

Training Grant Image requirements (excerpt from NIH Grant Image requirements documentation):

The relative order and position of information presented in the grant image must match the order in which it appears on the Adobe forms, except as indicated below.

The Training Table of Content is located at:

http://grants.nih.gov/grants/funding/424/SF424RR_Assembly_Line_Adobe_VerB_withTraining.doc

The order of pages in the grant image is as follows for all Training Grant image only (Training Program [Ts, K12, D43 and D71] and U2R):

- SF 424 R&R Face Page (Page 1 and Page 2)
- SFLLL or Other Explanatory Documentation Attachment (ONLY with form V1_2)
- Pre-application Attachment
- Project Congressional District Attachment (ONLY with form V1_1)
- Table of Contents
- Research & Related Project/Performance Site Locations(s)
- Additional Locations
- Research & Related Other Project Information
- Project Summary/Abstract
- Public Health Relevance Statement (Narrative attachment)
- Facilities & Other Resources
- Equipment
- Research & Related Senior/Key Person
- Biographical Sketches for each listed Senior/Key Person
- Current and Pending Support for each listed Senior/Key Person
- Additional Senior/Key Person Profiles
- Additional Biographical Sketches
- Additional Current and Pending Support
- PHS398 Training Budget (**when part of the application**)
- PHS398 Training Budget Justification attachment
- PHS398 Training Budget – Cumulative Budget
- PHS398 Training Consortium Budgets
- Research & Related Budget (**when part of the application**)
- Research & Related Budget Justification attachment
- Additional Senior Key Persons Attachment (attachment should be included specific to each year that is being submitted)
- Additional Equipment Attachment
- Research & Related Budget – Cumulative Budget
- Research & Related Consortium Budgets

- PHS 398 Specific Cover Page Supplement
- PHS398 Training Program Plan

- Introduction to Application
- Background
- Program Plan
- Recruitment and Retention Plan to Enhance Diversity
- Plan for Instruction in the Responsible Conduct of Research
- Progress Report
- Human Subjects
- Vertebrate Animals
- Select Agent Research
- Multiple PD/PI Leadership Plan
- Consortium/Contractual Arrangements
- Participating Faculty Biosketches
- Data Tables (also see Training Grant special considerations)
- Letters of Support

- PHS 398 Specific Checklist
- Assurances/Certification Explanation (ONLY with form V1_1)

Training Grant Submissions

For submissions in response to Training Grant opportunities, 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”

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

1.1 Special Considerations for the PHS398-Training Program Plan

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 Training Program Plan
Introduction to Application
Background
Program Plan
Recruitment and Retention Plan to Enhance Diversity
Plan for Instruction in the Responsible Conduct of Research
Progress Report
Human Subjects
Vertebrate Animals
Select Agent Research
Multiple PD/PI Leadership Plan
Participating Faculty Biosketches
Data Tables (also see Training Grant special considerations)
Letters of Support
PHS 398 Specific Checklist

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

1.2 Special Considerations for the PHS398 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 on the Adobe form), followed by the corresponding Budget Justification attachment before the next subaward/consortium budget is displayed.

For Training applications, the bookmarks should include the following additional bookmarks if the corresponding section or attachment is included:

- PHS398 Training Program Plan
- Introduction to Application
- Background
- Program Plan
- Recruitment and Retention Plan to Enhance Diversity
- Plan for Instruction in the Responsible Conduct of Research
- Progress Report
- Human Subjects
- Vertebrate Animals
- Select Agent Research
- Multiple PD/PI Leadership Plan
- Participating Faculty Biosketches
- Data Tables (also see Training Grant special considerations)
- Letters of Support

- Training Budget Year 1
- Training Budget Year 2 ...
- Training Budget Year 5

Training Budget Justification

- Training Subaward 1
- Training Subaward 2
- Training Subaward 10