

# NIH Single Project, Competitive Grant Application Checklist

## R01/R03/R21/R24/R33/R34/R35/RC2/RF1/R50/R61/ DP1/DP2/U01/U24/UG1/UG3/UH3/UM1

rev. 3/3/24

GCO is highlighting particular fields & sections that are prone to error. This checklist does NOT comprise the entirety of the SF424 application. Please consult the NIH SF424 Guide plus additional Mount Sinai resources below.

Please use this checklist with GCO's Overall Application Submission Checklist.

Please read the NIH SF424 Guide for instructions.

Please review the NIH annotated form set for quick reference.

Notice of Funding Opportunity (NOFO) instructions always supersede these instructions.

- [GCO ASC Checklist](#)
- [NIH SF424 Guide](#)
- [NIH Annotated Form Set](#)
- [NIH Sample Applications](#)

Principal Investigator(s):

Proposal Title:

NOFO #:

### Overall

*All sections must conform to these instructions.*

The NIH has very specific attachment formatting requirements. Failure to follow these requirements may lead to application errors upon submission or withdrawal of your application from funding consideration.

- [ ] **Citations:** Remember to comply with our public access policy by including the PMC reference number (PMCID) when citing applicable papers that you author or that arise from your NIH-funded research.
- [ ] **Filenames:** Save all document attachments with descriptive filenames of 50 characters or less (including spaces).
  - [ ] Use unique filenames for all attachments in an application (or within a component of a multi-project application).
  - [ ] Use any of the following characters: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.
  - [ ] If including spaces, use one space (not two or more) between words or characters and do not begin the filename with a space or include a space immediately before the .pdf extension.
  - [ ] Avoid the use of ampersand (&) since it requires special formatting (i.e., &amp;).

*When saving the individual files this naming convention can be used:  
Last Name\_Application Section\_Mechanism\_Date. Example: Jones\_Abstract\_R01\_100522*
- [ ] **File Size:** Ensure file size is greater than 0 bytes - the NIH does not accept a 0 byte attachment.  
Keep attachment file size to 100 MB or less.
- [ ] **Headers and Footers:** **Do not include headers or footers in any of your attachments.** Headers, footers, page numbers, bookmarks, and a table of contents are added when the grant application is assembled upon submission.  
*Headings (e.g., Significance, Innovation) within the text of your attachments improve readability and are encouraged.*
- [ ] **Images:** Digital images of material such as electron micrographs or gels must only be included within the page limits of the Research Strategy. The maximum size of images to be included should be approximately 1200 x 1500 pixels using 256 colors. Figures must be readable as printed on an 8.5" x 11" page at normal (100%) scale.  
Investigators must use image compression such as JPEG or PNG.
- [ ] **Margins:** Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages.  
No applicant-supplied information can appear in the margins.
- [ ] **Language and Style:** Use English. (See 45 CFR § 75.111 - English language) [45 CFR 75.111 link](#)  
Avoid jargon. Spell out acronyms the first time they are used in each application section/attachment and note the appropriate abbreviation in parentheses. The abbreviation may be used in the section/attachment thereafter.
- [ ] **Paper Size:** Use paper (page) size no larger than standard letter paper size (8 ½" x 11").
- [ ] **Security Features:** Do not encrypt or password protect your documents.  
*Using these features to protect your documents prevents the NIH from opening and processing them.*
- [ ] **Single vs. Multi-column Page Format**

A single-column page format easily adapts to various screen sizes and is highly encouraged.

Multi-column formats, especially for information spanning multiple pages, can be problematic for online review.

- [ ] **Video:** Videos cannot be imbedded in an application, but are accepted under limited circumstances as post-submission Material. See these notices.
  - [NOT-OD-12-141](#)
  - [NOT-OD-20-061](#)

- [ ] **Page Limits**
  - [Page Limits & Lines of Text Limits](#)
  - [Table of Page Limits](#)

See *Research Plan* section of this checklist.

