

**SIL (Submission Image Library)  
Grant Image Document for Multi-project Applications**

**Version 4.2**

Prepared For:  
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Exchange Services	
eSubmission Grant Image Document for Complex Applications	

## Document History

### Revision History

Version Number	Revision Date	Summary of Changes
4.2	October 7, 2016	<p>BASELINE</p> <p>Updated Section 2</p> <ul style="list-style-type: none"> <li>- Section 2.10: Special Considerations for the PHS-Specific Cover Page Supplement Form</li> <li>- Section 2.18: Bookmarking <ul style="list-style-type: none"> <li>o Updated Human Subjects-Clinical Trial-HESC-Vertebrate Animals Summary to “Human Subjects-Clinical Trials - Vertebrate Animals – HESC Summary”</li> <li>o Added new “Human Embryonic Stem Cell Lines” summary</li> <li>o Added new “Program Income Summary”</li> </ul> </li> </ul> <p>Updated Section 3</p> <ul style="list-style-type: none"> <li>- Added Section 3.4: New Summary: Human Embryonic Stem Cell Lines Summary</li> <li>- Added Section 3.6: Program Income Summary</li> <li>- Updated Section 3.3: Updated Existing Human Subjects – Clinical Trial – HESC- Vertebrate Animals summary to add “Phase III clinical trials”.</li> </ul>

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# Grant Image for Complex Applications

## 1. Introduction

This **Grant Image Document** contains specifications for generating grant images for complex electronic applications being submitted through ASSIST or Applicant S2S Service.

The Grant Image for Complex applications will be made up of 424 R&R forms, agency-specific forms, summaries and Biosketches roll up.

The Grant Image for Complex applications will be displayed in the Grant Folder once the submission is error free. A preview of the Grant Image will also be available in ASSIST. (See Use\_Case\_Specification\_Print\_Preview\_Complex\_Application-)

## 2. Grant Image Requirements

Before the application is submitted, ASSIST will provide capability to preview the application as defined in the Use\_Case\_Specification\_Print\_Preview\_Complex\_Application-

Once the incoming 424 R&R/PHS-specific application datastream has been validated, an Agency grant image shall be rendered for the grant folder in PDF format.

The grant image shall approximate the appearance of the corresponding Adobe forms, as much as practical. An exact replica of the forms' *appearance* is not strictly required, although it is highly desired that the system shall produce an image that is reasonably similar in its presentation of the information.

Where field items are truncated because of IMPAC II database restrictions, the grant image should display the values as submitted through grants.gov, unless otherwise indicated.

The grant image generation should be dependent on the version of the schema being processed; the grant image as displayed should be a replica of the version that was submitted.

All forms should have a ½ inch margin (update to all form stylesheets)

The relative order and position of information presented in the grant image must match the order indicated below for the Overall and Components of the application which will be designated by Component Unique Identifier. The order of pages in the grant image is as follows for all Grant image:

- SF 424 R&R Cover Page (Page 1 and Page 2)
- Table of Contents
- Components Summary
- Performance Sites Summary
- Human Subjects – Clinical Trials – Vertebrate Animals – HESC Summary
- Human Embryonic Stem Cell Lines Summary
- Composite Application Budget Summary
- Component Budget Summary
- Categories Budget Summary
- Program Income Summary
- Senior/Key personnel Summary
- Biosketches

**Overall:**Project/Performance Site Locations(s)

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Research & Related Other Project Information  
 Project Summary/Abstract  
 Project Narrative  
 References Cited (for components not including the PHS 398 Research Plan)  
 Facilities and Other Resources  
 Equipment  
 Other Attachments file name(s)  
 Research & Related Senior/Key Person Profile  
 PHS Additional Indirect Cost  
 PHS 398 Specific Cover Page Supplement  
 PHS 398 Specific Research Plan

**Components:**

SF 424 R&R  
 Project/Performance Site Locations(s)  
 Research & Related Other Project Information  
 Research & Related Senior/Key Person Profile  
 Research & Related Budget (for all detailed budget periods)  
 Research & Related Budget – Cumulative Budget  
 Research & Related Subaward Consortium Budgets  
 PHS 398 Specific Cover Page Supplement  
 PHS 398 Specific Research Plan  
 PHS 398 Career Development Award Supplemental Form  
 PHS 398 Training Program Plan  
 PHS 398 Training Budget  
 PHS 398 Training Budget – Cumulative Budget  
 PHS 398 Training Subaward Consortium Budgets  
 PHS Inclusion Enrollment Report

Form pages that include an ‘Add Attachment’ button single file upload only, should display the file identifier for any corresponding attachment that was attached. Pages should only be included if the corresponding form has been submitted (see special considerations for forms below).

**2.1 Headers and Footers**

**Headers:**

A header should be generated at the top of each page of the Grant Image consisting of the Contact PD/PI name in format: Contact PD/PI: Last, First, Middle name.

For other components only (not for the Overall or data summaries), the component identifier should be included as part of the generated header as well, in the following format: the component type, a dash, the generated 3 digit sequential number and the random 3 digit number within parenthesis. i.e. Project-001 (963), Core-001 (376)

Form headers (maintained in the stylesheet) should display the OMB Number for a specific form and the Expiration Date if available on the first page of a given form.

**Footers:**

As part of the Grants.gov footer (maintained in the stylesheet), the Tracking Number (only populated after application submission to Grants.gov), the Funding Opportunity Number and the Received Date (only populated after application submission to Grants.gov) should display as part of the footer.

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In addition to the transmitted Grants.gov footer a consistent set of ascending page numbers must appear on the generated grant image as part of the footer for all pages.

On pages that are generated from attachments, the name of the attachment (e.g., ‘Research Strategy’) should be included as part of the footer.

See Appendix B for more details.

## 2.2 Components Identifier

Each Component will be identified separately in the Grant Image including the Table of Contents and Bookmarks (See ‘Special Considerations for the Table of Contents’ section and ‘Bookmarking’ section of this document).

The ‘Overall’ component will be identified as ‘Overall’, other Components will be identified by combining the Component Type (FOA defined label) and a system generated ID number unique for a given application, as defined in the ASSIST Supplementary Specification document.

The components should be grouped in a specific order for display in the grant image. That grouping will also be reflected in the Budgets Summaries, the Table of Content and Bookmarking.

Assembly should be as follow:

- Overall will always be displayed first.
- All other components with the same FOA defined label should be grouped together.
- The Component Type (FOA defined label) groupings should be ordered alphabetically in the image.
- The XML sequence shall be used to retain the order in which the components were received within a component type.
- Within a component type, generate a sequential 3 digits number to be appended to the Component Type.
- The random 3 digit number should be appended at the end of the Component Identifier within parenthesis.

