NIH Checklist for BCM Submission

PI's Name: **Study Title:** **NIH Research Project Grant** (i.e. Parent R01): **NIH Submission Due Date:** **SPO Due date** (generally 5 days before submission due date):		

BRAIN		
Item Needed	**Person Responsible** PI will provide information; Admin will review and input in BRAIN	**Timeline**
Grant Announcement-RFA/PA	PI identify	5 weeks prior to SPO deadline
Project Title	PI	4 weeks prior to SPO deadline
Abstract/Specific Aims	PI	4 weeks prior to SPO deadline
Key Personnel/Effort	PI/Admin	4 weeks prior to SPO deadline
Purpose of Proposal (i.e. Basic or Clinical Research, Clinical Trials, etc.)	Admin	4 weeks prior to SPO deadline
Subawards/Consortium Institutions	PI	4 weeks prior to SPO deadline
BCM Budget (Worksheet/Excel)	Admin	4 weeks prior to SPO deadline
BCM Budget Justification	Admin	4 weeks prior to SPO deadline
MPI Approval Letter (if MPI)	Admin/Subaward Admin	2 weeks prior to SPO deadline
IRB/IACUC Protocol	PI	Part of Just-In-Time (JIT)
Key Personnel Biosketches (BCM)	Admin	2 weeks prior to SPO deadline-Not needed in BRAIN proposal
Request from Consortium Institution(s): • Budget & Budget Justification • Facilities, Performance Site, & Equipment Documents • Biosketches from all Key Personnel • Signed LOI • Scope of Work • Letter of Support • F&A Rate Agreement • Consortium letter	Admin/PI/Subaward Admin	Request 4 weeks prior to SPO deadline-Due date 2 weeks before SPO deadline *Subaward budget/budget justification uploaded to BRAIN, all other documents are not needed for BRAIN proposal *no letter of support is needed if Co-Investigators list their contribution in their biosketches
PDF of Assistant Application	Admin	3 days before submission to SPO
RCOI	PI	2 weeks prior to SPO deadline
BCM-VA MOU (if applicable)	Admin/PI	4 weeks prior to SPO deadline

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Assist Application		
Item Needed	**Person Responsible** PI will provide information; Admin will review and input in ASSIST	**Timeline**
Delegation Access for Admin to Assist Application	PI	4 weeks prior to SPO deadline
Project Title	Admin	4 weeks prior to SPO deadline
Project Dates/Project Funding	Admin	4 weeks prior to SPO deadline
Project Summary/Abstract	Admin	4 weeks prior to SPO deadline
Project Narrative	Admin	2 weeks prior to SPO deadline
Key Personnel Biosketches (BCM & Subs)	Admin	2 weeks prior to SPO deadline
BCM Budget (R&R)	Admin	4 weeks prior to SPO deadline
BCM Budget Justification	Admin	4 weeks prior to SPO deadline
Subaward Budget (R&R)	Admin	2 weeks prior to SPO deadline
Subaward Budget Justification	Admin	2 weeks prior to SPO deadline
Research Plan (1) Introduction to Application (1 page) (2) Specific Aims (1 page) (3) Research Strategy (12 pages) (4) Progress Report Publication List (5) Vertebrate Animals (6) Select Agent Research (7) Multiple PD/PI Leadership Plan (8) Consortium/ Contractual Agreements (9) Letters of Support (10) Resource Sharing Plan (11) Other Plan(s)- Data Management and Sharing Plan (12) Authentication of Key Biological and/or Chemical Resources (13) Appendix	PI/Admin	2 weeks prior to SPO deadline
Use of Human Specimens and/or Data	Admin	2 weeks prior to SPO deadline
Use of Hazardous Chemical	Admin	2 weeks prior to SPO deadline
Facilities & Other Resources	Admin	2 weeks prior to SPO deadline
Equipment	Admin	2 weeks prior to SPO deadline
Performance Sites	Admin	2 weeks prior to SPO deadline

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Chronological Timeline	
PI identifies grant announcement-RFA	5 weeks prior to SPO deadline
PI gives admin access to eRA Commons/Assist	4 weeks prior to SPO deadline
Admin starts BRAIN Proposal	4 weeks prior to SPO deadline
Admin starts ASSIST application	4 weeks prior to SPO deadline
Admin requests documents/information from consortium institution(s)	4 weeks prior to SPO deadline
All documents added into ASSIST/BRAIN	1-2 weeks prior to SPO deadline
Admin submits BRAIN proposal	1 week prior to SPO deadline
Admin will email SPO to start reviewing ASSIST/BRAIN applications	1 week prior to SPO deadline
SPO will submit ASSIST application	1 week prior to NIH deadline

Tips:

