### Uploaded Documents
- LOI - due date: As applicable

### Other Project Information
- Project Abstract/Summary: 30 lines of text
- Project Narrative (Public Relev): 3 sentences
- Bibliography & References: As applicable
- Facilities & Other Resources: REQUIRED
- Equipment [major equipment already available]: As applicable
- Other Attachments: REQUIRED **

### Key Personnel [Biosketch]
- 5 pages each. Biosketch required for collaborators and consultants and their role must be described in the biosketch.

### Current and Pending Support (new requirement)
- [https://grants.nih.gov/grants/funding/phs398/otherSupport.doc](https://grants.nih.gov/grants/funding/phs398/otherSupport.doc)

### Budget / Budget Justification
- ORSP will prepare budget forms

### Budget Justification
- Modular format (no $ amounts); separate justification for subcontracts

### Research Plan
- Specific Aims: 1 page - REQUIRED
- Res Strategy
  - Significance (incl Scientific Premise)
  - Innovation
  - Approach (incl Scientific Rigor & Biological variables)
  - 12 pages *See page limits by program

### Human Subjects
- Justification for no human subjects if human specimens/data: As applicable

### Section 2 -Study Population Characteristics -complete online and attach required [Click here for instructional video]
- All required if "yes" to human subjects
  - Inclusion of Women, Minorities and Children
  - Inclusion of Individuals across the Lifespan
  - Recruitment and Retention Plan
  - Study Timeline
  - Inclusion Enrollment Report -complete online

### Section 3 -Protection and Monitoring Plans -complete online and attach required
- All sections required if clinical trial
  - Protection of Human Subjects Document
  - Data and Safety Monitoring Plan: Optional

### Other
- Vertebrate Animals: As applicable
- Select Agent: As applicable
- Consortium/Contractual agr’s: As applicable
- Letters of support: As applicable, no foreign collaborators
- Resource Sharing: REQUIRED FOR SC1
- Authentication of key Biological and/or Chemical Resources: As applicable
- Appendix: As applicable
- PHS Assignment Request Form (previously included in cover letter): Optional

*Page limits by activity code*
- R21, R03, SC2, SC3
- R01, SC1
- R25
Guideline specific requirements

No co-Pis or co-investigators

Opportunity:  SC1

Link to guidelines:  PAR-20-039

Budget/period:  $250,000/yr for 4 years (DC); earliest start date is January 1, 2021

Special Attachments:  Institutional Information and Research Enhancement Plan

Unallowable Costs:
Do not include any foreign collaborators, paid or unpaid (this includes letters of support)
Do not exceed 2 months summer salary for PI. No student stipends, salaries or tuition.

No foreign support

UTEP employees cannot be consultants

No travel for postdocs or tech personnel

No clerical support

No salary for collaborators, but travel costs is allowed

External consultants can be paid a modest honorarium

**Other Attachments:** The application must include two attachments titled "A) Institutional Information" and "B) Research Enhancement Plan".

A) Institutional information:
1) Description and evidence of the institution's explicit historical mission to educate underpresented students
2) Institutional data. Provide numerical information in tabular form
3) NIH R01 support (total costs) for each of the two last fiscal years.
4) Institutional letter from a department chair or dean certifying that the time and effort requested by the PD/PI for the proposal.

B) Research Enhancement Plan:
1) PD/PI's Research Enhancement Objectives and Plan.
2) Postdoctoral Fellow Professional and Research Development Plan. (If a postdoctoral fellow is requested).

Section A, 1, 2 and 3 will be provided by ORSP

Section A, 4 and Section B is responsibility of the PI