Example:

Overall

Administrative Core

AdministrativeCore-001 (654)

AdministrativeCore-002 (265)

Project

Project-001 (084)

Project-002 (911)

Project-003 (212)

Research Project

ResearchProject -001 (237)

ResearchProject-002 (909)

ResearchProject-003 (675)

## 2.3 Special Considerations for the Table of Contents

A table of contents page must be generated and included in the Agency grant image immediately after the SF 424 (R&R) Cover page (or after any attachments that have been submitted that are associated with the cover page), to allow a user viewing a printed copy to locate the pages where each of the submitted forms appears in the grant image.

Populate the Table of Contents with page numbers that accurately reflect the pages in the grant image.

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The table of content should separate the SF424 R&R Cover and the summaries. All Summaries and Biosketches roll up and the forms making up the Overall component from the other component types use headers such as Core, Projects, etc.

Within each component type header, all other components (identified by component unique identifiers - See section 'Components Identifier' of this document) and the component's Descriptive Title of Applicant's Project (pulled from the associated SF424MP) will be listed with their associated forms.

Each component type and each component should be indented as shown in Appendix A below.

Each component should be hyperlinked to the component in the Grant Image.

If any Appendix attachments have been included, display the number of attachments for the Appendix in the appropriate location on the Table of Contents for Overall and all other components. If they have not been included, don't display 'Appendix' on the Table of Contents.

## 2.4 Special Considerations for the 424 R&R Cover Pages

If a pre-Application attachment and/or SFLLL or Other Explanatory Documentation attachment have been included in the submission, generate them in the grant image after the 424 RR Cover as below:

SF 424 R&R Cover Page  
 SFLLL or Other Explanatory Documentation Attachment  
 Pre-application Attachment

The cover letter attachment and the Assignment Request Form should not be generated as part of the grant image. Instead, it should be stored as a separate image in the grant folder accessible only to DRR users.

## 2.5 Special Considerations for the 424 R&R MP

The 424 R&R MP will be identified in the bookmarked image with the Component Unique Identifier (See Component Identifier section)

If data from other section than the sections mentioned below are provided in the XML download, do not render that data in the image:

- Section 5. Applicant Information
- Section 7. Type of Applicant
- Section 11. Descriptive Title of Applicant's Project
- Section 12. Proposed Project (dates)

## 2.6 Special Considerations for the Project/Performance Site Location(s) Page

Do not allow the data entry section for each Project/Performance Site to split across pages.

If an 'Additional Locations' attachment is included, it should be placed in the grant image after the page(s) with the structured performance site information page as shown below:

Project/Performance Site Locations(s)  
 Additional Locations

## 2.7 Special Considerations for the R&R Other Project Information Page

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If any associated attachments are included, they should be included in the grant image immediately after the Other Project Information page as shown below:

- Research & Related Other Project Information
  - Project Summary/Abstract attachment
  - Project Narrative attachment
  - Bibliography & References Cited (for Training and Career Development components)
  - Facilities & Other Resources attachment
  - Equipment attachment

If multiple ‘Other Attachments’ attachments are included, they should all be displayed in the grant image and bookmarked each Other Attachment based on the name of the file submitted.

The ‘Facilities & Other Resources’ attachment and the ‘Equipment’ attachment on the R&R Other Project Information will be submitted in a specified format.

The system should recognize user generated bookmarks provided in the attachments and insert those bookmarks in the Grant image as shown below:

- Facilities & Other Resources
  - User Bookmark 1
  - User Bookmark 2
  - User Bookmark 3
- Equipment
  - User Bookmark 1
  - User Bookmark 2

NOTE: The Bibliography and References Cited attachment from Other Project Information component will be listed as part of the Research Plan in the Grant image if the component contains the PHS398 Research Plan (See special considerations for the PHS398 Research Plan below) otherwise display as directed above.

## 2.8 Special Considerations for the R&R Senior/Key Person Pages

Generate the page for all Senior/Key Persons submitted as part of the structured data first. Do not allow the data entry section for each Senior/Key person to split across pages.

After that, include each ‘Current and Pending Support’ attachments for each listed Senior/Key Person if provided. Lastly, include the attachment for Additional Senior/Key Person Profiles, followed by the Additional Biographical Sketches attachment, followed by the Additional Current and Pending Support attachment as shown below:

- Research & Related Senior/Key Person Profile(s)
  - Current and Pending Support attachments(s) (for each listed Senior/Key Person(s))
  - Additional Senior/Key Person Profiles
  - Additional Biographical Sketches
  - Additional Current and Pending Support

## 2.9 Special Considerations for the R&R Budget Pages

The Budget Justification attachment should be generated after the last year of the budget, since there is only one Budget Justification for all years of the budget.

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If attachments have been included for the ‘Additional Senior Key Persons’ or ‘Additional Equipment’, generate them in the grant image after the budget for the year in which they are submitted.

Any budgets that are received with a type of ‘subaward/consortium’ should be placed in the grant image after the ‘project’ budget and cumulative budget pages.

Each subaward/consortium budget should be listed in the order in which it’s received (which may differ from the order in which it was submitted), followed by the corresponding Budget Justification attachment before the next subaward/consortium budget is displayed.

- Research & Related Budget Period 1
  - Additional Senior Key Persons
  - Additional Equipment
- Research & Related Budget Period 2,...10
- Research & Related Budget Justification attachment
- Research & Related Budget – Cumulative Budget
- Research & Related Subaward Consortium Budget Subaward 1- budget period 1
  - Additional key persons
  - Additional equipment
- Research & Related Subaward Consortium Budget Subaward 1- budget period 2...10
- Research & Related Subaward Consortium Budget Justification attachment
- Research & Related Subaward Consortium Budget – Cumulative Budget
- Research & Related Subaward Consortium Budget Subaward 2... (Follow directions for subaward 1 above)

**2.10 Special Considerations for the PHS-Specific Cover Page Supplement Page**

Human Embryonic Stem Cell Lines and Program Income information are not collected at the Overall levels. These will only be collected at the Components and rolled up into a Human Embryonic Stem Cell Line Summary and Program Income Summary respectively.

**Special Considerations for the Human Embryonic Stem Cell Line information on the Cover Page Supplement form:**

The Cover Page Supplement form in the grant image within the Components should display the Human Embryonic Stem Cells Lines as a table. This table should only display table cells that contain cell lines data. Populate the Human Embryonic Stem Cells with data from top to down and left to right (10 cells down and 20 cells across).

