# NIH Electronic Applications: Annotated Standard Form 424 (Research and Related) Form Set

**Forms Currently Supported by eRA:**

FEDERAL-WIDE FORMS:

Standard Form 424 Research and Related Cover Component
Project/Performance Site Location(s)
Research and Related Other Project Information
Research and Related Senior/Key Person Profile (Expanded)
Research and Related Budget
Research and Related Sub award Budget Attachment(s) Form
Budget Information – Construction Programs
SBIR/STTR Information

AGENCY-SPECIFIC (PUBLICH HEALTH SERVICES) FORMS:

Public Health Services Cover Letter
Public Health Services 398 Cover Page Supplement
Public Health Services 398 Modular Budget
Public Health Services 398 Research Plan
Public Health Services 398 Checklist
Public Health Services 398 Career Development Award Supplemental Form
Public Health Services Fellowship Supplemental Form
Public Health Services 398 Training Budget
Training Sub award Budget Attachment(s) Form
Public Health Services 398 Research Training Program Plan

IMPORTANT NOTES:

The Application Guides found at http://grants.N.I.H..gov/grants/funding/424/index.htm and the announcement text for the target Funding Opportunity Announcement (FOA) remain the official documents for defining application requirements. This resource is meant to complement, not replace, those documents.

NIH electronic application packages include a subset of the forms included in this resource. The forms included in an application package for a specific FOA are dependent on the activity code used for that FOA.

The yellow boxes with red outlines are required fields as recognized by Grants.gov. The Application Guide and this resource describe NIH form field requirements above what is marked on the federal-wide forms.

The light blue boxes throughout the document represent processing notes and eRA system validations.

The eRA systems check (validate) submitted applications against many of the business rules defined in the Application Guide. Not all system validations are contained in this resource. For a complete list of eRA eSubmission validations see:
http://grants.N.I.H..gov/grants/ElectronicReceipt/files/SF424RR_Validation.pdf

**General attachment tips:** Use simple PDF format files for all attachments**.** Do not use Portfolio or similar feature to bundle multiple files into a single PDF**.** Disable security features like password protection**.** Keep file names to 50 characters or less and use only letters, numbers and the underscore symbol**.** Follow guidelines for fonts, margins and avoid two-column and landscape formatting.

**Sample Grants.gov Grant Application Package management screen.**

Header information is pre-populated with Funding Opportunity Announcement information and is not editable.

Application Filing Name field: For applicant use and tracking in Grants.gov only. Agency has no visibility to this Filing Name.

Mandatory Documents for Submission field: All mandatory documents must be moved to this section and completed.

Optional Documents for Submission field: Consult Application Guide to determine which of the 'Optional' documents should be included with your application.

Instructions:
Enter a name for the application in the Application Filing Name field.
- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.

- You can save your application at any time by clicking the "Save" button at the top of your screen.

- The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
- It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

- The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".

- To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

- All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

Click the "Save & Submit" button to submit your application to Grants.gov.
- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.

- Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.

- The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.

- You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

**FEDERAL-WIDE FORMS:**

**APPLICATION FOR FEDERAL ASSISTANCE**

## Standard Form 424 (Research and Related) Cover Component form:

When completing your grant application, fill out the Standard Form 424 (Research and Related) Cover Component form first. It populates fields in other forms.

***Section 1 TYPE OF SUBMISSION:***

**Pre-application check box:** Do not use the Pre-application check box unless specifically noted in the FOA (for example, X02).

**Application check box:** Use the application check box for your first submission attempt.

**Changed/Corrected Application check box:** Use the Changed/Corrected Application check box when correcting eRA errors and warnings.

***Section 4a and 4b:***

**4a. Federal Identifier text field:** If the Application check box in section 1 and the New check box in section 8 are checked, then leave this field blank. If the Changed/Corrected Application check box in section 1 and New check box in section 8 are checked, use the previous Grants.gov tracking number. Otherwise, use the Institute and serial number of the previous NIH. grant/application number (for example, use CA987654 from 1R01CA987654-01).

