

eRA Assembly of the SF424 (R&R) Application (Forms Version 2 & 2a)

An applicant using the SF424 (R&R) for application submissions to NIH and other PHS agencies will complete data entry into all applicable form components, attach the appropriate PDF attachments within the various components, and upload the package into Grant.gov. Applicants will *not* actually construct an application. Once the application data goes through Grants.gov, the eRA system will compile the data fields and attachments into a single grant application. Applicants will be able to see the entire grant application for the first time in the eRA Commons.

A system-generated table of contents will be part of that grant application. The order of the application will be as stated in the table of contents sample below. Following that sample we've provided a chart that gives a cross-reference to where each section actually resides in the R&R Forms; as either a separate form component or as a specific PDF attachment within a component. Not all sections noted in the sample below will always be used. The system will generate a customized table of contents based on each submission. This document represents an application using either Version 2 or 2a of the SF424 (R&R) forms. The version number is noted in the "Competition ID" field of the forms package. The only difference between Version 2 and 2a is that Version 2a includes the use of the Senior/Key Person (Expanded) component allowing up to 40 individuals to be entered as structured data instead of the non-expanded component which limited structured data entry to only 8 individuals. The Senior/Key Person information will appear in the same place in the grant application regardless of whether Version 2 or 2a is used.

Applications generated using Version 1 of the forms may appear a bit different since not all the items noted below were in Version 1 of the forms.

This guide is provided for informational purposes only. Applicants do not need to build an application using this order. This will be totally constructed by the eRA system.

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

	Page Numbers
SF 424 R&R Face Page	1
Table of Contents	3
Research & Related Project/Performance Site Location(s)	
Additional Locations	
Research & Related Other Project Information	
Project Summary/Abstract (Description)	
Public Health Relevance Statement	
Bibliography & References Cited	
Facilities & Other Resources	
Equipment	
Other Attachments	
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	
Research & Related Budget – Year 1	
Research & Related Budget – Year 2	

Research & Related Budget – Year 3	_____
Research & Related Budget – Year 4	_____
Research & Related Budget – Year 5	_____
Research & Related Budget – Cumulative Budget	_____
Research & Related Consortium Budget	_____
SBIR/STTR Information	_____
Research & Development Outside the U.S.	_____
Commercialization Plan.....	_____
Prior SBIR Phase II Awards.....	_____
PHS 398 Specific Cover Page Supplement	_____
PHS 398 Specific Modular Budget	_____
Personnel Justification	_____
Consortium Justification.....	_____
Additional Narrative Justification.....	_____
PHS 398 Specific Research Plan	_____
Introduction to Application.....	_____
Specific Aims	_____
Background and Significance	_____
Preliminary Studies/Progress Report.....	_____
Research Design and Methods.....	_____
Inclusion Enrollment Report.....	_____
Progress Report Publication List.....	_____
Human Subjects Sections.....	_____
Protection of Human Subjects (Includes Data & Safety Monitoring Plan)	_____
Inclusion of Women and Minorities.....	_____
Targeted/Planned Enrollment Table	_____
Inclusion of Children	_____
Vertebrate Animals	_____
Select Agent Research	_____
Multiple PI Leadership Plan	_____
Consortium/Contractual Arrangements	_____
Resource Sharing Plan (Data Sharing and Model Organism Sharing).....	_____
Letters of Support	_____
PHS 398 Checklist	_____
PHS 398 Specific Assurances/Certification Explanation	_____
Appendix	_____
Number of Attachments in Appendix	_____

Cross Reference for Grant Image Order for NIH Applications Using the SF424 (R&R) Application (Forms Version 2 and 2a)

Grant Image Order	Help Tip—Where this is in a SF424 (R&R) application
SF 424 R&R Face Page (Page 1 and Page 2)	An R&R Component titled SF424 (R&R). Also known as the Cover Component
Pre-Application	A PDF Attachment in the SF424 (R&R) Cover Component
Project Congressional District	A PDF Attachment in the SF424 (R&R) Cover Component
Table of Contents	Only system-generated. Is not a Form, nor an attachment.
Research & Related Project/Performance Site Locations(s)	An R&R Component—Same name
Additional Locations	A PDF Attachment in the Research & Related Project/Performance Site Locations(s) Component
Research & Related Other Project Information	An R&R Component—same name
Project Summary/Abstract	A PDF Attachment in the Research & Related Other Project Information Component (Item 6)

