, Pre-Award to finalize and upload | Template in dropbox |
| PHS 398 Cover Page Supplement (ASSIST) | Pg. 13 of RFA/pg. 48 of Guide | Pre-Award to fill out, PI to review and approve |  |
| R&R Other Project Information (ASSIST) | Pg. 13 of RFA/pg. 54 of Guide  | Pre-Award to fill out form fields |  |
| R&R Other Project Information (ASSIST): Project Summary/Abstract attachment | 30 lines of text/pg. 63 of Guide | Pre-Award to provide template, Team to draft, Pre-Award to edit and upload  |  |
| R&R Other Project Information (ASSIST): Project Narrative attachment | 3 lines of text for the lay audience to convey public health relevance. Required for Overall, optional for other components/ pg. 64 of Guide | PI to draft, edit/approve, Pre-Award to upload |  |
| R&R Other Project Information (ASSIST): Bibliography and Refs Cited attachment | Pg. 64 of Guide/NIH funded studies must have PMCID.  | Narrative writer to generate, Pre-Award to review and upload |  |
| R&R Other Project Information (ASSIST): Facilities and Other Resources attachment |  | Pre-Award to provide template, collaborating personnel to provide paragraph on facilities and resources granted to the project, PI to review/edit, Pre-Award to finalize and upload | Draft from previous application(s) in dropbox |
| R&R Other Project Information (ASSIST): Equipment attachment | Pg. 66 of Guide  | Collaborating orgs and personnel (MSU PI’s) to provide paragraph on equipment utilized by the project, PIs to review/edit, Pre-Award to finalize and upload  | Draft from previous application(s) in dropbox |
| R&R Other Project Information (ASSIST): Other attachments | None required per Guide/RFA |  |  |
| Project Performance Sites (ASSIST)  | Pg. 13 of RFA/pg. 69 of Guide / List MSU and list other sites if the research activities will take place offsite

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| **Partner/Organization Performance Site** | **DUNS** |
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 | Need sites and their DUNS from any non-MSU collaborators, Pre-Award to enter into ASSIST |  |
| R&R Senior/Key Person Profile (ASSIST) | Pg. 13 of RFA/pg. 75 of guide/We will need biosketches from “representatives of Community-based organizations (CBOs) and/or community members as Key Personnel and who will serve as research partners” of the program. They also want the Key Personnel to address certain criteria in their biosketches (see pg. 13 of RFA)

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| **Senior/Key Personnel** | **Biosketch**  |
| (PD/PI) |  |
| (Program Coordinator) |  |
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 | PI to provide list of personnel and request biosketches from community member/research partners; Pre-Award to get biosketches from senior/key personnel (including faculty) from MSU. Pre-Award will review, edit, upload.  | Personnel checklist is in Checklists folder, “Personnel on Project” and Biographical Sketches forms are in Biographical Sketches folder.  |
| Budget and Justification | Pg. 13 of RFA (special instructions)/Pg. 89 of Guide  | Fiscal manager to work with PI’s on budgets. Need to determine if a modular budget will be done (250k in directs or less per year) or if it will be an R&R budget.  | Justification template in Box as well as subaward form (subawardees need to fill out a detailed budget and budget justification)  |
| PHS 398 Research Plan (ASSIST): Specific Aims | Pg. 13 of RFA/pg. 125 of Guide | Project leads to draft, team to review, Pre-Award to edit and upload  | Pre-Award will track down sample from similar project |
| PHS 398 Research Plan (ASSIST): Research Strategy | Pg. 13 of RFA/pg. 126 of Guide/Specific instructions are listed for Research Strategy (please see) / asks for management plan and a summary plan on pg. 14 | As above-PD/PI’s to draft and circulate for review and edit to team  | Pre-Award will track down sample from similar project |
| PHS 398 Research Plan (ASSIST): Letters of Support (attachment) |

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| **Partner/Organization** | **Received**  |
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Pg. 14 of RFA/pg. 136 of Guide (detailed instructions in RFA) | Person with community relationships to request letters of support from appropriate persons (someone will need to draft letter template) Pre-Award to acquire institutional letter of support, Pre-Award to PDF all and upload to ASSIST. We will also need consortium agreements (see below).  |  |
| PHS 398 Research Plan (ASSIST): Protection of Human Subjects attachment. Includes: * Data safety monitoring plan
* Protection of women and minorities
* Protection of children
 | Pg. 130 of Guide/Supplemental Instructions, Part II Section 4.1  | Pre-Award to request sample from similar project, team to draft, team to review collectively, Pre-Award to edit and upload.  |  |
| PHS 398 Research Plan (ASSIST): Multiple PD/PI Plan  | Pg. 134 of Guide, required for projects with multiple PD/PI’s | Pre-Award to provide template, PD/PI’s to draft, Pre-Award to perform final review and upload | Basic draft in dropbox  |
| PHS 398 Research Plan (ASSIST): Consortium/Contractual attachments | Pg. 14 of RFA/Pg. 134 of Guide/ we need the following items for each partner organization:

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| **Partner/Organization** | **Detailed Budget and justification** | **Consortium Agreement** | **Letter of Support** |
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 | Project leads to work with subawardees to determine role and approximate budget, Pre-Award or fiscal manager can request subaward documents, Pre-Award to upload  | Consortium Agreement template in box |
| PHS 398 Research Plan (ASSIST): Resource Sharing Plan  | Pg. 14 of RFA/pg. 134 of Guide.  | Pre-Award to provide template and review content, PI to share with Co-PD/PI’s and other collaborators for review and approval, Pre-Award to edit.  | Template in Box  |