**4b. Agency Routing Identifier text field:** This field must be completed for DP1 and DP2 applications.

***Section 5 APPLICATION INFORMATION:***

**Organizational DUNS text field:** Must match DUNS number used for Grants.gov and eRA Commons registrations. Must be 9 or 13 digits; no letters or special characters.

**ZIP/Postal Code text field:** You must provide zip+4 for all zip codes in all B-series forms.

**E-mail text field:** Contact e-mail is required by NIH. If not included, or improperly formatted, the AOR e-mail provided in Section 19 will be used.

***Section 8 TYPE OF APPLICATION:*** See application guide for definitions of application types (New, Resubmission, Renewal, Continuation, Revision).

***Section 10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:*** NIH will assign the CFDA number post-submission.

***Section 11 DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:*** NIH only saves the first 81 characters of the project title. If the Revision check box in section 8 is checked, provide the exact title (including punctuation and spacing) as provided for the awarded grant.

***Section 12 PROPOSED PROJECT:*** The start date is an estimate, usually 9 months after the application is submitted. The end date should not exceed what is allowed by the funding announcement.

***Section 14 PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:*** PD/PI first/last name should match name on file for Commons ID provided in the Credential field of the Research and Related Senior/Key Person Profile (Expanded) form.

***Section 15 ESTIMATED PROJECT FUNDING:*** Manually enter estimated project funding amounts.

***Section 17 Statements contained in the list of certifications and herein check box:*** See Application Guide for full list of NIH policies and certifications.

***Section 19 Authorized Representative:*** Authorized Organization Representative (AOR) in Grants.gov must have signature authority for the organization. The electronic signature of the submitting AOR is recorded with the submission. In eRA Commons this individual is called a Signing Official (SO).

***Section 20 Pre-application:*** Do not use this section unless specifically noted in the opportunity.

## Project/Performance Site Location(s) form:

***I am submitting an application as an individual check box:*** Do not check this box. NIH only accepts applications from organizations.

***Duns Number text field:*** The DUNS number is no longer required by Grants.gov but continues to be required/enforced by NIH.

***Additional Location(s):*** This form now allows up to 30 Project/Performance locations prior to using an attachment for additional locations. The next site button appears once Site Location 1 is completed.

## Research and Related Other Project Information form:

***Section 1 and 1.a HUMAN SUBJECTS questions:*** If the answer to Are Human Subjects Involved is Yes, additional attachments are required on the PHS 398 Research Plan or equivalent form. The IRB Approval Date is not required at the time of submission, but it may be requested later in the pre-award process as Just-in-Time data. If the answer to Are Human Subjects Involved is Yes, the Human Subject Assurance Number or the text ‘None’ must be provided.

***Section 2 and 2.a VERTEBRATE ANIMALS questions:*** If the answer to Are Vertebrate Animals Used is Yes, additional attachments are required on the PHS 398 Research Plan or equivalent form. The IACUC Approval Date is not required at the time of submission, but it may be requested later in the pre-award process as Just-in-Time data. If provided, date cannot be in the future. If the answer to Are Vertebrate Animals Used is Yes, the Animal Welfare Assurance Number or the text ‘None’ must be provided.

***Section 7 Project Summary/Abstract:*** Attach a succinct project summary of proposed work. Typically 30 lines or less; system will give error if over 1 page.

***Section 8 Project Narrative:*** Attach a succinct, typically 2-3 sentence, statement of public health relevance; system will give error if over 1 page.

***Section 12 Other Attachments:*** Only provide Other Attachments when requested in the announcement.

## Research and Related Senior/Key Person Profile (Expanded) form:

***PROFILE – Project Director/Principal Investigator***

***Organization Name:*** The organization name is required by NIH. PD/PI Organization Name is pre-populated from the Research and Related Cover Component form.