## Font (size, color, type density) and Line Spacing

- [ ] **Font: General** Must be 11 points or larger.  
*Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.*
- [ ] **Font: Recommended**  
NIH recommends Arial, Georgia, Helvetica, Palatino Linotype fonts, although other fonts (both serif and non-serif) are acceptable if they meet the requirements of font size, type density, line spacing, and text color.
- [ ] **Type density:** Must be no more than 15 characters per linear inch (including characters and spaces).
- [ ] **Line spacing:** Must be no more than six lines per vertical inch.
- [ ] **Text color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.

## Hypertext, Hyperlinks, and URLs

- [ ] **Do not use hypertext, hyperlinks, and URLs unless specifically noted in the NOFO and/or form field instructions.**  
*It is highly unusual for a funding opportunity to allow links in Specific Aims, Research Strategy, and page-limited attachments.*
  - [NOT-20-174](#)

## PDFs

- [ ] **Font :** Checking after PDF conversion  
*Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the requirements.*
- [ ] **Combining Information into a Single Attachment:** Ensure all information is directly visible in your PDF.  
If you need to combine information from different sources into a single document prior to uploading, do not use "bundling" or "portfolio" features which combine multiple documents into a single file by providing links to the individual files.
- [ ] **Electronic Signature**  
Unflattened electronic signatures on PDF attachments within your application are not allowed.
  - [ ] To adhere to policies requiring electronic signatures on PDF attachments (e.g., electronically-signed other support format pages), you can electronically sign the document and then "flatten" the PDF.  
See "Flattening PDF" tab for instructions.  
Documents with signatures (e.g., letters of support) can be printed, signed, scanned and attached in PDF format.  
*GCO's Guidance document on signing Other Support pages provides instructions on electronic signatures.*
    - [GCO Guidance](#)  
*Please use the instructions in the GCO Guidance document for signing documents*
- [ ] **Flattened PDFs:** Many simple PDFs are already flattened. See tab for further instructions.
- [ ] **Marking Up Attachments:** Do not mark-up your PDF documents with comments, sticky notes, or other features that are added on top of your PDF document content. This information may not be retained in your final application image.
- [ ] **Scanning:** Avoid scanning text documents to produce the required PDFs. It is best to produce documents using your word-processing software and then convert the documents to PDF. Scanning paper documents may hamper automated processing of your application for agency analysis and reporting.  
The NIH recognizes that sometimes scanning is necessary, esp. when including letters of support or other signed documents on business letterhead.
- [ ] **Security:** Disable all security features in your PDF documents.
- [ ] **InfoEd:** Check and fix technical errors before submitting to the GCO.
  - [InfoEd XML Validation Instructions](#)

Use the "XML Validation" and the "NIH Commons Validation Submit" features to check early for any technical errors which can delay your application from being accepted and can prevent it from being rejected by the funding agency .

Section of Application	Format Restrictions	Resources		
		NIH	ORS Roadmap	GCO
<b>SF 424</b>				

*S2S Applications are pre-populated with standard ISMMS info. Project dates and \$ amts are imported from budget tab.*

