

**Texas A&M Research Foundation
Principal Investigator's Checklist**

NIH Proposals via Grants.gov

Contact your Research Foundation Proposal Administrator

<http://rf-web.tamu.edu/preaward/proposaladm.html>

Make sure you are registered with eRA Commons (your PA can assist with this)

Provide PA with contact information on all Senior Personnel/Consultants involved with the project

Provide PA with contact information on any Subcontracts

Work with your PA on the project budget; allow at least four days prior to submission for internal routing process; more time is needed if multiple system members are involved

Prepare and send the required PDF files to your PA (all separate files):

Project Summary/Abstract

Bibliography & References Cited

Facilities & Other Resources

Equipment

Biographical Sketch

Research Plan

Introduction (if RESUBMISSION or REVISION)

Specific Aims

Background and Significance

Preliminary Studies/Progress Report

Research Design and Methods

-- if there are human subjects, the following items

Protection of Human Subjects

Inclusion of Women and Minorities

Targeted/Planned Enrollment Table

Inclusion of Children

Data and Safety Monitoring Plan

Vertebrate Animal (if applicable)

Consortium/Contractual Arrangements

Letters of Support

Resource Sharing Plan(s) – when PI is requesting > \$500K or more direct costs

Appendix