The Cover Page Supplement form in the grant image within the Overall should not display any Human Embryonic Stem Cell line data. Any Human Embryonic Stem Cell Line data submitted for the Overall should be discarded and should not appear in the image.

**Special Consideration for the Program Income information on the Cover Page Supplement form:**

The Cover Page Supplement form in the grant image within the Components should display the Program Income data - Budget Period, Anticipated Amount and Source.

The Cover Page Supplement form in the grant image within the Overall should not display any Program income data. Any Program Income data submitted for the Overall should be discarded and should not appear in the image.

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## 2.11 Special Considerations for the PHS-Specific Research Plan Page

If attachments have been included for the Research Plan, include a page in the grant image for the Research Plan page, with attachments listed on the page.

The following attachments should be included in the grant image (when they are included in the submission), in the order listed below:

### PHS398 Research Plan

- Introduction to Application (for resubmissions and revisions)
- Specific Aims
- Research Strategy
- Progress Report Publication List (for renewals)
- Protection of Human Subjects
- Data Safety Monitoring Plan
- Inclusion of Women and Minorities
- Inclusion Enrollment Report
- Inclusion of Children
- Vertebrate Animals
- Select Agent Research
- Multiple PD/PI Leadership Plan
- Consortium/Contractual Arrangements
- Letters of Support
- Resource Sharing Plan
- Bibliography and References Cited (attachment from Other Project Information component but listed as part of the Research Plan in the Grant image)
- Authentication of Key Biological and or Chemical Resources

The appendix attachments should be generated as separate images in the grant folder, not as part of the grant image.

## 2.12 Special Considerations for the PHS 398 Career Development Award Supplemental Page

If attachments have been included for the Career Development Award Supplemental Form, include a page in the grant image for the page, with attachments listed on the page.

The following attachments should be included in the grant image (when they are included in the submission), in the order listed below.

- PHS398 Career Development Award Supplemental Form
- Introduction to Application (for resubmissions)
- Candidate Information and Goals for Career Development
- Specific Aims
- Research Strategy
- Progress Report Publication List
- Training in the Responsible Conduct of Research

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Candidate's Plan to Provide Mentoring  
 Plans and Statements of Mentor and Co-mentor(s)  
 Letters of Support from Collaborators, Contributors and Consultants  
 Description of Institutional Environment  
 Institutional Commitment to Candidate's Research Career Development  
 Protection of Human Subjects  
 Data Safety Monitoring Plan  
 Inclusion of Women and Minorities  
 PHS Inclusion Enrollment Report  
 Inclusion of Children  
 Vertebrate Animals  
 Select Agent Research  
 Consortium/Contractual Arrangements  
 Resource Sharing Plan  
 Authentication of Key Biological and/or Chemical Resources  
 Citizenship

The appendix attachments should be generated as separate images in the grant folder, not as part of the grant image.

## 2.13 Special Considerations for the PHS 398 Research Training Program Plan Page

If attachments have been included for the PHS398 Training Program Plan Form, include a page in the grant image for the page, with attachments listed on the page.

The following attachments should be included in the grant image (when they are included in the submission), in the order listed below.

PHS398 Research Training Program Plan  
 Introduction to Application (for resubmissions)  
 Program Plan  
 Plan for Instruction in the Responsible Conduct of Research  
 Plan for Instruction in Methods for Enhancing Reproducibility  
 Multiple PD/PI Leadership Plan  
 Progress Report (renewal only)  
 Participating Faculty Biosketches  
 Letters of Support  
 Data Tables  
 Human Subjects  
 Data Safety Monitoring Plan  
 Vertebrate Animals  
 Select Agent Research  
 Consortium/Contractual Arrangements

The 'Data Tables' attachments on the PHS 398 Training Program Plan will be submitted in a specified format. The system should recognize user generated bookmarks provided in the attachment and insert those bookmarks in the Grant image, such as"

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- Data Tables
  - Table 1
  - Table 2
  - Table 3

The appendix attachments should be generated as separate images in the grant folder, not as part of the grant image.

## 2.14 Special Considerations for the PHS 398 Training Budget Pages

The Budget Justification attachment should be generated after the last year of the budget, since there is only one Budget Justification for all years of the budget.

Any budgets that are received with a type of ‘subaward/consortium’ should be placed in the grant image after the ‘project’ budget and cumulative budget pages, with a Table of Contents and bookmark entry for ‘PHS398 Training Consortium Budget’. Each subaward/consortium budget should be listed in the order in which it’s received (which may differ from the order in which it was submitted), followed by the corresponding Budget Justification attachment before the next subaward/consortium budget is displayed.

PHS398 Training Budget (for all Training budget periods)  
PHS398 Training Budget Justification attachment  
PHS398 Training Budget – Cumulative Budget  
PHS398 Training Subaward Consortium Budget Subaward 1 (for all Training budget periods)  
PHS398 Training Subaward Consortium Budget Justification attachment  
PHS398 Training Subaward Consortium Budget – Cumulative Budget  
PHS398 Training Subaward Consortium Budget Subaward 2 (for all Training budget periods)  
PHS398 Training Subaward Consortium Budget Justification attachment  
PHS398 Training Budget – Cumulative Budget  
etc...

## 2.15 Special Considerations for the PHS Inclusion Enrollment Report

If the Inclusion Enrollment Report form is included, it should be placed in the grant image as part of the Research Plan section. Refer to PHS-Specific Research Plan Page and PHS 398 Career Development Award Supplemental special considerations sections to view the exact placement of the form.

## 2.16 Special considerations for the PHS Additional Indirect Cost Form

If the PHS Additional Indirect Cost form is included, it should be placed in the grant image in the Overall after the Senior/Key Person Profile form and the Cover Page Supplement form.

## 2.17 Typeface for text that is generated from structured data

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Any textual information that is taken from the structured XML datastream and displayed in the grant image shall be generated in Helvetica (or Arial) 8 point type. This does not apply to boilerplate information or information that is supplied in PDF attachments, only that information which is drawn or derived from the information in the application XML payload.

This includes the generated:

- Header and Footer (see ‘Special Considerations Header and Footer’ section of this document),
- Table of Content (see ‘Special Considerations Table of Content’ section of this document),
- Bookmarking (see ‘Bookmarking’ section of this document).
- Generated Summaries (see ‘Summaries’ section of this document)

## 2.18 Bookmarking

The bookmark labels should be the following for each of the sections of the grant image only if the corresponding section or attachment is included:

The Grant image tree should allow for collapsing of the Summary bookmark, and each component header bookmarking section, except for the Overall and for each component at the component identifier level.