- 4b. Agency Identifier Number  
Are you applying for a Notice of Special Interest (NOSI)? Enter NOSI # (i.e., "NOT-AG-21-###) in this field.
- 8. Is this application being submitted to other agencies? ● [GCO Guidance](#)
- 11. Descriptive Title of Applicant's Project (i.e., Project Title)      200 characters, including spaces and punctuation  
This is a Set Up tab question you answer in InfoEd.
- 21. Cover Letter Attachment (optional)
  - Do not use the cover letter to communicate application assignment preferences. The Assignment Request Form is provided for that purpose.
  - A cover letter must not be included with post-award submissions, such as administrative supplements, change of grantee institution, or successor-in-interest.  
The letter should contain any of the following information, as applicable:
    - Application title and title of NOFO (PA or RFA).
    - Late applications: Include specific information about the timing and nature of the delay. ● [NIH Late Policy](#)
    - Changed/Corrected applications submitted after the due date: A cover letter is required. It must explain the reason for late submission of the changed/corrected applications. If you already submitted a cover letter with a previous submission and are now submitting a late change/corrected application, you must include all previous cover letter text in the revised cover letter attachment. The system does not retain any previously submitted cover letters; therefore, you must repeat all information previously submitted in the cover letter as well as any additional information.
    - Subaward budget components that are not active for all budget periods of the proposed grant: Provide explanation.
    - Required Agency Approval Documentation: Statement of Attachment  
If there is any required agency approval documentation please include a statement that is attached.  
Example: Approval for applications that request \$500,000 or more. It is recommended that you include the official communication from an NIH official as part of your cover letter attachment.
    - Videos: When intending to submit a video as part of the application, include information about the intent to submit it.  
If this is not done, the video will not be accepted. ● [NIH Post Submission Grant Application Material](#)
    - Proposed studies that will generate large-scale human or non-human genomic data as detailed in the NIH Genomic Data Sharing Policy: Include such a statement ● [NIH Genomic Data Sharing](#)
    - Proposed studies that will involve human fetal tissue obtained from elective abortions (HFT), regardless of whether or not Human Subjects are involved and/or there are costs associated with the HFT. ● [Human Fetal Tissue Research](#)  
*NIHGPS links* ● [Non-Transplantation Research on Human Fetal Tissue from Elective Abortions](#)  
● [Human Fetal Tissue from Elective Abortions](#)

Other Project Info	Resources		
	NIH	ORS Roadmap	GCO

- 6. Does this project involve activities outside of the United States or partnerships with international collaborators? ● [GCO Foreign Components Guidance](#)  
> IV. Competitive Grant Applications
- If yes, please include "foreign justification." See GCO Guidance link for complete information.
- Please check your letters of support and data sources for foreign activity.
- 7. Project Summary/ Abstract      30 lines maximum      ● [Project Summary vs](#)
- 8. Project Narrative      3 sentences maximum      ● [Project Narrative](#)



[ ] Reminder: Active hyperlinks are not allowed. See "Print to Image" for instructions on deactivating hyperlinks.

[ ] 10. Resource Sharing Plan(s) *see Resource Sharing Plan tab or NIH SF 424 Guide*

[ ] 11. Other Plan (s)

Data Management and Sharing Plan (DMSP): [● NIH Resource Site](#) [● GCO Application Info > DMSP](#)

Applicants proposing to conduct research that will generate scientific data are subject to the NIH DMS Policy and must attach a DMS Plan.

*The DMSP section on GCO's Application Information page has many valuable NIH, GCO, and other resources including training and sample language for the plan.*

[ ] 12. Authentication of Key Biological and/or Chemical Resources [● Notice](#) [● Samples](#)

#### Appendix

[ ] 13. Appendix Max of 10 documents [● Notice](#)

If more than 10 allowable appendix attachments are needed, combine the remaining info into attachment #10.

Use filenames for attachments that are descriptive of the content. Some NOFOs further restrict allowable appendix materials (see notice above) and/or may specify that some materials must be provided in another part of the application.

Applications submitted to those NOFOs must follow instructions in the NOFO and must not put those items in the Appendix

### Other NIH Pages & Requirements

### Resources

NIH

ORS

GCO

[ ] Assignment Request Form (Optional)

Use only if you wish to communicate specific awarding component assignments or review preferences.

There is no requirement that all fields or all sections be completed. You have the flexibility to make a single entry or to provide extensive information using this form. *Please consult the SF 424 Guide for instructions.*

[ ] Biosketches 5 pages MAX [● NIH Resource Site](#) [● GCO's Biosketch FAQs](#)

Complete for all key/senior personnel, including consultants, and other significant contributors.