Grant Image Order	Help Tip—Where this is in a SF424 (R&R) application
Public Health Relevance Statement (Narrative attachment)	A PDF Attachment in the Research & Related Other Project Information Component (Item 7)
Bibliography & References Cited	A PDF Attachment in the Research & Related Other Project Information Component (Item 8)
Facilities & Other Resources	A PDF Attachment in the Research & Related Other Project Information Component (Item 9)
Equipment	A PDF Attachment in the Research & Related Other Project Information Component (Item 10)
Other Attachments	A PDF Attachment in the Research & Related Other Project Information Component (Item 11)
Research & Related Senior/Key Person or Research & Related Senior/Key Person (Expanded)	An R&R Component—same name
Biographical Sketches for each listed Senior/Key Person	A PDF Attachments in the Research & Related Senior/Key Person Component. One attachment per each Senior/Key Person
Current and Pending Support (<i>when applicable</i>)	A PDF Attachments in the Research & Related Senior/Key Person Component. One attachment per each Senior/Key Person
Additional Senior/Key Person Profiles	A PDF Attachment in the Research & Related Senior/Key Person Component. A single attachment for all Senior/Key Persons above the 8 that can be provided in the structured data part of this component.
Additional Biographical Sketches	A PDF Attachment in the Research & Related Senior/Key Person Component. A single attachment for all Senior/Key Persons biosketches above the 8 that can be provided separately for the Senior/Key Persons in the structured data part of this component.
Additional Current and Pending Support	A PDF Attachment in the Research & Related Senior/Key Person Component. A single attachment for all Senior/Key Persons biosketches above the 8 that can be provided separately for the Senior/Key Persons in the structured data part of this component.
Research & Related Budget (<i>for detailed budgets</i>)	An R&R Component—same name
Additional Senior Key Persons Attachment (specific to each year that is being submitted)	A PDF Attachment in Section A. of the Research & Related Budget Component. Includes all budget information for the Senior/Key Persons above the eight that can be listed separately in Section A.
Additional Equipment Attachment	A PDF Attachment in Section C. of the Research & Related Budget Component.
Budget Justification Attachment	A PDF Attachment in Section K. of the Research & Related Budget Component.
Research & Related Budget – Cumulative Budget	Part of the R&R Budget Component (Auto calculated by the forms)
Research & Related Consortium Budgets	An R&R Component—titled “R&R Subaward Budget

Grant Image Order	Help Tip—Where this is in a SF424 (R&R) application
	Attachment Form”. Allows for up to 10 separate budget attachments for separate consortium budgets. (Is not a PDF. The attachment is the R&R Budget component.)
SBIR/STTR Information	An R&R Component
Research & Development Outside the U.S.	A PDF Attachment in the SBIR/STTR Information Component (Item 4)
Commercialization Plan	A PDF Attachment in the SBIR/STTR Information Component (Item 7)
Prior SBIR Phase II Awards—Commercialization History	A PDF Attachment in the SBIR/STTR Information Component (Item 8)
PHS 398 Specific Cover Page Supplement	A PHS398 Component
PHS 398 Specific Modular Budget	A PHS398 Component
Personnel Justification	A PDF Attachment in the PHS 398 Modular Budget Component, Cumulative Budget Information, Section 2 Budget Justifications.
Consortium Justification	A PDF Attachment in the PHS 398 Modular Budget Component, Cumulative Budget Information, Section 2 Budget Justifications.
Additional Narrative Justification	A PDF Attachment in the PHS 398 Modular Budget Component, Cumulative Budget Information, Section 2 Budget Justifications.
PHS 398 Specific Research Plan	A PHS398 Component—titled PHS 398 Research Plan
Introduction to Application	A PDF Attachment in the PHS 398 Research Plan Component (Item 1)
Specific Aims	A PDF Attachment in the PHS 398 Research Plan Component (Item 2)
Background and Significance	A PDF Attachment in the PHS 398 Research Plan Component (Item 3)
Preliminary Studies/Progress Report	A PDF Attachment in the PHS 398 Research Plan Component (Item 4)
Research Design and Methods	A PDF Attachment in the PHS 398 Research Plan Component (Item 5)
Inclusion Enrollment Report	A PDF Attachment in the PHS 398 Research Plan Component (Item 6)
Progress Report Publications List	A PDF Attachment in the PHS 398 Research Plan Component (Item 7)
Protection of Human Subjects (<i>now includes Data and Safety Monitoring Plan when applicable</i>)	A PDF Attachment in the PHS 398 Research Plan Component (Item 8)
Inclusion of Women and Minorities	A PDF Attachment in the PHS 398 Research Plan Component (Item 9)
Targeted/Planned Enrollment Table	A PDF Attachment in the PHS 398 Research Plan Component (Item 10)
Inclusion of Children	A PDF Attachment in the PHS 398 Research Plan Component (Item 11)

Grant Image Order	Help Tip—Where this is in a SF424 (R&R) application
Vertebrate Animals	A PDF Attachment in the PHS 398 Research Plan Component (Item 12)
Select Agent Research	A PDF Attachment in the PHS 398 Research Plan Component (Item 13)
Multiple PI Leadership Plan	A PDF Attachment in the PHS 398 Research Plan Component (Item 14)
Consortium/Contractual Arrangements	A PDF Attachment in the PHS 398 Research Plan Component (Item 15)
Resource Sharing Plan(s)	A PDF Attachment in the PHS 398 Research Plan Component (Item 17)
Letters of Support	A PDF Attachment in the PHS 398 Research Plan Component (Item 16)
PHS 398 Specific Checklist	A PHS398 Component—titled PHS 398 Checklist
Assurances/Certification Explanation	A PDF Attachment in the PHS 398 Checklist Component, Section 5

Cover Letter—Stored separately in the eRA Electronic Grant folder but not as a part of the main grant application. Is accessible only to appropriate NIH staff, but not peer reviewers.

Appendix—Stored separately in the eRA Electronic Grant folder but not as part of the main grant application. Is accessible to appropriate NIH staff and peer reviewers.