



Guide to Completing the SF 424 (R&R) Application TCC Pilot Project Program

Overview:

This reference guide is intended to support the completion of the SF424 (R&R) Application. This guide will walk you through all required sections, special instructions, and sections that are not required for the TCC Pilot Project Program application. The guide will follow the SF 424 application package pagination.

General Notes/Comments:

- *Adobe Reader required:* Adobe Reader is required to view and complete the application package. Please download a compatible version of Adobe Reader:
<http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>
- *Attachments in PDF format:* All required attachments should be uploaded in PDF format. Whenever appropriate, please use the bookmarks function to separate individual documents.
- *Save often:* We strongly recommend that you save often when completing the application. Whenever you wish to save, scroll back to page 1 and hit “Save.” Disregard the “errors” you may see on Page 1 when you press Save on a partially completed application. These “errors” are part of the internal application validation system and will turn to “complete” when the corresponding sections are addressed.
- *Highlighted fields:* All highlighted fields are mandatory and require a response. Please address other fields designated by the RFA, FAQ, and this guide.
- *Embedded information:* For more detailed information, you may hover your mouse over the blue tinted fields within the application form. A yellow text box will emerge with additional details
- *For more information:* Please refer to the “SF424 (R&R) Application Guide for NIH and Other PHS agencies” if you need clarity on a specific item in the application form. We ask that you consult the application guide first before reaching out us, as the guide is a very comprehensive and descriptive reference document. You may find the application guide in the [TCC Pilot Project Portal](#) or via NIH website:
http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf
- *Additional Requirements:* There are several application requirements not addressed in the SF424 form. Please submit these additional items under the “**Submit Additional Requirements**” option in the [Pilot Project Portal](#).



Grant Application Package (Page 1)

- **Please disregard the form fields for Opportunity Title, Offering Agency, CFDA Number, etc...this information does not apply to your application**
- Select Forms to Complete: These sections serve as an internal validation checklist as you complete the SF424 fields and insert attachments. By the time you finish your application form, all Mandatory items should be “complete”
- Under “Optional”, please make sure the following boxes are checked:
 - Research & Related Budget
 - R&R Subaward Budget Attachment(s) – complete only if applicable
 - Planned Enrollment Report

SF 424 (R&R) Main Page “Application for Federal Assistance” (Page 2-3)

1. Type of Application: Please check “application”
2. Date submitted – required
3. **Date Received by State – do not complete**
4. **Federal Identifiers – do not complete**
5. Applicant Information –
 - a. Please complete information for your **organization**
 - b. Under “person to be contacted on matters involving this application” please provide information for the project Principal Investigator (PI).
6. Employer Identification – required
7. Type of Applicant – required
8. Type of Applicant – Check “new.” Check “no” for the application being submitted to other agencies.
9. **Name of Federal Agency – disregard**
10. **Catalog of Federal Domestic Assistance Number – disregard**
11. Descriptive title of Applicant’s Project – required
 - a. Limit response to 200 characters or less, including spaces and punctuation
12. Proposed Project: Date should be preloaded
13. Congressional District of Applicant – required
 - a. To locate your congressional district you may access grants.gov, or use this website: <http://congressional-district.findthebest.com/>
14. Project Director/Principal Investigator Contact Information – all fields required
 - a. The PD/PI is the individual responsible for the overall scientific and technical direction of the project.
15. Estimated Project Funding – required
 - a. Please insert “0” for “Total non-federal funds” and “estimated program income”
 - b. Final total must not exceed \$50,000 for pilot project awards, and \$10,000 for developmental seed awards.
16. State Executive Order 12372 – complete only if applicable, if unsure, leave blank
17. Signature statement – required



18. SFLLL Disclosure – please complete and attach disclosure documentation if applicable.
19. Authorized Representative – required
 - a. The “authorized representative” is equivalent to the individual with the organizational authority to sign for an application; otherwise known as the Signing Official.
 - b. **Signature and Date – disregard, will be resolved on the final approval application**
20. **Preapplication – disregard**
21. Cover letter attachment – required
 - a. Please include a brief cover letter on organization letterhead. The cover letter should include:
 - i. Name of Organization
 - ii. Official Title of Proposed Project
 - iii. Locations or Populations Region(s) to be engaged in the project (e.g. city, county, state, or region). This population must be located within the catchment area specified by the RFA.
 - iv. Funding Mechanism (Pilot Project Award, or Developmental Seed Award)
 - v. Name of Principal Investigators and Key Personnel Involved
 - vi. Description of Organization (one paragraph recommended)
 - vii. Brief blurb on proposed project, and its relevance to informing and influencing health policy to address health disparities (one paragraph recommended)
 - viii. Signature of PI and/or Organizational Leader