The Bookmarks should be collapsed by default.

SF424 (R&R) Cover Page  
SF LLL or other Explanatory Documentation  
Pre-application Attachment  
Table of Contents  
Summaries  
Components Summary  
Performance Sites Summary  
Human Subjects - Clinical Trials - Vertebrate Animals - HESC Summary  
Human Embryonic Stem Cell Lines Summary  
Applicant Organization Budget Summary  
Component Budget Summary  
Categories Budget Summary  
Program Income Summary  
Senior/Key Personnel Summary  
Biosketches

Overall  
Performance Sites  
R&R Other Project Information  
Project Summary/Abstract  
Project Narrative  
References Cited (for components not including the PHS398 Research Plan)  
Facilities & Other Resources  
Equipment  
Other Attachments file name(s) (provided in datastream)  
R&R Senior/Key Persons  
Current and Pending Support  
PHS Additional Indirect Cost

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PHS Cover Page Supplement

PHS Research Plan  
Introduction to Application  
Specific Aims  
Research Strategy  
Progress Report Publications List  
Protection of Human Subjects  
Data Safety Monitoring Plan  
Inclusion of Women and Minorities  
Inclusion Enrollment Report  
Inclusion of Children  
Vertebrate Animals  
Select Agent Research  
Multiple PD/PI Leadership Plan  
References Cited  
Consortium/Contractual Arrangements  
Letters of Support  
Resource Sharing Plan  
Authentication of Key Biological and/or Chemical Resources

PHS Career Development Award  
Introduction  
Candidate Information and Goals for Career Development

Specific Aims  
Research Strategy  
Progress Report Publication List  
Training in the Responsible Conduct of Research  
Candidates Plan to provide Mentoring  
Plans and Statements of Mentor and Co-Mentors  
Letters of Support from Collaborators, Contributors and Consultants  
Description of Institutional Environment  
Institutional Commitment to Candidate's Research Career Development  
Protection of Human Subjects  
Data Safety Monitoring Plan  
Inclusion of Women & Minorities  
Inclusion Enrollment Report  
Inclusion of Children  
Vertebrate Animals  
Select Agent Research  
Consortium/Contractual Arrangements  
Resource Sharing  
Authentication of Key Biological and/or Chemical Resources  
Citizenship

PHS Research Training Program Plan  
Introduction to Application  
Program Plan  
Plan for Instruction in the Responsible Conduct of Research  
Plan for Instruction in Methods for Enhancing Reproducibility  
Multiple PD/PI Leadership Plan

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Progress Report  
 Participating Faculty Biosketches  
 Letters of Support  
 Data Tables
 

- Table 1
- Table 2
- Table x

 Human Subjects  
 Data Safety Monitoring Plan  
 Vertebrate Animals  
 Select Agent Research  
 Consortium/Contractual Arrangements  
 Training Budget Period 1  
 Training Budget Period 2  
 Training Budget Period 3  
 Training Budget Period 4  
 Training Budget Period 5  
 Budget Justification  
 Training Budget Cumulative  
 Training Subaward x (x determines budget number – up to 10)

Component header x (core, project, etc...)

Component Identifier (see 'Component Identifier' section of this document)

Performance Sites  
 R&R Other Project Information  
 Project Summary/Abstract  
 Project Narrative  
 References Cited (for components not including the PHS398 Research Plan)  
 Facilities & Other Resources  
 Equipment  
 Other Attachments file name(s) (provided in datastream)  
 R&R Senior/Key Persons  
 Current and Pending Support  
 Other Support Additional Key Personnel  
 Additional Biosketches  
 Additional Other Support  
 R&R Budget Period 1  
 R&R Budget Period 2  
 R&R Budget Period 3  
 R&R Budget Period 4  
 R&R Budget Period 5  
 Additional Personnel Budgets (placed after the year to which it applies)  
 Additional Equipment Budgets (placed after the year to which it applies)  
 Budget Justification  
 R&R Cumulative Budget  
 Subaward Budget x (x determines budget number – up to 30)  
 PHS Cover Page Supplement

PHS Research Plan  
 Introduction to Application  
 Specific Aims

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Research Strategy  
 Progress Report Publication List  
 Protection of Human Subjects  
 Data Safety Monitoring Plan  
 Inclusion of Women & Minorities Inclusion Enrollment Report  
 )  
 Inclusion of Children  
 Vertebrate Animals  
 Select Agent Research  
 Multiple PD/PI Leadership Plan  
 References Cited (for components including the PHS398 Research Plan)  
 Consortium/Contractual Arrangements  
 Letters of Support  
 Resource Sharing Plan  
 Authentication of Key Biological and/or Chemical Resources

PHS Career Development Award  
 Introduction to Application  
 Candidate Information and Goals for Career Development  
 Specific Aims  
 Research Strategy  
 Progress Report Publication List  
 Training in the Responsible Conduct of Research  
 Candidate's Plan to Provide Mentoring  
 Plans and Statements of Mentor and Co-Mentors  
 Letters of Support from Collaborators, Contributors, and Consultants  
 Description of Institutional Environment  
 Institutional Commitment to Candidate's Research Career Development  
 Protection of Human Subjects  
 Data Safety Monitoring Plan  
 Inclusion of Women & Minorities  
 Inclusion Enrollment Report  
 Inclusion of Children  
 Vertebrate Animals  
 Select Agent Research  
 Consortium/Contractual Arrangements  
 Resource Sharing  
 Authentication of Key Biological and/or Chemical Resources  
 Citizenship

PHS Research Training Program Plan  
 Introduction to Application  
 Program Plan  
 Plan for Instruction in the Responsible Conduct of Research  
 Plan for Instruction in Methods for Enhancing Reproducibility  
 Multiple PD/PI Leadership Plan  
 Progress Report  
 Participating Faculty Biosketches  
 Letters of Support  
 Data Tables
 

- Table 1
- Table 2

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- Table x
  - Human Subjects
  - Data Safety Monitoring Plan
  - Vertebrate Animals
  - Select Agent Research
  - Consortium/Contractual Arrangements
  - Training Budget Period 1
  - Training Budget Period 2
  - Training Budget Period 3
  - Training Budget Period 4
  - Training Budget Period 5
  - Budget Justification
  - Training Budget Cumulative
  - Training Subaward x (x determines budget number – up to 10)

## 2.19 Missing Attachments

If an attachment type is not provided, then there shall be no allowance in the grant image, no bookmark created, for that section or Table of Content entry. In other words, if an attachment such as “Protection of Human Subjects” is not submitted for the research plan, do not create a TOC entry, an empty section and bookmark for it. Only include sections for which attachments were submitted; only provide bookmarks for those and create Table of Content for those.