[ ] eRA Commons ID requirement: add ID to InfoEd Inv. Profile or Personnel tab > Sponsor Credential. See eRA Commons Tab. [● NIH Notice](#)

[ ] eRA Commons ID requirement applies to consultants. Does your consultant need an eRA Commons ID? See Option 3 in link [● Option 3 -- Senior/Key Person Who Aren't Affiliated With a Registered Organization](#)

[ ] You may provide a URL to a full list of your published work. This URL must be to a Federal Government website (a .gov suffix NIH recommends using My Bibliography. [● My Bibliography](#)

[ ] Reminder - Hyperlinks and URLs are not only allowed except to the full publication list as specified above or if specified in the funding announcement.

[ ] If citing interim products, do not include URLs. See acceptable example below.

Example: DOI: 10.1016/[investigator name].2026.101058

[ ] Budget`

[ ] Follow GCO's Application Submission Checklist (ASC) Instructions for InfoEd Budget Data Tab Entry [● ASC Instructions](#) for non modular (#17c) and modular grants (#17d). Modular budgets complete the Modular Budget tab.

[ ] Enroll in GCO's Budgeting Classes (Live Webinars) [● GCO Budget Training](#)

[ ] Review NIH's Budget Resources [● NIH Resource Page](#)

[ ] Review Resources on Mount Sinai's Research Roadmap [● Investigator Initiated](#) [● Basic Science](#)

[ ] Review GCO's Budgeting SOPs

[● DHHS Rate Agreement & Federal Split Rate Sponsored Projects](#)

[● Data Management and Sharing Plan \(DMSP\) Budgeting Guidance](#)

[● Facilities and Administrative Costs: Determination of On and Off Campus Activity](#)

[● Students and Post Graduates on Research, Fellowship, and Training Grants](#)

[● Subawards: ISMMS as the Prime Institution](#)

[● VA Appointments: Budgeting for Faculty Members with a VA Appointment](#)

[ ] Budget Justification

[ ] Non-Modular Grants: Follow SF424 Instructions. Include DMSP justification even if none.

[ ] Modular Grants: Justify Personnel Only in "Personnel Justification"

Include DMSP justification even if none in the "Additional Narrative Justification tab

Upload Subaward Justification in "Consortium Justification." If modules are different each year, justify in "Additional Narrative Justification." Add DMSP justification (even if none) in the "Additional Narrative Justification."

- Human Subjects/CT form
  - [NIH Supplemental instructions](#)
  - [InfoEd Instructions](#)
  - Links to important NIH training and other resources are included in the cover sheet of the InfoEd instructions.*
- Reminder - Review NIH definitions and take the NIH training. NIH's definition of clinical trials is very broad!
- Foreign Component
  - [GCO Foreign Components Guidance](#)
  - [> IV. Competitive Grant Applications](#)
- See *Foreign Component* tab and *GCO Guidance* link for complete information.
- Reminder - Review NIH definition, which is on the Foreign Component tab and in link. This definition is very broad!  
Places that foreign component information may be required and where you may find it are as follows:  
Reminder - If you find it in any of the sections below, please be sure Yes is checked on the Other Project Info > 6.
- Foreign collaborators may use a different paper size.* Make sure the paper is 8.5 x 11" compliant on all documents. to all formatting guidelines outlined above.
- Other Project Info > 6. Does this project involve activities outside of the United States or partnerships with international collaborators
- Performance Site tab
- Personnel Tab (InfoEd)
- Budget Tab
- Budget Justification
- Projects with Subawards
  - Letters of Support
  - Consortium Tab
  - Biosketch
  - Letter of Support
- See Research Plan > Consortium/Contractual Arrangements section above.*
- Required Documentation
  - [NIH Competitive Subaward Checklist: ISMMS as the Prime Institution](#)
- Subawardee institutions may not have signed up all their key personnel (e.g., consultant on their subaward project) with eRA Commons user names. See Option 1 in link [Senior/Key Person Who Aren't Affiliated With a Registered Organization](#)

## Other Information

## Resources

- Orcid ID
  - [ORCID](#)
  - All key personnel to obtain and include their Orcid ID in the biosketch?
- sIRB
  - If Yes, a sIRB plan is no longer required at the application phase. You will need to provide the sIRB during JIT phase.
  - Do make sure to budget accordingly. See sIRB tab for more information.