PHS 398 Research Plan (Page 4)

1. **Introduction to Application – disregard**
2. Specific Aims – required
 - a. No more than one page, single spaced, on PHS 398 Continuation Page(s). Please access the blank PHS continuation page on the [TCC Pilot Project Portal](#) webpage.
3. Research Strategy – required
 - a. Please limit research strategy to 6 pages, single spaced, on PHS 398 Continuation Page(s). Please access the blank PHS continuation page on the [TCC Pilot Project Portal](#) webpage.
4. **Progress Report Publication List – disregard**
5. Protection of Human Subjects – required if applicable. Attach inclusion statement using PHS 398 continuation page.
6. Inclusion of Women and Minorities – required if applicable. Attach inclusion statement using PHS 398 continuation page.
7. Inclusion of Children – required if applicable. Attach inclusion statement using PHS 398 continuation page.
8. Vertebrate Animals - required if applicable. Attach inclusion statement using PHS 398 continuation page.



9. Select Agent Research - required if applicable. Attach inclusion statement using PHS 398 continuation page.
10. Multiple PD/PI – required only if more than one PI is designated. We recommend you to acknowledge only one PI per project.
11. Consortium/Contractual Arrangements – required if applicable. Please explain the nature of the consortium/contractual agreement, individual involved, expected deliverables, and payment plan. A subaward budget will need to be submitted along with any official agreement documents.
12. Letters of Support – required
 - a. Please attach no less than three (3) Letters of Support. See RFA for instructions on preparing letters of support
13. Resource Sharing Plan – disregard
14. Appendix – required
 - a. Please limit appendices to items directly related to your proposed pilot project. Appendix items may include survey tools, evaluation forms, needs assessments, relevant literature, etc.

PHS 398 Cover Page Supplement (pages 5-6)

1. Project Director/Principal Investigator (PD/PI) – required
2. Human Subjects – required
3. Disclosure permission statement – required
4. Program Income – required
5. Human Embryonic Stem Cells – required
6. Inventions and Patents – disregard
7. Change of Investigator/Change of Institution Questions – disregard

Research & Related Senior/Key Person Profile (Expanded) (page 7)

1. Profile – Project Director/Principal Investigator – required
 - a. Please complete all relevant fields
 - b. Please attach NIH Biographical Sketch. A blank Biosketch form and samples can be found on the [TCC Pilot Project Portal](#) website.
 - c. Current & Pending Support is not required at this time, please disregard unless otherwise stated.
2. Profile – Senior/Key Person 1 – required
 - a. Complete all relevant fields and attach a current Biographical Sketch. Please complete this profile for all key personnel involved in your project.

Research & Related – Other Project Information (Page 8)

1. Human Subjects – required, answer all questions
2. Vertebrate Animals – required
3. Proprietary Info – required



4. Environmental impact – required
5. Historic place – required
6. Activities outside of the United States – required
7. Project Summary/Abstract – required
 - a. The Project Summary is meant to serve as a succinct and accurate description of the proposed work when separated from the application. **This section must be no longer than 30 lines of text**, and follow the required font and margin specifications.
 - b. Please attach using the PHS 398 continuation page. Blank page can be found on the [TCC Pilot Project Portal](#) website.
8. Project Narrative – required
 - a. Using no more than two or three sentences, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.
 - b. Please attach, using the PHS 398 continuation page. Blank page can be found on the [TCC Pilot Project Portal](#) website.
9. Bibliography and Reference Cited – required
 - a. Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations.
 - b. When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article.
 - c. Please attach, using the PHS 398 continuation page. Blank page can be found on the [TCC Pilot Project Portal](#) website.
10. Facilities & Other Resources – required
 - a. This information is used to assess the capability of the organizational resources available to perform the effort proposed. Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work.
 - b. Please attach, using the PHS 398 continuation page. Blank page can be found on the [TCC Pilot Project Portal](#) website.
11. Equipment – required if applicable
 - a. List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities. Please click the **Add Attachment** button to the right of this field to complete this entry.
 - b. Please attach, using the PHS 398 continuation page. Blank page can be found on the [TCC Pilot Project Portal](#) website.
12. Other Attachments – optional



- a. Attach a file only to provide any other project information not provided above or in accordance with the announcement and/or agency-specific instruction.
- b. Please attach, using the PHS 398 continuation page. Blank page can be found on the [TCC Pilot Project Portal](#) website.\

Project/Performance Site Location(s) (Page 9)

1. Project/Performance Site Primary Location – required
 - a. Generally, the Primary Location should be that of the applicant organization or identified as off-site in accordance with the conditions of the applicant organization’s negotiated Facilities and Administrative (F&A) agreement.
 - b. Please complete all fields
2. Project/Performance Site Location 1 – required if applicable
3. Additional Location(s) – Please click “Next Site” to include additional locations (up to 300 locations)

R&R Subaward Budget Attachment(s) Form (Page 10)

1. **Please complete only if your project involves sub award recipients.** If you will be supporting sub award grantees, please click “click here to extract the R&R subaward budget attachment.” An additional budget page will be generated.