## 2.20 Attachments not in .pdf format

The Grant image preview shall disregard any attachment not in a pdf format and instead insert in the image preview: 'Attachment <filename> is not displayed due to inappropriate size or format.' where the attachment should have been displayed.

## 3. Summaries

### 3.1 Components Summary

The Components Summary page must be generated and included in the complex grant image immediately after the Table of Content to allow the user to review all components Sites in one convenient place in the complex grant image.

The Components Summary must include the Component Identifiers, the Component Project Titles, the Organization Names and the Contact PD/PI name (for Overall) or the Project Lead names (for other components).

The Components Summary must list the components in the order described in section ‘Component Identifiers’.

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## Components Summary

Components	Component Project Title	Organization Name	Contact PD/PI or Project Lead name
Overall	Overall Project Title	Applicant Org	PD/PI Name
Component Identifier 1	Component Project Title 1	Component 1 Org	Project Lead Name
Component Identifier 2	Component Project Title 2	Component 2 Org	Project Lead Name

### 3.2 Performance Sites Summary

The Performance Sites Summary page must be generated and included in the complex grant image immediately after the Components Summary, to allow the user to review all Project/Performance Sites in one convenient place in the complex grant image.

The Performance Sites Summary must display the Applicant Organization Name, City, State and Country as listed on the SF424 (R&R) Cover Page for that complex application.

The Performance Sites Summary must provide the following information for all Project/Performance Sites listed on the Research & Related Project/Performance Site Locations(s) form for the Overall and all other components for a given complex application: Organization Name, City, State/Province, Country, and Component Identifier.

The Project/Performance Sites should be listed alphabetically by Organization Name.

If the same Project/Performance Site Organization Name is listed multiple times across components it should be reflected as multiple rows.

If a Project/Performance Site country is Canada, the Province should be listed instead of the State.

Example:

### Project/Performance Site Location(s) Summary

Applicant Organization	City	State/Province	Country
University of Arizona	Tucson	AZ	United States

Organization Name	City	State/Province	Country	Component
Arizona State College	Tucson	AZ	United States	Overall
College de Washington	Washington	GA	United States	Component Identifier
Harvard University	Cambridge	MA	United States	Component Identifier

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Life University	New York	New York	United States	Component Identifier
MIT	Cambridge	MA	United States	Component Identifier
Research Lab	Rockville	MD	United States	Component Identifier
Research Lab	Rockville	MD	United States	Component Identifier
University of Arizona	Tucson	AZ	United States	Overall
University of Maryland	College Park	MD	United States	Overall

### 3.3 Human Subjects - Clinical Trials - Vertebrate Animals - HESC Summary

The Human Subjects – Clinical Trials – Vertebrate Animals - HESC Summary page must be generated and included in the complex grant image immediately after the Performance Sites Summary, to allow the user to review all Human Subjects, Clinical Trials, Vertebrate Animals, HESC indicators in one convenient place in the complex grant image.

The Human Subjects – Clinical Trials – Vertebrate Animals - HESC Summary must provide the following information for all Human Subjects and Vertebrate Animals indicators listed on the Research & Related Other Project Information form for the Overall and all other components for a given complex application.

The Human Subjects – Clinical Trials – Vertebrate Animals - HESC Summary must provide the following information for all Clinical Trial and Phase III Clinical Trial, Vertebrate Animals and HESC indicators listed on the PHS398 Cover Page Supplement form for the Overall and all other components for a given application.

The Human Subjects – Clinical Trials – Vertebrate Animals - HESC Summary should be listing the Overall indicators first then alphabetically by Component Unique Identifier.

Example:

#### Human Subjects - Clinical Trials - Vertebrate Animals - HESC Summary

Components	Human Subjects	Clinical Trial	Phase III Clinical Trial	Vertebrate Animals	HESC
Overall	Y	Y	Y	Y	Y
Admin-Core	Y	Y	N	Y	Y
Core	Y	N	N	Y	Y

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### 3.4 Human Embryonic Stem Cell Line Summary

The Human Embryonic Stem Cell line page must be generated and included in the complex grant image immediately after the Human Subjects - Clinical Trials - Vertebrate Animals - HESC Summary, to allow the user to review all Human Embryonic Stem Cell Line indicators in one convenient place in the complex grant image.

The Human Embryonic Stem Cell Line Summary must provide the following information for all Human Embryonic Stem Cell Line indicators listed on the PHS398 Cover Page Supplement form for all components of a complex application. Human Embryonic Stem Cell line Summary should be displayed only if cell line information is available. Human Embryonic Stem Cell Lines Summary should be ordered by component. If same cell line is used by multiple components, it should be repeated each time for each component.

#### Human Embryonic Stem Cell Line Summary

Component	Organization	Cell Line
Admin-Core	FQUBED, Inc	0004
Project	FQUBED	0005
Core	University of California, San Diego	0006

### 3.5 Budget Summaries

The Budget Summaries pages must be generated and included in the complex grant image immediately after the Human Subjects- Clinical Trial- HESC-Vertebrate Animals Summary, to allow the user to review all budget information in one convenient place in the complex grant image.

The Budget Summaries are dependent on which budget forms are within the components of a given application (if a Training and an R&R Budget are present within the application, multiple summaries will need to be generated to accommodate the different cost categories).

Budget Summaries calculation requirements are documented in the Complex Mechanisms Processing Supp Spec.

Budget summaries will only display whole rounded off dollars amounts.

An amount between 100.01 and 100.49 will be displayed as 100 and for an amount between 100.50 and 100.99 will be displayed as 101.

If the application contains more than the 5 standard budget periods, the image shall display the only 'actual number of budget periods' beyond the original 5 budget periods,

The budget summaries shall use a 'landscape' page layout.

Add warning language below to Composite Application Budget Summary if at least one component DUNS is different from Applicant Organization DUNS:

This application includes at least one component led by an organization that has a DUNS different than the Applicant Organization. The indirect cost calculation for the applicant organization may not include all allowed Indirect Costs for the first \$25K of requested consortium costs and, therefore, may appear less than expected. No action is required from the applicant; NIH will make an appropriate correction to the budget calculations administratively. The application review will not be affected.

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### 3.5.1 Composite Application Budget Summary

The **Composite Application Budget Summary** must only be displayed when all Budget forms in the application contains a DUNS number.

The **Composite Application Budget Summary** must provide the following information for all budget periods for the entire application.