DOs
- Start the BRAIN proposal early, even if you don't submit it until a week before SPO deadline
- Add subaward key personnel to Brain DOI tool.
- Put reminders on your calendar to follow up with subaward institutions on items needed.
- Read the grant announcement word for word to ensure you have everything needed for submission.
- Add the cognizant federal agency information in the R&R budget for (section H). It is: Arif Kaim, DHHS, 214-767-3261.
- If requesting travel funds, in the travel section be sure to add the number of travelers and the length of the trip (more detail).
- Include this blurb in the budget justification under the F&A rates
  - On February 7, 2025, NIH issued Notice No. NOT-OD-25-068 (the "Notice"), setting indirect rates at 15% for new awards. The Notice was challenged in federal district court on February 10, 2025 and a temporary restraining order was issued that day that temporarily prohibits NIH from implementing, applying, or enforcing the Notice nationwide. Baylor College of Medicine therefore submits this application based upon NIH's use of Baylor College of Medicine's negotiated indirect rates, and reserves the right to amend or withdraw its application in the event the Notice is eventually implemented.
- Include in the MPI leadership plan a section explaining the procedures for resolving conflicts.
- Ensure the Data Management and Sharing Plan addresses each of the 6 elements in the NIH template.
- Do include up to 3 awarding institutes (NIDCR, NCI, etc).

DONTs:

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- Do not reach or go over the max budget but stay as close to max as possible (i.e. if the max is $500,000, the allocated budget should be $499,999).
- On the ASSIST application, do not put the BRAIN proposal number in box #3 (State Application Identifier). The BRAIN proposal number should go in box #2.
- Do not include foreign subawards for FY 25 or FY 26.

<u>How to Create a SciENcv NIH Biographical Sketch Common Form</u>

PI
1. Go to this web address: https://www.ncbi.nlm.nih.gov/sciencv
2. Click "More options" to Log-in
3. Click "other login options"
4. Click ORCiD
5. Enter your ORCiD email and password (do not click "sign in through your institution")
   a. If you don't have an account, click "register now" at the top
6. Once logged on, it should take you to the following screen:
   a.

7. Click on the "edit" icon next to "My Profile" and input all information
   a. Please be sure to click the first hyperlink "Select here to link your ORCID iD)

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b.

c. Once you click it, it should automatically populate the link.
    i. Click the link to ensure it takes you to your ORCiD page
    ii. Click the back browser button to return to the edit profile page and click "save"

8. Your profile should now be populated and you can move on to "My documents"
9. Click the blue +New Document button

10. For document name, type your last name_biosketch_date
11. Click document type dropdown
    a. Click the NIH Biographical Sketch Common Form

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b.

c. For data source, choose "Start with a blank document", unless you have a biosketch already in SciENcv.

    i. If so, click "Use an existing document in SciENcv"

d. Click create

12. On Identifying Information, Organization and Location

a. Click edit icon and complete all fields

b. The Persistent Identifier (PID) of the Senior/Key Person towards the bottom should have your ORCiD link already

c. Click save

13. A. Professional Preparation

a. Click "add professional preparation"

b.

c. Fill in all text fields and click save

    i. Repeat until all degrees and preparations are entered

14. B. Appointments and Positions

a. Click "add appointment/position"

b. Fill in all text fields and click save

    i. Repeat until all degrees and preparations are entered

15. C. Products
    a. Click "select related products"
    b. Your bibliography should populate
        i. If it does not, click "add product" and it will take you to your bibliography where you can add publications.

        ii.

16. A. Personal Statement
    a. Click edit and follow the instructions to complete your personal statement
17. B. Honors
    a. Click edit and follow the instructions to enter all honors (up to 15 entries)
18. C. Contributions to Science
    a. Click "add contribution to science" and follow the instructions to enter each contribution
19. Once all sections have been completed, click the "view draft" button and review the entire biosketch
    a. If accurate, click "download pdf" and the biosketch has now been certified and ready to attach to the grant.

How to Create a SciENcv NIH Other Support Common Form

1. Click the blue +New Document button
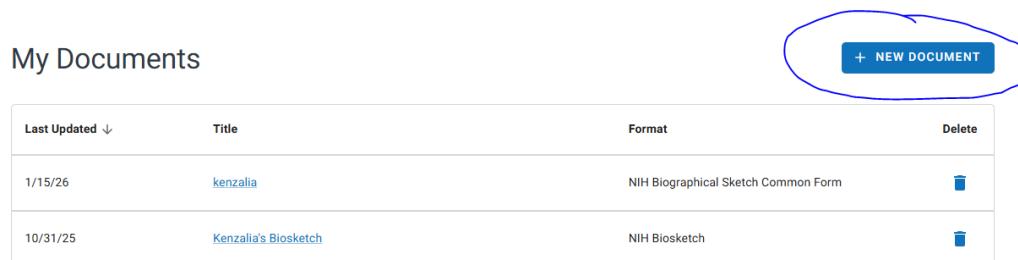
2. For document name, type your last name_othersupport_date
3. Click document type dropdown
    a. Click the NIH Current and Pending (Other) Support Common Form

b. v Accounts
c. For data source, choose "Start with a blank document", unless you have another support document already in SciENcv.
   i. If so, click "Use an existing document in SciENcv"
d. Click create
4. Click on Add Proposals and Active Projects
5. Complete all field requirements

a.
b. Person Months cannot be 0, smallest number can be 0.01