Planned Enrollment Report (Page 11)

1. Form is required. Please complete all sections
 - a. Comments: Enter information you wish to provide about this planned enrollment report. This includes but is not limited to addressing information about distinctive subpopulations if relevant to the scientific hypotheses being studied and/or a study that will have a delayed onset. Maximum 500 characters.
2. Racial/Ethnic Categories table – required
 - a. Please include all expected participant totals

Research & Related Budget – Budget Period 1 (Page 12-14)

1. Organizational DUNS – required
2. Name of Organization – required
3. Budget type: Select “Project”
4. Budget period: Dates are pre-loaded
5. Senior/Key Person – required
 - a. All name fields – required
 - b. Base salary – required
 - c. Months – please enter % effort in “calendar months”

- d. Requested salary – required
- e. Fringe Benefits – required
- f. Funds requested – required
- g. Project role – required
- h. Add additional senior key person: Click on the button if there are additional senior/key persons involved in the project. You may add up to 8 senior key persons. If you need more, please use the “add attachment” option
- i. Total funds requested for all senior key persons in the attached file – required if applicable
- j. Total Senior Key Person – required
6. Other Personnel - required
 - a. Please list the total number of staff persons using the fields listed. Please use the write-in field if necessary.
 - b. Provide % effort in “calendar months”, requested salary, fringe benefits, and funds requested for all staff persons.
 - c. Total number Other personnel – required
 - d. Total other personnel – required
 - e. Total Salary, Wages, and Fringe Benefits (A+B) – required
7. Equipment Description – required if applicable
 - a. Equipment refers to all durable products and items exceeding \$5,000.00. All items less than \$5,000.00 shall be listed as “supplies.”
 - b. Please complete all necessary fields
8. Travel - required
 - a. Domestic travel costs – required; complete as appropriate
 - b. Foreign – not allowable, disregard
9. Participant/Trainee Support Costs – not allowable, disregard
10. Other Direct Costs – required
 - a. Materials and Supplies
 - b. Publication Costs
 - c. Consultant Services
 - d. ADP/Computer Services
 - e. Subawards/Consortium/Contractual Costs
 - f. Equipment or Facility Rental/User Fees
 - g. Alterations and Renovations
 - h. Other (fill in blank fields)
11. Direct Costs – required
12. Indirect Costs – required if applicable
 - a. Please indicate indirect cost type, cost rate %, indirect cost base, and funds requested.
 - b. Please indicate total indirect costs
 - c. Cognizant Federal Agency – required

- i. Enter the name of the cognizant Federal Agency, name and phone number of the individual responsible for negotiating your rate. If no cognizant agency is known, enter “None.”
 - ii. **Attach your organization’s Indirect Cost Agreement under the “Additional Requirements” section when you submit your application in the [Pilot Project Portal](#).**
- d. Total Direct and Indirect Costs – required
- e. Fee – not allowable, disregard
- f. Budget justification – required
 - i. Use the budget justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support and other direct cost categories. Only one file may be attached. The attachment is required.
 - ii. Use this section to list the names, role (e.g., PostDoc or Graduate Student), associated months, salary and fringe benefits for all Postdoctoral Associates and Graduate Students included in Budget Section B. Other Personnel.
 - iii. The salaries of administrative and clerical personnel should normally be treated as F&A costs. Inclusion of such costs may be appropriate only if all of the following conditions are met:
 1. Administrative or clerical services are integral to a project or activity;
 2. Individuals involved can be specifically identified with the project or activity;
 3. Such costs are explicitly included in the budget or have prior written approval of the Federal awarding agency;
 4. The costs are not also recovered as indirect costs.
 - iv. For all individuals classified as administrative/secretarial/clerical, provide a justification documenting how they meet all four conditions. NIH may request additional information for these positions in order to assess allowability.

Research & Related Budget – Cumulative Budget (Page 15)

1. Required page; totals should autopopulate. Please confirm all totals are correct before submitting application form.