NIH Grant Proposal Template

Jason Cory Brunson

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4+ months out:

* ☐ Who will be key personnel (e.g. mentors, collaborators, consultants)?
* ☐ Decide grant series, FOA (PA or RFA), and submission deadline
* ☐ Obtain (current) official instructions[[1]](#footnote-20)
* ☐ Who will administer the process and submit the proposal?
* ☐ What attachments are required, with descriptions and page limits?
* ☐ Know who will write supporting documents (e.g. mentor statements, letters of support, institutional environment, institutional commitment)?
* ☐ Select or schedule preliminary work (within existing research program)

3 months out:

* ☐ Draft and Specific Aims and distribute among key personnel
* ☐ Initialize bibliography (e.g. Zotero)
* ☐ Decide grant activity code, center/institute, and program (e.g. NOTI)
* ☐ Contact program officer
* ☐ Draft resource attachments (e.g. Facilities and Other Resources, Equipment, Budget Justification)
* ☐ Request letters of reference

2 months out:

* ☐ Revise and update attachments
* ☐ Draft project-related attachments (e.g. Candidate Information, Research Strategy), incorporating preliminary work
* ☐ Finalize & confirm grant activity code, center/institute, and program
* ☐ Request supporting documents

1 month out:

* ☐ Revise and update attachments
* ☐ Update NIH biosketch
* ☐ Write summary attachments (e.g. Project Summary/Abstract, Project Narrative)

# Project Summary

# Introduction

The introduction is used to illustrate citations from the bibliography file.1–3 Citations are formatted according to the Citation Style Language (CSL) style national-institute-of-health-research.csl.[[2]](#footnote-23) (Note that abstract symbols are used for footnote superscripts in order to avoid confusion with numerical citation superscripts.)

While inline underlined text must be rendered using the Pandoc constructor, style elements like section headers can be underlined in their LaTeX definitions. Because the constructor invokes the \underline command to render LaTeX documents, this command is redefined to the more convenient \uline from the **ulem** package in the front matter.

Below are illustrated each of the sectioning elements. In the rest of the document, only subsections and subsubsections are used within sections (attachments); paragraphs and subparagraphs are consistently formatted for convenience as needed, but should probably be used sparingly.

## Subsection

This is a subsection.

### Subsubsection

This is a subsubsection.

#### Paragraph

This is a paragraph.

##### Subparagraph

This is a subparagraph.

# Specific Aims

**Aim 1:**

**Aim 2:**

**Aim 3:**

# Research Strategy

## Significance

### Impact

### Merit

## Investigators

### First Author

### Second Author

## Innovation

## Approach

### Resources

### Proposed methodology

# Bibliography and References Cited

1 Adams P. The title of the work. *The Name of the Journal* 1993;**4**:201–13.

2 Babington P. *The title of the work*. vol. 4. 3rd ed. The address: The name of the publisher; 1993.

3 Farindon P. The title of the work. In: editor T, editor. *The title of the book*, vol. 4. 3rd ed. The address of the publisher: The name of the publisher; 1993. p. 201–13.

1. <https://grants.nih.gov/grants/how-to-apply-application-guide.html> [↑](#footnote-ref-20)
2. <https://github.com/citation-style-language/styles/blob/master/national-institute-of-health-research.csl> [↑](#footnote-ref-23)