

Review Priorities for ASSIST Multi-Project 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.

Opening Page	Form Completion	Review Responsibility	Additional HSSPPO Auditing
Application Information	Department	HS SPPO	Depending on submission timeline, Ensures correct info, FOA, and form type (i.e. Forms G).
FOA Information	Department	HS SPPO	Depending on submission timeline, Ensures completed properly

Component Type

Overall Component	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 when applicable
6. Change of Investigator/Change of Institution Section	Department	Department	Ensures completed properly when applicable
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	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 (when applicable)	Department	Department	Ensures content and format comply with guidelines. No hyperlinks and/or URLs are allowed unless specified in the FOA
PHS Additional Indirect Costs Form (when applicable)			
PHS Additional Indirect Costs Form	Department	Department	Ensures completed properly and in compliance with guidelines
PHS 398 Research Plan 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.
Research Plan Section			
2. Specific Aims	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
3. Research Strategy	Department	Department	Audit page limits and guideline compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
4. 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 PMCID numbers along with the full reference.</i>
Other Research Plan Section (when applicable)			

5. Vertebrate Animals	Department	Department	Ensures formats, document integrity and images are not allowed
6. Select Agent Research	Department	Department	Ensures formats and document integrity
7. Multiple PD/PI Leadership Plan	Department	Department	Ensures formats and document integrity
8. Consortium/Contractual Arrangements	Department	Department	Ensures PHS 398 Face Page is completed and signed for all subaward sites
9. Letters of Support	Department	Department	Ensures completed. No hyperlinks and/or URLs are allowed unless specified in the FOA.
10. Resource Sharing Plan	Department	Department	Ensures formats and document integrity
11. Authentication of Key Biological and/or Chemical	Department	Department	Ensures formats and document integrity
Appendix Section (when applicable)			
12. Appendix	Department	Department	Ensures formats, document integrity and compliance with FOA
PHS Human Subjects and Clinical Trials Information (when applicable)			
1. Basic Information	Department	Department	Ensures completed in full
2. Study Population Characteristics	Department	Department	Ensures compliance – Not required for Exemption 4 (only) designation
3. Protection and Monitoring Plans	Department	Department	Ensures completed per guideline
4. Protocol Synopsis	Department	Department	Ensures compliance – Only required if answered “Yes” to all Clinical Trial Questionnaire (Sect.1)
5. Other Clinical Trial-related Attachments	Department	Department	Ensures compliance – Do not complete unless FOA specifies
PHS Assignment Request Form			
Agency, review committee, etc.	Department	Department	Ensures completed if used

Admin and Core Components	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 when applicable
6. Change of Investigator/Change of Institution Section	Department	Department	Ensures completed properly when applicable
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 (verify if required in FOA)	Department	Department	If required, audit number of sentences compliance. No hyperlinks and/or URLs are allowed unless specified in the FOA.
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11. Equipment	Department	Department	Ensures formats and compliance with guidelines. No hyperlinks and/or URLs are allowed unless specified in the FOA.
12. Other Attachments	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 (when applicable)	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 for 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			
All Fields	Department	Department	Audit for completeness and free of submission errors.
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PHS 398 Research Plan Form			
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Other Research Plan Section (when applicable)			
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