## InfoEd, Budget, and Compliance Application (PPHS/IACUC) Preparation

### GCO's Application Submission Checklist (ASC)

- For a successful GCO Submission, these are the numbers on GCO's ASC that may apply to your project:
  - [ASC Checklist](#)
  - [ASC Instructions](#)
  - [InfoEd S2S Set Up Instructions](#)
- 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17c or 17d, 18, 19, 21
- 6. InfoEd Set Up and Tab Completion
- 17c. Budget (NonModular):  
Enter complete detailed budget in InfoEd for each year as per instructions in the SF424 Guide.
- 17d. Budget (Modular):  
Enter budget in InfoEd for each year; enter cumulative amounts for all Other than Personnel Costs (OTPS), graduate student costs, and all F&A excludable costs individually (e.g. equipment, patient care costs). Enter modules in modular budget tab.
- Sponsor Credentials Field in the Personnel tab  
For each senior/key personnel and Other Significant Contributor, enter the person's eRA Commons ID in the Sponsor Credentials field.
- Submit to the GCO. Only the PI can "finalize" the InfoEd application.
  - [Finalize S2S Instructions](#)
- Use the "XML Validation" and the "NIH Commons Validation Submit" features to check early and fix any technical errors. Technical errors can delay and/or prevent your application from being accepted by the NIH. See slides 4 -7 in the "Finalize S2S Instructions" above.

# Bibliography & References Cited

## 9. Bibliography & References Cited

### Who must complete the “Bibliography & References Cited” attachment:

The “Bibliography & References Cited” attachment is required unless otherwise noted in the FOA.

### Format:

Attach this information as a PDF file. See the [Format Attachments](#) page. Use of hyperlinks and URLs in this section is not allowed unless specified in the funding opportunity announcement.

### Content:

See the following instructions for which references to include in the “Bibliography and References Cited” attachment.



### Additional Instructions for Research:

The “Bibliography & References Cited” attachment should include any references cited in [G.400 - PHS 398 Research Plan Form](#) and in the [G.500 - PHS Human Subjects and Clinical Trials Information](#) form.

When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant, and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate “PMC Journal – In Process.” NIH maintains a [list of such journals](#).

Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference.

Active hyperlinks in this section are not allowed. The references should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related [Frequently Asked Questions](#) for more information.

# Inserting eRA Commons ID

The eRA Commons ID for key personnel can be inserted in one of these two places in InfoEd.  
The advantage of including on the Investigator's Profile page is that it will appear on the "Personnel" tab of the InfoEd application.

## 1. Profile Page

My Profile > Sponsor Credentials > Add New > Save

My GCO Records

**My Profile**

- Edit
- Related Objects
- Settings

Administration

**Allison Gottlieb M.S.**  
*Director of Sponsored Programs Education and Communications*  
**Grants and Contracts Office**

One Gustave L. Levy Place  
New York, NY 10029-5724

Phone#: 2128248300  
Fax#: 212.996.8931  
Email: Allison.Gottlieb@mssm.edu

- Advisees (0)
- Appointments
- Associations and Societies (0)
- Backups
- Biosketch
- Certifications
- Classification Codes
- Collaborators (0)
- Courses Taught (0)
- Creative Activities (1)
- Custom Category (0)
- Delegates (1)
- Education (2)
- Employment (1)
- Honors and Awards (0)
- Languages (2)
- MD Information
- Memberships (0)
- Other Information
- Patents (0)
- Portal Preferences
- Professional Lic. and Cert. (0)
- Publications (0)
- Research Interests (0)
- Resources
- Reviewed Works (0)
- Sponsor Credentials (2)**
- Sponsored Funding (0)



### Sponsor Credentials

Add New

Credential	Credential Type	Sponsor	Edit / View	Delete
	NSF FastLane ID	National Science Foundation		<input type="checkbox"/>



Sponsor Credentials Detail - Work - Microsoft Edge

https://eresearch.mssm.edu/Profile/EditSponsorCredentia...