***Credential, for example, agency login***: Valid eRA Commons username must be supplied in this field. Contact PD/PI must be affiliated in Commons with applicant organization. Commons account designated on this form should not have both the PI and SO roles (if PD/PI also serves as SO, use a separate account for SO functions).

***Project Role:*** Do not edit this field. The Project Role will default to PD/PI and must remain PD/PI.

***Attach Biographical Sketch:*** Attach a Biographical Sketch for each person. Limited to 4 pages.

***Attach Current and Pending Support:*** Only provide Current and Pending Support if specially requested in the announcement. May be requested later in pre-award process as Just-in-Time data.

***PROFILE – Senior/Key Person 1***

***Organization Name:*** The Organization Name is required by NIH for all Senior/Key entries. This information is used by NIH staff to determine potential review conflicts of interest.

***Credential, for example, agency login:*** For multiple PD/PI applications you must use the PD/PI role and provide the eRA Commons username in the Credential field for all PD/PIs. If multiple PD/PIs are included, the Multiple PD/PI Leadership Plan on the PHS 398 Research Plan form is required.

***Attach Biographical Sketch:*** See the Application Guide for Biographical Sketch format instructions. Limited to 4 pages (except limited to 2 pages for DP1 and DP2).

***Next Person button:*** Up to 39 formatted Senior/Key entries can be included in addition to the PD/PI. The option to provide an attachment with additional Senior/Key information is available after 39 entries are made.

**RESEARCH AND RELATED BUDGET FORMS:**

## Research and Related Budget – Section A & B, Budget Period 1 form:

***ORGANIZATIONAL DUNS:*** If Project budget, use applicant organization DUNS number. If Sub award/Consortium budget, use that organization's DUNS number and not the DUNS number of the applicant organization.

***Budget Type:*** Only the primary applicant organization should select the Project check box.

***Section A. Senior/Key Person, Project Role column:*** PD/PI must be listed as a Senior/Key with measurable effort in every budget period.

***Base Salary column:*** Base Salary can be left blank for submission, but is required prior to award.

***Calendar Months, Academic Months, and Summer Months columns:*** Every Senior/Key listed must have measureable effort in either Calendar Months or a combination of Academic and Summer Months.

***Additional Senior Key Persons:*** If you have more than 8 Senior/Key persons, use the Add Attachment button to upload a PDF attachment with additional Senior Key Persons and enter total funds requested for additional Senior/Key persons.

***Section B. Other Personnel:***

Aggregated information should be provided in section B. More detailed information should be provided in the Budget Justification.

## Research and Related Budget – Section C, D, & E, Budget Period 1 form:

***Section C. Equipment Description:*** Itemize up to 10 pieces of equipment. If more, include total dollars in line 11 and provide details in the Additional Equipment attachment.

***Section E. Participant/Trainee Support Costs:*** Only complete this section if requested to do so in the announcement.

## Research and Related Budget – Section F-K, Budget Period 1 form:

The Next Period button will appear after all fields in the budget period that are marked required (including the Budget Justification) are completed.

***Section F. Other Direct Costs, Question 5. Subawards/Consortium/Contractual Costs:*** Subaward/Consortium/Contractual Costs are not pre-populated. Include both direct and indirect costs.

## Research and Related Budget – Cumulative Budget form:

The Cumulative budget is system-generated based on the budget period data provided.

## Research and Related Subaward Budget Attachment(s) form:

Used with application packages that have a Competition ID of ADOBE-FORMS-B1.

If you are submitting an application with more than 10 sub award budgets, budgets 11 and above should be converted to PDF format and included as part of the Budget Justification of the parent budget in Section K of the Research and Related Budget form. This form should only be used in conjunction with the Research and Related Budget form.

The sum of all sub award budgets, including those attached separately on this form and those provided as part of the budget justification, must be included in Line F 5 Sub awards/Consortium/Contractual Costs of the parent budget.

When submitting sub award budgets that are not active for all periods of the project, fill out the sub award Research and Related Budget form and include only the number of periods for which the sub award is active. The budget period start/end dates reflected in each period of the sub award should match the project budget period start/end dates that correspond to the active periods.