#### 3.5.1.1 If only the R&R budget form is present in the application, the following categories will be represented in the Composite Application Budget Summary:

Categories	Budget Period1	Budget Period2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Salary, Wages and Fringe Benefits						0
Equipment						0
Travel						0
Participant/Trainee Support Costs						0
Other Direct Costs (excluding Consortium)						0
Consortium Costs						0
Direct Costs						0
Indirect Costs						0
Total Direct and Indirect Costs	0	0	0	0	0	0

#### 3.5.1.2 If the PHS398 Training Budget form is also present in the application, the following category will be appended after the 'Participant/Trainee Support Costs' to the above representation of the Composite Application Budget Summary:

Categories	Budget Period1	Budget Period2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Stipends, Tuition and Fees Requested						0

#### 3.5.1.3 Total direct costs less consortium F&A

Display the Total direct costs less consortium F&A for each budget period in a separate table right under the Composite Application Budget table and before the Warning language (if generated).

Between the title and the table, display the following information message:

NIH policy ([NOT-OD-05-004](#)) allows applicants to exclude consortium/contractual F&A costs when determining if an application falls at or beneath any applicable direct cost limit. When a direct cost limit is specified in an FOA, the following table can be used to determine if your application falls within that limit.

#### Total direct costs less consortium F&A

Category	Budget Period1	Budget Period2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Total direct costs less consortium F&A	0	0	0	0	0	0

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### 3.5.2 **Component Budget Summary**

The **Component Budget Summary** must display the following information for all budget periods for all components (identified by component unique identifier) with a budget for a given complex application:

If the Overall component contains the PHS Additional Indirect Cost form, the following category will be appended at the top of the Component Budget Summary:

Components	Categories	Budget Period1	Budget Period2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Overall	Indirect Costs						0
<b>TOTALS</b>		0	0	0	0	0	0

**3.5.2.1 If a component within the application contains the R&R budget form, the following categories will be represented for this component in the Component Budget Summary:**

Components	Categories	Budget Period1	Budget Period2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Component Identifier	Salary, Wages and Fringe Benefits						0
	Equipment						0
	Travel						0
	Participants/Trainee Support Costs						0
	Other Directs Costs (excluding Consortium)						0
	Consortium						0
	Direct Costs						0
	Indirect Costs						0
<b>TOTALS</b>	Total Direct and Indirect Costs	0	0	0	0	0	0
<b>TOTALS</b>		0	0	0	0	0	0

**3.5.2.2 If a component within the application contains the PHS398 Training Budget form, the following categories will be presented for this component in the Component Summary Budget:**

Components	Categories	Budget Period1	Budget Period2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Component Identifier	Undergraduate Stipends Requested						0
	Undergraduate Tuition/Fees Requested						0
	Predoctoral Stipends Requested						0
	Predoctoral Tuition/Fees						0

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	Requested						
	Postdoctoral Stipends Requested						0
	Postdoctoral Tuition/Fees Requested						0
	Other Stipends Requested						0
	Other Tuition/Fees Requested						0
	Trainee travel						0
	Training related Expenses						0
	Total Other Direct Costs Requested (excluding Consortium)						0
	Consortium Training Costs						0
	Total Direct Costs Requested						0
	Total Indirect Costs Requested						0
<b>TOTALS</b>	Total Direct and Indirect Costs Requested	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.5.3 Categories Budget Summary

The **Categories Budget Summary** must display the following information for all budget periods for all components including the Overall Component (identified by component identifier) with a budget for a given complex application:

#### 3.5.3.1 For PHS Additional Indirect Cost:

This category should be inserted before the R&R Budget – Section H. Indirect Costs line of the Categories Budget Summary if the Additional Indirect Cost form is present in the Overall.

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
PHS Additional Indirect Cost – Indirect Cost	Overall						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 3.5.3.2 For R&R Budget:

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Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
R&R Budget - Senior/Key Person Funds Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget - Other Personnel Funds Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget - Section A & B. Total Salary, Wages and Fringe Benefits (A+B)	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget - Section C. Total Equipment	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget - Domestic Travel	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget - Foreign Travel	Component Unique Identifier						0
	Component Unique Identifier						0

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	Identifier						
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget - Section D. Total Travel</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget - Tuition/Fees/Health Insurance</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget - Stipends</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget - Trainee Travel</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget - Subsistence</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Other Participants/Trainee Support Costs</b>	Component Unique Identifier						0
	Component						0

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	Unique Identifier						
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Section E. Total Participants/Trainee Support Costs</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Materials and Supplies</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Publication Costs</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Consultant Services</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – ADP/Computer Services</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Subawards/Consortium/Contractual Costs</b>	Component Unique Identifier						0

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	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget – Equipment or Facility Rental User Fees	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget – Alterations and Renovations	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget – Other Direct Cost 1	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget – Other Direct Cost 2	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
R&R Budget – Other Direct Cost 3	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Section F. Total Other Direct Cost</b>	Component Unique						<b>0</b>

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	Identifier						
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Section G. Total Direct Cost (A thru F)</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Section H. Indirect Costs</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>R&amp;R Budget – Section I. Total Direct and Indirect Costs (G +H)</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**3.5.3.3 For PHS398 Training Budget:**

If the PHS398 Training Budget form is also present in the application,

1. the following categories will be appended after the 'R&R Budget - Participant/Trainee Support Costs' to the above representation of the Budget Categories Summary:

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
PHS398 Training Budget – Undergraduate Stipends Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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PHS398 Training Budget – Undergraduate Tuition and Fees Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PHS398 Training Budget – Predoctoral Stipends Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PHS398 Training Budget – Predoctoral Tuition and Fees Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PHS398 Training Budget – Postdoctoral Stipends Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PHS398 Training Budget – Postdoctoral Tuition and Fees Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PHS398 Training Budget – Other Stipends Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0

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<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PHS398 Training Budget – Other Tuition and Fees Requested	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PHS398 Training Budget – Total Stipends + Tuition and Fees Requested</b>	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

2. the following categories will be appended after the 'R&R Budget – Section F. Total Other Direct Cost' to the above representation of the Budget Categories Summary:

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
PHS398 Training Budget – Total Other Direct Costs	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3. the following categories will be appended after the 'R&R Budget – Section G. Total Direct Cost (A thru F)' to the above representation of the Budget Categories Summary:

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
PHS398 Training Budget – Total Direct Costs (A+B)	Component Unique Identifier						0
	Component Unique Identifier						0
	Component Unique Identifier						0
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

4. the following categories will be appended after the 'R&R Budget – Section H. Indirect Costs' to the above representation of the Budget Categories Summary:

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Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
<b>PHS398 Training Budget – Total Indirect Costs</b>	Component Unique Identifier						<b>0</b>
	Component Unique Identifier						<b>0</b>
	Component Unique Identifier						<b>0</b>
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5. the following categories will be appended after the 'R&R Budget – Section I. Total Direct and Indirect Costs (G +H)' to the above representation of the Budget Categories Summary:

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
<b>PHS398 Training Budget – Total Direct and Indirect Costs (C+D)</b>	Component Unique Identifier						<b>0</b>
	Component Unique Identifier						<b>0</b>
	Component Unique Identifier						<b>0</b>
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.6 Program Income Summary

The Program Income page must be generated and included in the complex grant image immediately after the Budget Summaries and before the Senior/Key Personnel Summary, to allow the user to review all Program Income indicators in one convenient place in the complex grant image.