### Sponsor Credentials Detail

Save Close

Credential

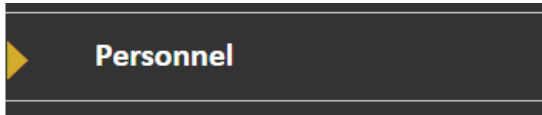
Credential Type NIH Commons ID

Sponsor National Institutes Of Health/DHHS



## 2. Personnel Tab of InfoEd Application

Personnel > [Investigator] > Sponsor Credential > NIH Commons ID > [Enter Commons ID]



Senior/Key						PERSON MONTHS			CV/BIOSKETCH
PI	INC	NAME/ROLE	MAIL	ALERT	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allison Gottlieb PD/PI *			Icahn School of Medicine at Mount Sinai Grants and Contracts Office	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

### Contact Information for - Allison Gottlieb

Save Close

Salutation	First Allison	Middle	Last Gottlieb	Suffix
Title Director of Sponsored P				
Address One Gustave L. Levy Place		Degree	Degree Year	
City New York		State New York	Zip 10029-5724	
County New York		Country USA		
Phone 2128248300	Fax 212.996.8931	Email Allison.Gottlieb@mssm.edu		
Sponsor Credential NIH Commons ID	GOTTLIEBA			



## NIH Foreign Components Definition

<b>Foreign component</b>	<p>The performance of any significant scientific element or segment of a project outside of the United States, either by the recipient or by a researcher employed by a <b>foreign</b> organization, whether or not grant funds are expended. Activities that would meet this definition include, but are not limited to, (1) the <b>involvement</b> of human subjects or animals, (2) extensive <b>foreign</b> travel by recipient project staff for the purpose of data collection, surveying, sampling, and similar activities, or (3) any activity of the recipient that may have an impact on U.S. <b>foreign</b> policy through <b>involvement</b> in the affairs or environment of a <b>foreign</b> country. Examples of other grant-related activities that may be significant are:</p> <ul style="list-style-type: none"><li>• collaborations with investigators at a <b>foreign</b> site anticipated to result in co-authorship;</li><li>• use of facilities or instrumentation at a <b>foreign</b> site; or</li><li>• receipt of financial support or resources from a <b>foreign</b> entity.</li></ul> <p><b>Foreign</b> travel for consultation is not considered a <b>foreign</b> component. (See Grants to <b>Foreign</b> Organizations, International Organizations, and Domestic Grants with <b>Foreign</b> Components chapter in IIB).</p>
--------------------------	--

**Please refer to this GCO Guidance document for more information.**

[GCO Foreign Components Guidance](#) > IV. Competitive Grant Applications

# Letters of Support

## 9. Letters of Support

### **Content:**

Attach a file with all letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application.

Letters should stipulate expectations for co-authorship, and whether cell lines, samples, or other resources promised in the letter are freely available to other investigators in the scientific community or will be provided to the particular investigators only.

For consultants, letters should include rate/charge for consulting services and level of effort / number of hours per budget period anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service.

Material Transfer Agreements may be included in this section.

Letters must focus on the topics listed above and not contain data / figures / tables / graphs, preliminary data, methods, background and significance details that are expected to be found in Research Strategy section of the application. Letters of Support serve to describe terms of a collaboration or consultation and also are not de facto letters of reference from persons not actively participating in the project. Applications with letters containing such excess information may be withdrawn from the review process.