Do not include the Sub award Budget Attachment form with applications that use the Public Health Services 398 Modular Budget form.

***Common use scenarios:***

1. Applicant extracts and sends the Research and Related Budget form to the sub award organization for completion.
2. Sub award organization completes the form and returns it to the applicant organization.
3. Applicant attaches the completed form within the project application package.

or

1. Applicant requests budget information from sub award organization, extracts Research and Related Budget form, completes it with the provided information and attaches it to the project application package.

## Budget Information – Construction Programs form:

***17. Federal Funding:*** Be sure to include the multiplier or the Total Allowable Costs will calculate to zero.

## SBIR/STTR Information form:

***Program Type (select only one):*** Must select SBIR or STTR (not both). Program Type must match announcement.

***Question 1a, Do you certify that at the time of award, your organization will meet the eligibility criteria for a small business as defined in the funding opportunity announcement?:*** You must meet small business eligibility requirements at the time of award (not the time of application submission).

***Question 2, Does this application include subcontracts with Federal laboratories or any other Federal Government Agencies?:*** If the answer is Yes, you are required to insert the names of the other Federal laboratories/agencies. If the answer is No, you cannot include text in the text field.

***Question 4, Will all research and development on the project be performed in its entirety in the United States? If no, provide an explanation in the attached file.:*** If the answer is No, you are required to attach an explanation. If the answer is Yes, you cannot attach an explanation.

***Question 5, Has the applicant and/or Program Director/Principal Investigator submitted proposals for essentially equivalent work under other Federal program solicitations or received other Federal awards for essentially equivalent work? If yes, insert the names of the other Federal agencies:*** If the answer is Yes, you must insert the names in the text field. If the answer is No, you cannot include text in the text field.

***Question 7, Commercialization Plan:*** If you are submitting a Phase II or Phase I/Phase II Fast-Track Application, you are required to include a Commercialization Plan attachment in accordance with the agency announcement and/or agency-specific instructions. The attachment is limited to 12 pages.

**AGENCY-SPECIFIC FORMS:**

## Public Health Services Cover Letter form:

The Cover Letter is only for internal agency use and will not be shared with peer reviewers. It is used to convey information to Receipt and Referral staff, such as requesting assignment to a particular awarding component or Scientific Review Group, indicating individuals/competitors that should not review the application or explaining the reason for a late submission. The Cover Letter form is required for all F applications and is required for any grant application submission made after the submission deadline. If you are revising the cover letter to submit it with a Changed/Corrected application, include all of the information you submitted in the previous cover letter. The system only retains the last cover letter submitted. See the Application Gide for the suggested cover letter format.

## Public Health Services 398 Cover Page Supplement form:

***Section 1. Project Director/Principal Investigator (PD/PI):*** This section is pre-populated from the Standard Form 424 Research and Related Cover Component form.

***Section 3. Applicant Organization Contact:*** The Cover Page Supplement form requests additional Business Official contact information not included on the Standard Form 424 Research and Related Cover Component form.

***Section 4. Human Embryonic Stem Cells:*** Does the proposed project involve human embryonic stem cells? If Yes, then the "Specific stem cell line cannot be referenced at this time" box must be checked or the approved cell line entries must be included. An error will be generated if the provided human embryonic stem cell lines are not listed at http://stemcells.N.I.H..gov/research/registry/ at the time of submission.

**PUBLIC HEALTH SERVICES 398 MODULAR BUDGET FORMS:**

## Public Health Services 398 Modular Budget, Periods 1 and 2 form:

This form is sometimes used in place of the Research and Related Budget form when detailed categorical information is not required. See the Application Guide and/or announcement to determine appropriate use.

***Section A. Direct Costs:*** Direct Costs requested must be $250,000 or less per year to use the Modular Budget form. Request funds in “modules” of $25,000. Some grant programs have limits on Total Direct Costs. Check the announcement.