The Program Income Summary must provide the following information for all Program Income indicators listed on the PHS398 Cover Page Supplement form for all components for a given complex application. It should represent the "Total Amount" for all budget periods from all sources for a given component.

**Note: Total Amount for a component is the sum of all Program Income for that Component.**

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### Program Income Summary

Component	Source	Total Amount
Core 1	Avalon Diagnostic, LLC	1,000
	Baier, LLC	
	CH2R	
Core 2	Datatech Intl	1,000
	Enigma	
	ProtozoaX	

### 3.7 Senior /Key Personnel Summary

The Senior/Key Personnel Summary page must be generated and included in the complex grant image immediately after the Budget Summary, to allow the user to review all Senior/Key Persons in one convenient place in the complex grant image.

The Senior/Key Personnel Summary must provide the following information for all Senior/Key Persons listed on the Research & Related Senior/Key Person Profile(s) form for the Overall and all other components for a given complex application: Name (Composed of Last Name, First Name, Middle Name), Organization Name, Project Role and Component Unique Identifier.

The Contact PD/PI should be listed first and identified with the '(Contact PI)' label next to its Project Role. If Multiple PD/PIs are identified in the application, all Senior/Key Persons with the Project Role of PD/PI should be listed in alphabetical order after the Contact PD/PI and identified with the '(MPI)' label next to their Project Role. All other Senior/Key Persons should be listed in alphabetical order after the PD/PI(s).

The alphabetical order is based on the Senior/Key Person Last Name.

If the same Senior/Key Person is listed multiple times across components it should be reflected as multiple rows.

Example:

### Senior/Key Personnel Summary

Name	Organization	Role on Project	Components
Anderson, Cooper	University of Arizona	PD/PI (Contact PI)	Overall
Hope, Robert	College de Washington	PD/PI (MPI)	Overall
Brennen, Jim	University of Maryland	Other: Project Leader	Component Identifier
Dawson, Mike C	Life University	Faculty	Component Identifier
Jennings, Petter	MIT	Other: Project Leader	Component Identifier
Kipling, David T	University of Maryland	Consultant	Component Identifier
Lenoard, Michelle	College de Washington	Faculty	Component Identifier
Michaels, George	MIT	Technician	Component Identifier
Nicholas, Saint S	MIT	Technician	Component Identifier
Oscar, Tim	University of Maryland	Consultant	Component Identifier
Patterson, Monica	Research Lab	Other: Core Leader	Component Identifier
Patrick, James	College de Washington	Graduate Student	Component Identifier

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<u>Sanders, Kernel G</u>	Life University	Consultant	Component Identifier
<u>Taylor, Mark</u>	University of Arizona	Graduate Student	Component Identifier
<u>Yogi, Bear</u>	University of Arizona	Technician	Component Identifier
<u>Zambrano, Carlos</u>	Research Lab	Other: Core Leader	Component Identifier
<u>Zak, Frankie</u>	MIT	Consultant	Component Identifier
<u>Zuckerberg, Mark</u>	Havard University	Consultant	Component Identifier

### 3.8 Biosketches Roll up

The Biosketches page must be generated and included in the complex grant image immediately after the Senior/Key Personnel Summary, to allow the user to review all Senior/Key Persons Biosketches in one convenient place in the complex grant image.

The Biosketches roll up must include all Biographical Sketch attachments for all Senior/Key Persons listed on the Research & Related Senior/Key Person Profile(s) form for the Overall and all other components for a given complex application.

The Contact PD/PI Biosketch should be included first.

If Multiple PD/PIs are identified in the application, all Senior/Key Persons with the Project Role of PD/PI Biosketches should be included in alphabetical order after the Contact PD/PI.

All other Senior/Key Persons Biosketches should be included in alphabetical order after the PD/PI(s).

The alphabetical order is based on the Senior/Key Person Last Name.

Each Biosketch should be linked to each Senior/Key person name in the Senior/Key Personnel Summary

## 4. Application/Component/ Form preview special consideration

The system will generate an image of a specific component or form as described in the Use\_Case\_Specification\_Print\_Preview\_Complex\_Application.

### 4.1 Application Preview

For an application preview, the image should be generated with a table of content, bookmarks, headers/footers and all summaries.

In situations, where attachment not in a pdf format , attachment file name is missing in submission XML, or file name is present, but corresponding attachment is not supplied for the image generation API, or file is supplied but failed to be opened, the application preview should disregard the file and instead insert a page in the application preview with the following error message where file should have been displayed:

'Attachment <filename> is not displayed due to inappropriate page size, format, incorrect filename, or failed to open.'

### 4.2 Component/Form Preview

The image should be generated without a table of content, bookmarks, or budget summaries.

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The image should list the Contact PI name in the header.

For a form preview, the image should contain only the relevant form and attachments that are associated with that form.

For a component preview, the image should contain only the relevant forms and attachments that are associated with that component.

In situations, where attachment not in a pdf format , attachment file name is missing in submission XML, or file name is present, but corresponding attachment is not supplied for the image generation API, or file is supplied but failed to be opened, the component or form preview should disregard the file and instead insert a page in the preview with the following error message where file should have been displayed:

'Attachment <filename> is not displayed due to inappropriate page size, format, incorrect filename, or failed to open.'

