**NIH R03 (PA-16-162) Proposal Guidelines & Checklist 2018** v1.0 

*Effective Jan 25, 2018 – FORMS E Applications*

PI Name:

Deadlines: NEW: Feb. 16, Jun. 16, Oct. 16; RENEWAL, RESUBMISSION, REVISION: Mar 16, July 16, Nov 16 5:00 p.m. local time

Proposal Title:

Purpose of R03 funding mechanism: The NIH Small Research Grant Program supports **small research projects** that can be carried out in a short period of time with limited resources. This program supports different types of projects including pilot and feasibility studies; secondary analysis of existing data; small, self-contained research projects; development of research methodology; and development of new research technology.

Budget limit: Application budgets are limited to $50,000 in direct costs per year (indirect costs are in addition to this limit).

Project duration limit: 2 years

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

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| Deadline | [**NIH guidelines for R03**](http://grants.nih.gov/grants/guide/pa-files/PA-16-162.html)(PA-16-162)  [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-(r&r)-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&r-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&r-other-project-information-form.htm#8): 2-3 sentence summary in plain language |
|  | Budget and Budget Justification:  Since request is less than $250,000 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) |
|  | [Facilities and Other Resources](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r&r-other-project-information-form.htm#10) |
|  | [Equipment](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.220-r&r-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  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): R03 = 6 pages; 3 separate sections: Significance, Innovation, Approach  [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&r-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 chose 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) |