## Public Health Services 398 Modular Budget, Periods 5 and Cumulative form:

***Cumulative Budget Information:*** The Cumulative Budget is system generated.

***2. Budget Justifications:*** The system will generate a warning of the Personnel Justification is not attached.

## Public Health Services 398 Research Plan form:

***Section 1. Application Type:*** This section is pre-populated from the Standard Form 424 (Research and Related) Cover Component form.

***Section 2. Research Plan Attachments:***

**1. Introduction to Application:** Limited to 1 page (except R25 Resubmissions can be 3 pages).

**2. Specific Aims:** Required attachment (except for DP1 and DP2 submissions). Limited to 1 page.

**3. Research Strategy:** Adhere to the page limits specified in the announcement. The Research Strategy is typically 6 or 12 pages, and a small number of funding opportunity announcements will specify 30 pages.

***Human Subjects Sections:*** Attachments typically required is the answer to Human Subjects is yes on the Other Project Information form.

**6. Protection of Human Subjects:** Required for all applications (except S10), if the answer to Human Subjects is yes.

**7. Inclusion of Women and Minorities:** Required for all applications (except S10), if Human Subjects is Yes and Exception is not E4.

**8. Targeted/Planned Enrollment Table:** Required for all applications (except S10), if Human Subjects is Yes and Exception is not E4.

**9. Inclusion of Children:** Required for all applications (except S10), if Human Subjects is Yes and Exception is not E4.

***Other Research Plan Sections:***

**10. Vertebrate Animals:** Required for all applications (except S10), if Vertebrate Animals Used is Yes.

**12. Multiple PD/PI Leadership Plan:** Required if more than one Principal Investigator is specified on Research and Related Senior/Key Person Profile form.

**13. Consortium/Contractual Arrangements:** Required for S11 applications.

**14. Letters of Support:** Required for S11 and R36 applications.

***Appendix:*** Allows for up to 10 appendices. See Application Guide and announcement for restrictions. Appendices are stored separately in the eRA Grant Folder (not as part of the application image) and are accessible to appropriate Agency staff and peer reviewers. DO NOT use Appendix attachments to circumvent page limits in other sections of the application. Such actions will be noted at the time of review.

## Public Health Services 398 Checklist form:

***Section 1. Application Type:*** This section is pre-populated from the Standard Form 424 (Research and Related) Cover Component form.

***Section 2. Change of Investigator/Change of Institution Questions:*** This section is used to specify a change of Principal Investigator or a change of institution. Change of Investigator not allowed for Revision applications. Change of Investigator not allowed for Career Development (Ks, except K12) applications.

***Section 4. Program Income:*** The number of program income budget periods must be less than or equal to the number of periods included in the budget form.

## Public Health Services 398 Career Development Award Supplemental Form:

***Section 1. Application Type:*** This section is pre-populated from the Standard Form 424 (Research and Related) Cover Component form.

***Section 2. Career Development Award Attachments:***

**1. Introduction to Applicant:** is required for Resubmission applications.

**2. Candidate's Background:** is required for all K applications except K12.

**3. Career Goals and Objectives:** is required for all K applications except K12.

**4. Career Development/Training Activities During Award Period:** is required for all K applications except K12.

**5. Training in the Responsibilities Conduct of Research:** is required for all K applications except K12 and is limited to 1 page.

**6. Mentoring Plan:** is required for K05 and K24. Do not include for mentored K applications. Limited to 6 pages.

**7. Statements by Mentor, Co-mentors, Consultants, and Contributors (as appropriate):** is required for all mentored K applications and is limited to 6 pages.

**8. Description of Institutional Environment:** is required for all K applications except K12 and is limited to 1 page.

**9. Institutional Commitment to Candidate's Research Career Development:** is required for all K applications except K12 and is limited to 1 page.

