

OVERVIEW: PART THREE

DEVELOPMENT OF THE REST OF YOUR APPLICATION

Once you have finalized your *Specific Aims* section and significance paragraph using input from members of your pre-submission review committee (see chapter 22 for details) and the Program Officer for the NIH program you are targeting you will be ready to develop the remainder of your proposal. This will be discussed in detail in the following chapters.

Chapter ten, *Research Design & Methods* Section: Narrative Description of What's to be Done, addresses development of the narrative part of your proposal – the *Research Design and Methods* section. You should allocate approximately three weeks to complete this section.

Chapter eleven, Background Subsection of the *Background & Significance* Section and the *Bibliography & References Cited* Section, summarizes the strategies that should be adopted in preparing the background subsection of the *Background and Significance* section, as well as what to include in the *Bibliography & References Cited* section. Approximately two weeks should be allocated for completion of these parts of the application.

Chapter twelve, *Preliminary Studies* Section / *Progress Report*, addresses what to include in one or the other of these parts of the application, depending upon whether you are submitting a new application or a renewal (formerly competing continuation). One week should be sufficient to complete this part of your proposal.

Chapter thirteen, *Senior/Key Person Profile(s)* Component and Biographical Sketches, will allow you to describe your research team in such a way that the feasibility of what is proposed in the Research Plan is maximally supported. Allow one week for completion of these parts.

Chapters fourteen and fifteen. Chapter 14, *PHS 398 Modular Budget* Component and Justification, describes how to prepare a modular budget and budget justification for R01, R03, R15, R21 and R34 proposals that have an annual direct-cost budget of \$250,000 or less. If you will be offering a modular budget, ignore chapter 15, *SF 424 (R&R) Budget* Component (Breakout Budget), Justification and Cumulative Budget, and devote less than one week to preparation of your modular budget and justification. If you will be offering a breakout budget, skip chapter 14 and substitute the tips and strategies that are included in chapter 15. As its name implies, this chapter guides the preparation of a detailed budget and budget justification. Allow approximately one week to be fully responsive to chapter 15.

Chapter sixteen covers development of the important *Facilities & Other Resources* and *Equipment* sections – the physical and intellectual assets that constitute the research environment in which you and your colleagues will be working – as well as the *Project/Performance Site Locations* component. These sections are also important in establishing the feasibility of what is proposed. They should take less than a week to complete.

Chapter seventeen addresses *Human Subjects, Vertebrate Animals, International Collaborations, Environmental Impact, Resource Sharing Plan(s), and Consortium/Contractual Arrangements* should one or more of these be applicable to your proposal. This part of the application should take approximately one-to-two weeks to complete, depending on the number of sections that have to be written.

Chapter eighteen offers tips on completing the two cover-page components that are part of an NIH application, the *SF 424 Cover Component* and the *PHS 398 Cover Page Supplement*. In addition, this chapter contains suggestions regarding how to use appendix material to your maximal advantage.