## 5. Open Issues

<i>Issue Number</i>	<i>Issue Description</i>	<i>Resolution Description</i>	<i>Date of Resolution</i>
1	Bookmarking and Budget Summaries formatting of Component Identifiers to be determined	Resolved	12/05/2011
2	User bookmarks recognition for attachments need further inputs from CMWG		

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## 6. Appendix

### 6.1 Appendix A

Example of a Complex Application Table of Content:

#### 424 R&R and PHS-398 Specific Table of Contents

	PageNumbers
SF 424 R&R Cover Page-----	X
Table of Contents-----	X
Summaries	
Performance Sites Summary-----	X
Human Subjects – Clinical Trials – Vertebrate Animals – HESC Summary-----	X
Human Embryonic Stem Cell Lines Summary -----	X
Composite Application Budget Summary-----	X
Component Budget Summary-----	X
Categories Budget Summary-----	X
Program Income Summary -----	X
Senior/Key personnel Summary -----	X
Biosketches -----	X
Performance Sites-----	X
Research & Related Other Project Information-----	X
Project Summary/Abstract (Description) -----	X
Project Narrative -----	X
Facilities & Other Resources-----	X
Equipment-----	X
Other Attachment-----	X
Attachment 1-----	X
Research & Related Senior/Key Person-----	X
PHS Additional Indirect Cost -----	X
PHS 398 Cover Page Supplement-----	X
PHS 398 Research Plan-----	X
Introduction-----	X
Specific Aims-----	X
Research Strategy-----	X
Human Subjects section-----	X
Protection of Human Subjects -----	X
Women & Minorities -----	X
Planned Enrollment Table -----	X
Children -----	X
Vertebrate Animals-----	X
Multiple PI Leadership Plan-----	X
Bibliography & References Cited-----	X
Letters of Support-----	X

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Resource Sharing Plan-----		X
Appendix		
Number of Attachments in Appendix: 4		
Component Type		
Component Identifier – Project Title-----	X	
Performance Sites-----		X
Research & Related Other Project Information-----		X
Project Summary/Abstract (Description) -----		X
Project Narrative -----		X
Facilities & Other Resources-----		X
Equipment-----		X
Other Attachment-----		X
Attachment 1-----		X
Attachment 2-----		X
Research & Related Senior/Key Person-----		X
Research & Related Budget Year - 1-----		X
Research & Related Budget Year - 2-----		X
Budget Justification-----		X
Research & Related Cumulative Budget -----		X
Research & Related Budget – Consortium Budget (Subaward 1)-----		X
PHS 398 Cover Page Supplement-----		X
PHS 398 Research Plan-----		X
Introduction-----		X
Specific Aims-----		X
Research Strategy-----		X
Bibliography & References Cited-----		X
Letters of Support-----		X
Resource Sharing Plan-----		X
Component Identifier – Project Title-----	X	
Performance Sites-----		X
Research & Related Other Project Information-----		X
Project Summary/Abstract (Description) -----		X
Project Narrative -----		X
Facilities & Other Resources-----		X
Equipment-----		X
Research & Related Senior/Key Person-----		X
Research & Related Budget Year - 1-----		X
Research & Related Budget Year - 2-----		X
Research & Related Budget Year - 3-----		X
Research & Related Budget Year - 4-----		X
Research & Related Budget Year - 5-----		X
Budget Justification-----		X
PHS 398 Cover Page Supplement-----		X
PHS 398 Research Plan-----	===	X
Introduction-----		X
Specific Aims-----		X
Research Strategy-----		X
Human Subjects section-----		X
Protection of Human Subjects -----		X
Women & Minorities -----		X
Planned Enrollment Table -----		X

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Children -----	X
Vertebrate Animals-----	X
Bibliography & References Cited-----	X
Letters of Support-----	X
Resource Sharing Plan-----	X

**Appendix**

*Number of Attachments in Appendix: 1*

<b>Component Identifier – Project Title-----</b>	<b>X</b>
Performance Sites-----	X
Research & Related Other Project Information-----	X
Project Summary/Abstract (Description) -----	X
Project Narrative-----	X
Facilities & Other Resources-----	X
Research & Related Senior/Key Person-----	X
Research & Related Budget Year - 1-----	X
Research & Related Budget Year - 2-----	X
Research & Related Budget Year - 3-----	X
Budget Justification-----	X
Research & Related Budget – Consortium Budget (Subaward 1)-----	X
Research & Related Budget – Consortium Budget (Subaward 2)-----	X
Research & Related Budget – Consortium Budget (Subaward 3)-----	X
Research & Related Budget – Consortium Budget (Subaward 4)-----	X
PHS 398 Cover Page Supplement-----	X
PHS 398 Research Plan-----	X
Introduction-----	X
Specific Aims-----	X
Research Strategy-----	X
Bibliography & References Cited-----	X

**Appendix**

*Number of Attachments in Appendix: 3*

## 6.2 Appendix B

Overall

<b>Form</b>	<b>Header</b>	<b>Footer</b>
SF424 page 1	OMB Number Expiration Date	Page # Tracking Number Funding Opportunity Number Received Date
Sf424 Page 2		Page # Tracking Number Funding Opportunity Number Received Date
Table of Contents	Contact PD/PI	Page #
Data Summaries	Contact PD/PI	Page # Tracking Number

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		Funding Opportunity Number Received Date
Biosketches roll up	Contact PD/PI	Page #
PHS Research Plan	Contact PD/PI OMB Number	Page # Tracking Number Funding Opportunity Number Received Date
Performance Sites	Contact PD/PI OMB Number Expiration Date	Page # Tracking Number Funding Opportunity Number Received Date
Other Project Information	Contact PD/PI	Page # Tracking Number Funding Opportunity Number Received Date
Senior Key Person	Contact PD/PI OMB Number Expiration Date	Page # Tracking Number Funding Opportunity Number Received Date
Cover Page Supplement	Contact PD/PI OMB Number	Page # Tracking Number Funding Opportunity Number Received Date
Checklist	Contact PD/PI OMB Number	Page # Tracking Number Funding Opportunity Number Received Date

Other Components

<b>Form</b>	<b>Header</b>	<b>Footer</b>
SF424	Contact PD/PI Component Identifier OMB Number Expiration Date	Page # Tracking Number Funding Opportunity Number Received Date
Performance Sites	Contact PD/PI Component Identifier OMB Number Expiration Date	Page # Tracking Number Funding Opportunity Number Received Date
Other Project Information	Contact PD/PI Component Identifier	Page # Tracking Number Funding Opportunity Number Received Date
Senior Key Person	Contact PD/PI Component Identifier OMB Number Expiration Date	Page # Tracking Number Funding Opportunity Number Received Date
RR Budget – Year X	Contact PD/PI Component Identifier OMB Number	Page # Tracking Number Funding Opportunity Number

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	Expiration Date	Received Date
RR Budget - Cumulative	Contact PD/PI Component Identifier	Page # Tracking Number Funding Opportunity Number Received Date
Cover Page Supplement	Contact PD/PI Component Identifier OMB Number	Page # Tracking Number Funding Opportunity Number Received Date
PHS Research Plan	Contact PD/PI Component Identifier OMB Number	Page # Tracking Number Funding Opportunity Number Received Date