**10. Specific Aims:** Specific Aims is a required attachment and is limited to 1 page.

**11. Research Strategy:** The total number of pages for items 2-4 (Candidate's Background, Career Goals and Objectives, Career Development /Training Activities During Award Period) and Item 11 (Research Strategy) combined may not exceed 12 pages. Error if attachments 2-4 together are greater than 15 pages. Warning if attachments 2-4 together are greater than 12 pages and less than or equal to 15 pages (need to account for page breaks).

**14. Protection of Human Subjects**: is required if Human Subjects is Yes.

**15. Inclusion of Women and Minorities:** Required if Human Subjects is Yes and Exemption is not E4.

**16. Targeted/Planned Enrollment:** is required if Human Subjects is Yes and Exemption is not E4.

**17. Inclusion of Children:** is required if Human Subjects is Yes and Exemption is not E4.

**18. Vertebrate Animals:** Required if Vertebrate Animals Used is Yes.

**22. Appendix:** Allows for up to 10 appendices. See Application Guide and announcement for restrictions. Appendices are stored separately in the eRA Grant Folder (not as part of the application image) and are accessible to appropriate Agency staff and peer reviewers. DO NOT use Appendix attachments to circumvent page limits in other sections of the application. Such actions will be noted at the time of review.

## Public Health Services Fellowship Supplemental form:

***Section A. Application Type:*** This section is pre-populated from the Standard Form 424 (Research and Related) Cover Component form.

***Section B. Research Training Plan:***

**1. Introduction to Application:** is required for Resubmissions. Limited to 1 page.

**2. Specific Aims:** Limited to 1 page.

**3. Research Strategy:** Limited to 6 pages.

**Human Subjects:** Are Human Subjects involved? The answer will be pre-populated from the Research and Related Other Project Information form.

**9. Protection Human Subjects:** Required if Human Subjects is Yes.

**10. Inclusion of Women and Minorities:** Required if Human Subjects is Yes and Exemption is not E4.

**11. Targeted/Planned Enrollment:** Required if Human Subjects is Yes and Exemption is not E4.

**12. Inclusion of Children:** Required if Human Subjects is Yes and Exemption is not E4.

**Other Research Training Plan Sections:** Are Vertebrate Animals Used? The answer will be pre-populated from the Research and Related Other Project Information form.

**14. Vertebrate Animals:** Required if Vertebrate Animals Used is Yes.

**17. Respective Contributions:** Limited to 1 page.

**18. Selection of Sponsor and Institution:** Limited to 1 page.

**19. Responsible Conduct of Research:** Limited to 1 page.

***Section C. Additional Information:***

**Human Embryonic Stem Cells**

**1. Does the proposed project involve human embryonic stem cells check box:** If Yes, then "cannot be referenced" box must be checked or approved cell line entries must be included.

**Cell Line(s):** Error if provided human embryonic stem cell lines are not listed at http://stemcells.nih.gov/research/registry/ at time of submission.

**Fellowship Applicant:** List of values in Degree drop down list has been updated.

**7. Goals for Fellowship Training and Career:** Limited to 1 page.

**8. Activities Planned Under This Award:** Limited to 1 page.

**9. Doctoral Dissertation and Other Research Experience:** Limited to 2 pages.

**10. Citizenship:** Applicants must meet citizenship requirements at time of award (not time of application submission). The Non-U.S. Citizen with temporary U.S. visa option is only valid for F05 applications.

***Section D. Sponsor(s) and Co-Sponsor(s):*** New section. Requires a Sponsor(s) and Co-Sponsor(s)

Information attachment that is limited to 6 pages.

***Section F. Appendix:***
Allows for up to 10 appendices. See Application Guide and announcement for restrictions. Appendices are stored separately in the eRA Grant Folder (not as part of the application image) and are accessible to appropriate Agency staff and peer reviewers. DO NOT use Appendix attachments to circumvent page limits in other sections of the application. Such actions will be noted at the time of review.

## Public Health Services 398 Training Budget, Period 1 form:

**Organizational DUNS:** If Project budget, use applicant organization DUNS. Sub awarded/Consortium, use Sub award organization's DUNS.

