

Review Priorities for ASSIST CDA (K) Applications (Forms G)

NOTE: Auditing is done to all PDF files uploaded in the application for compliance of font type, font size, characters per inch, lines per vertical inch, PDF filename and PDF file type guidelines, US Letter paper size, URL, Hyperlinks, images, and videos.

Application Information	Form Completion	Review Responsibility	Additional HSSPPO Auditing
Summary	Department	HS SPPO	Depending on submission timeline, Ensures correct info, FOA, and form type (i.e. Forms G).
SF424 (R&R) Form	Department	HS SPPO	Depending on submission timeline, Ensures completed properly
PHS 398 Cover Page Supplement Form			
1. Vertebrate Animal Section	Department	Department	Ensures completed properly
2. Program Income Section	Department	Department	Ensures completed properly
3. Human Embryonic Stem Cells Section	Department	Department	Ensures completed properly and compliance when applicable
4. Human Fetal Tissue (HFT) Section	Department	Department	Ensures completed properly and compliance when applicable
5. Inventions and Patents Section (Renewals only)	Department	Department	Ensures completed properly
6. Change of Investigator/Change of Institution Section (when	Department	Department	Ensures completed properly
R&R Other Project Information Form			
1. Response to Human Subjects	Department	Department	Ensures completed properly
2. Response to Animals Subjects	Department	Department	Ensures completed properly
3. Proprietary/Privileged Information	Department	Department	Ensures completed properly
4. Impact to the Environment	Department	Department	Ensures completed properly
5. Designated or Eligible as a Historical Place	Department	Department	Ensures completed properly
6. Activities Outside the USA or International Collaborators	Department	Department	Ensures if yes, then review Item#12 Other Attachments
7. Project Summary/Abstract	Department	Department	Audit number of lines compliance. No hyperlinks and/or URLs are allowed unless specified in the
8. Project Narrative	Department	Department	Audit number of sentences compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
9. Bibliography & References Cited	Department	Department	No hyperlinks and/or URLs are allowed unless specified in the FOA, except for citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference. Active hyperlinks in this section are not allowed.
10. Facilities & Other Resources	Department	Department	Ensures formats and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
11. Equipment	Department	Department	Ensures formats and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
12. Other Attachments (when applicable)	Department	Department	Ensures completed properly
Project Performance Site Location(s) Form			
UEI #, Congressional District, and subaward sites (when applicable)	Department	Department	Audit content and ensures completed properly
Senior/Key Person Profile (Expanded) Form			

Credential	Department	Department	Ensures eRA Commons ID is completed for PD/PI(s) and all Sr/Key Personnel
Investigator & Key Personnel Information	Department	Department	Ensures completed properly and correct information
Project Role	Department	Department	Ensures correct role, matches budget role and the role of "Co-PI" is not utilized
Degree Type and Year	Department	Department	
Biographical Sketch	Department	Department	Audit page limits, content and format comply with guidelines. No hyperlinks and/or URLs are allowed except for the link to all publications, under C. Contributions to Science unless specified
Current & Pending Support (Required for Mentors & Co-Mentors or per FOA)	Department	Department	Ensures content and format comply with guidelines. No hyperlinks and/or URLs are allowed unless specified in the FOA
R&R Budget Form			
All Fields	Department	HS SPPO	Depending on submission timeline, review completed properly & IDC calculation
Budget Justification	Department	Department	Audit content, consistency and compliance (i.e. effort, UC/VA, cost-sharing, tuition remission, use of HFT, NGN, HS-TSC, equipment quotes). No hyperlinks and/or URLs are allowed unless specified in the FOA
R&R Subaward Budget Attachment Form (when applicable)			
All Fields	Department	Department	Audit for completeness and free of submission errors
Budget Justification	Department	Department	Adheres to guidelines. No hyperlinks and/or URLs are allowed unless specified in the FOA.
PHS 398 Career Development Award Supplemental Form			
Introduction			
1. Introduction to Application (when applicable)	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
Candidate Section			
2. Candidate Information and Goals for Career Development	Department	Department	Audit page limits (<i>when combined with Item#4</i>) and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA
Research Plan Section			
3. Specific Aims	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
4. Research Strategy	Department	Department	Audit page limits (<i>when combined with Item#2</i>) and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA
5 Progress Report Publication List (when applicable)	Department	Department	Ensures completed. No hyperlinks and/or URLs are allowed unless specified in the FOA. <i>Note, per the guidelines, citations that are not covered by the NIH Public Access Policy, but are publicly available in a free, online format may include URLs or PMID numbers along with the full reference.</i>
6. Training in the Responsible Conduct of Research	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
Other Candidate Information Section			

7. Candidate's Plan to Provide Mentoring (when applicable)	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
Mentor, Co-Mentor, Consultant, Collaborators Section			
8. Plans and Statements of Mentor and Co-Mentor(s)	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
9. Letters of Support from Collaborators, Contributors, and Consultants	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
Environment and Institutional Commitment to Candidate Section			
10. Description of Institutional Environment	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
11. Institutional Commitment to Candidate's Research Career Development	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
12. Description of Candidate's Contribution to Program Goals (when applicable)	Department	Department	Ensures formats, document integrity and compliance with guidelines
Other Research Plan Sections (when applicable)			
13. Vertebrate Animals	Department	Department	Ensures formats, document integrity and images are not allowed
14. Select Agent Research	Department	Department	Ensures formats and document integrity
15. Consortium/Contractual Arrangements	Department	Department	Ensures PHS 398 Face Page is completed and signed for all subaward sites
16. Resource Sharing Plan	Department	Department	Ensures formats and document integrity
17. Authentication of Key Biological and/or Chemical Resources	Department	Department	Ensures formats and document integrity
Appendix Section (when applicable per FOA)			
18. Appendix	Department	Department	Ensures formats, document integrity and compliance with FOA
Citizen Section			
19. U.S. Citizen or Non-Citizen National?	Department	Department	Ensures completed properly
PHS Human Subjects and Clinical Trials Information (when applicable)			
Section 1. Basic Information	Department	Department	Ensures completed in full
Section 2. Study Population Characteristics	Department	Department	Ensures compliance – Not required for Exemption 4 (only) designation
Section 3. Protection and Monitoring Plans Section	Department	Department	Ensures completed per guideline
Section 4. Protocol Synopsis Section	Department	Department	Ensures compliance – Only required if answered "Yes" to all Clinical Trial Questionnaire (Sect.1)
Section 5. Other Clinical Trial-related Attachments Section	Department	Department	Ensures compliance – Do not complete unless FOA specifies
PHS Assignment Request Form			
Agency, review committee, etc.	Department	Department	Ensures completed if used