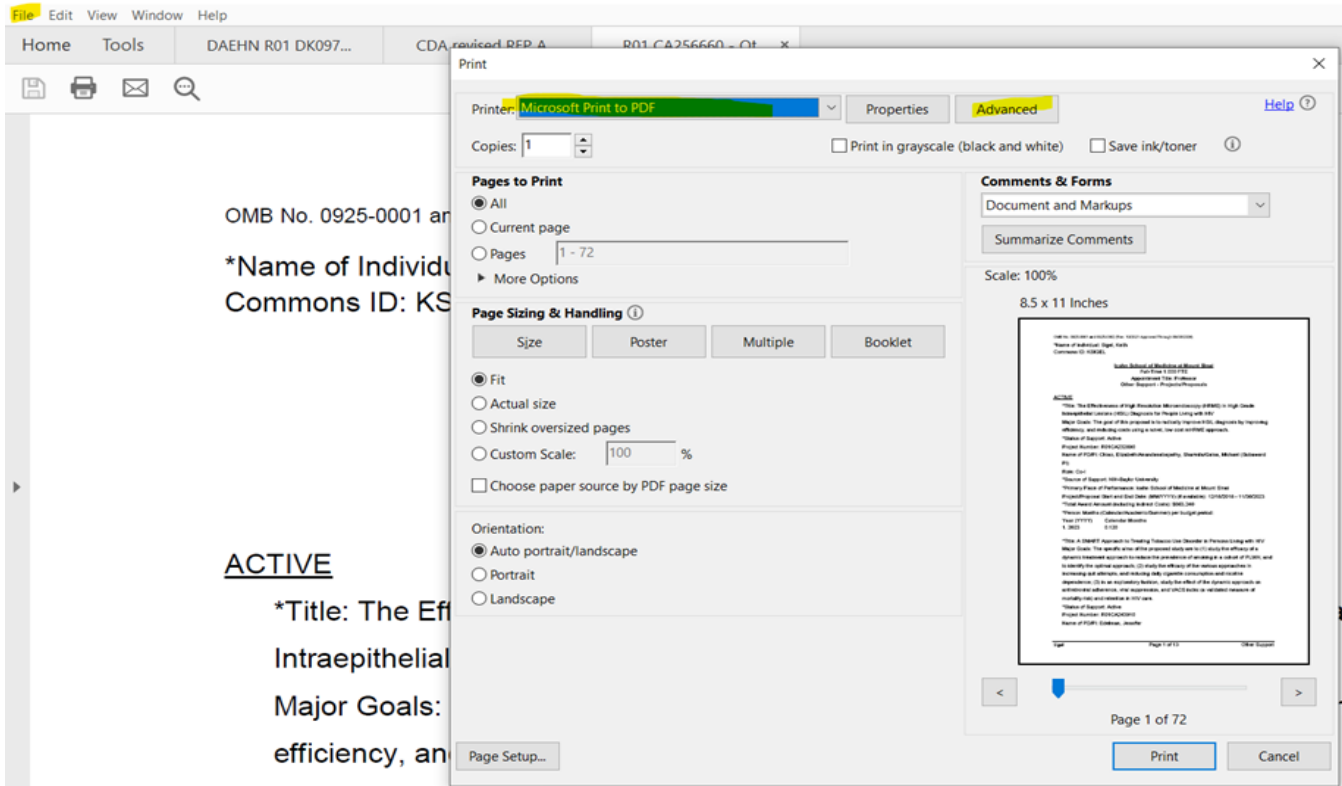
Letters are not required for personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project.

Do not include consultant biographical sketches in the "Letters of Support" attachment, as consultant biosketches should be in the "Biographical Sketch" section.

# Print to Image

Printing to Image deactivates hyperlinks. Please follow these instructions.