**Budget Type:** Only the applicant organization should specify Project.

**Start Date:** For new and Resubmission applications, the start date for the first budget period must be the same as the start date listed on the SF424 (R&R) cover. The start date in subsequent periods must be greater than or equal to the start date on the SF424 (R&R) cover.

**End Date:** The end date for each budget period must be later than the budget start date and less than or equal to the proposed project end date listed on the SF424 (R&R) cover.

***Section A. Stipends, Tuition/Fees:***

**Undergraduate:** Error if information for Undergraduate Trainees is not provided for T34 applications and if it is provided for T15, T32 or T35 applications.

**Predoctoral:** Error if any Predoctoral or Postdoctoral information is provided for T34.

**Other:** If Number of Trainees information is provided then corresponding Stipends Requested information must also be provided and vice versa.

***Section B. Other Direct Costs:***

**Training Related Expenses:** Warning if not provided.

**Total Direct Costs from the Research and Related Budget Form (if applicable):** Error if Research and Related Budget form is included and its Total Direct Costs is not provided here

***Section C. Total Direct Costs Requested (A + B):*** Warning if over $500,000

***Section D. Indirect Costs:*** Indirect Cost Rate must be 8 for all T applications.

## Public Health Services Training Budget, Cumulative Budget form:

The values are automatically calculated by the form.

## Training Subaward Budget Attachment(s) form:

If you are submitting an application with more than 10 sub award budgets, budgets 11 and above should be converted to PDF format and included as part of the Budget Justification of the parent budget in Section F of the Public Health Services 398 Training Budget form.

The sum of all sub award budgets, including those attached separately on this form and those provided as part of the budget justification, must be included in the Consortium Training Costs field in Other Direct Costs (Section B) of the parent Public Health Services 398 Training Budget form.

***Common use scenarios:***

1. Applicant extracts and sends the Training Subaward Budget Attachment(s) form form to the sub award organization for completion.

2. Sub award organization completes the form and returns it to the applicant organization.

3. Applicant attaches the completed form within the project application package.

or

1. Applicant requests budget information from sub award organization, extracts Training Subaward Budget Attachment(s) form, completes it with the provided information and attaches it to the project application package.

## Public Health Services 398 Research Training Program Plan form:

***Section 1. Application Type:*** This section is pre-populated from the Standard Form 424 (Research and Related) Cover Component form.

***Section 2. Research Training Program Plan Attachments:***

**1. Introduction to Application:** Required for Resubmission applications; error if greater than 3 pages. Required for Revision applications; error if greater than 1 page.

**2. Background:** Required.

**3. Program Plan:** Required.

**4. Recruitment and Retention Plan to Enhance Diversity:** Required – except for D43, D71, U2R, T34 and T36 applications.

**5. Plan for Instruction in the Responsible Conduct of Research:** Required except for T36. Limited to 3 pages.

The total number of pages for Items 2-4 (Background, Program Plan, Recruitment and Retention Plan to Enhance Diversity) combined may not exceed 25 pages. Error if attachments 2-4 together are greater than 27 pages. Warning if attachments 2-4 together are greater than 25 pages and less than or equal to 27 pages (need to account for page breaks).

**7. Human Subjects:** Required if Human Subjects is Yes.

**8. Vertebrate Animals:** Required if Vertebrate Animals Used is Yes.

**10. Multiple PD/PI Leadership Plan:** Required when multiple Senior/Key entries with the role PD/PI are included.

**12. Participating Faculty Biosketches:** Error if not included for K12; warning if not included for all other programs.

**13. Data Tables:** Warning if not included. User defined bookmarks will be pulled into N.I.H. application image Table of Contents.

**15. Appendix:** Allows for up to 10 appendices. See Application Guide and announcement for restrictions. Appendices are stored separately in eRA Grant Folder (not as part of application image) and are accessible to appropriate Agency staff and peer reviewers. DO NOT use Appendix attachments to circumvent page limits in other sections of the application.