
PRINCIPAL CHANGES IN THIS EDITION

At end of November 2024, NIH published updates to the FORMS-I instructions effective for grant applications due on or after January 25, 2025. This edition complies with those instructions. You can access the instructions at <https://grants.nih.gov/grants/how-to-apply-application-guide.html>. You will discover there a set of general instructions for the FORMS-I application package. Two formats are available: (1) HTML, and (2) PDF. The title of the former is, “GENERAL APPLICATION GUIDE FOR NIH AND OTHER PHS AGENCIES.” The PDF version has a different title: “GENERAL INSTRUCTIONS FOR NIH AND OTHER PHS AGENCIES.” Despite the different titles, their content is the same.

In addition to the General Instructions that can be used for all NIH and other PHS grant mechanisms, there are six sets of program-specific instructions: (1) Research (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/research-forms-i.pdf>); (2) Career Development (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/career-forms-i.pdf>); (3) Training (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/training-forms-i.pdf>); (4) Fellowship (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/fellowship-forms-i.pdf>); (5) Multi-Project (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/multi-project-forms-i.pdf>); and (6) SBIR/STTR (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/sbir-sttr-forms-i.pdf>). Each of them is available only as a PDF document, and each has a title that is a variant of the second one listed above for the General Instructions.

The set of instructions to which we refer in this *Workbook* is the research-specific set, which is titled, “RESEARCH INSTRUCTIONS FOR NIH AND OTHER PHS AGENCIES.” It should be used in conjunction with the complementary and potentially superseding instructions in the Notice of Funding Opportunity (formerly Funding Opportunity Announcement) to which you are responding.

An overview of recent changes, with hyperlinks to more specific information, can be found in NOT-OD-24-086 (see <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-086.html>). The principal updates in this edition of *The Grant Application Writer’s Workbook* (NIH) that are pertinent to preparation of a research project grant (RPG) application include:

- Process for evaluating the scientific and technical merit of most research project grant applications has been revised to reflect the new simplified review framework
- Added samples of a Research Project Grant (RPG) critique template and a Summary Statement for the simplified review framework
- Emphasized that NIH prohibits inclusion of figures in the Specific Aims section
- Biographical Sketch and Current and Pending (Other) Support content has been updated to reflect that NIH will require use of Common Forms starting May 25, 2025
- Revised guidance on preparing PHS Assignment Request Form
- Added new content on contacting a Scientific Review Officer of a relevant study section
- Updated how to format the Significance subsection of the Research Strategy based on simplified review framework
- Emphasized that marking changes in the body text of an NIH resubmission (A1) is prohibited
- All Notice of Funding Opportunity numbers, URLs, and screenshots have been updated