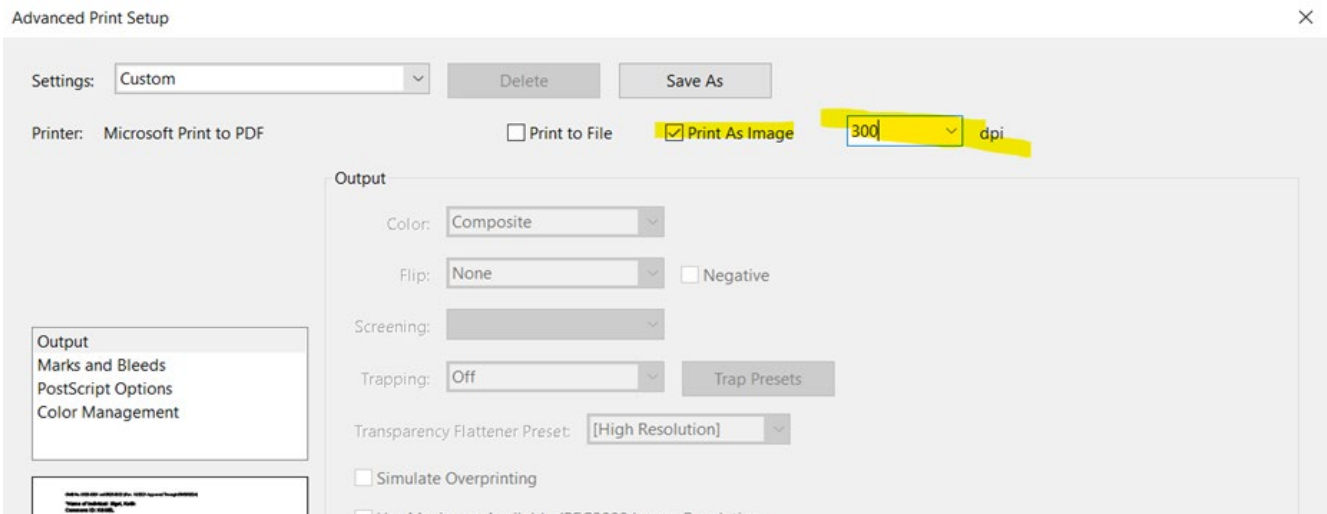
## Step 1 - Go to File > Print to PDF > Advanced



## Step 2

Click the box next to 'Print As Image' and set the dpi. For References, you may have to try different dpis to be sure you get a clear image.

Recommendation: Print at minimum of 300 dpi. Lower than 300 dpi produces blurry images.





## Resource Sharing Plan

### 10. Resource Sharing Plan(s)

**!** **Note: Effective for due dates on or after January 25, 2023, Data Management and Sharing (DMS) Plans are now included in Section 11. Other Plan(s). Plans for Genomic Data Sharing should be provided as part of the Data Management and Sharing Plan.**

**Format:**

Attach this information as a PDF file. See NIH's [Format Attachments](#) page.

**Content:**

**Sharing Model Organisms:** Regardless of the amount requested, all applications where the development of model organisms is anticipated are expected to include a description of a specific plan for sharing and distributing unique model organisms or state why such sharing is restricted or not possible. **For more information**, see the [NIH Grants Policy Statement, Section 8.2.3.2: Sharing Model Organisms](#).

**Research Tools:**

NIH considers the sharing of unique research resources developed through NIH-sponsored research an important means to enhance the value and further the advancement of the research. When resources have been developed with NIH funds, and the associated research findings published or provided to NIH, it is important that they be made readily available for research purposes to qualified individuals within the scientific community. For more information, see the [Research Tools Policy on the NIH Scientific Data Sharing Website](#) and the [NIH Grants Policy Statement, Section 8.2.3: Sharing Research Resources](#).

## Single IRB (sIRB)

Consider if a sIRB is required and decide if you would like ISMMS or an external IRB.

If you would like ISMMS to consider serving as the sIRB, PIs must consult with the PPHS regarding fees and include the cost in their budget.

- Please fill out the HRP-230 form [and email to irb@mssm.edu](#) for consideration at least two weeks prior to grant submission.
- If the ISMMS IRB agrees to serve as the sIRB, PPHS staff will provide sIRB fees to include in the budget and a letter of support from the PPHS Executive Director.
- Additional information is available at: <https://icahn.mssm.edu/research/pphs/guidance/r2s>
- E-Mail [Jennifer.Kucera@mssm.edu](mailto:Jennifer.Kucera@mssm.edu) with any questions.