

OSP Requirements for Modular Proposals Submitted through Grants.gov

1. R&A form including Conflict of Interest signed by PI and all co-investigators
R&A form must be signed by all parties for all schools participating in the project
2. Internal categorical budget (Spreadsheet acceptable)
3. If project involves subcontracting a portion of the project with another institution, then we need as a minimum the required information outlined below.
 - a. Scope of Work
 - b. Letter of Intent (includes total requested amount)
 - c. Budget
 - d. Budget Justification
 - e. Federally negotiated F&A rate agreement

4. SF 424 Electronic forms (all information is to be completed when uploaded for A&F review unless specifically noted below)

Note: a sample SF424 package is available on our website:

http://www.uth.tmc.edu/osp/Grants_Gov/NIH_GrantsGov_Application_Sample.pdf

- a. SF 424 (R&R) Pages 1 and 2
- b. Research and Related Other Project Information – Items 1-7 should be completed before upload
- c. Research and Related Project/Performance Site Locations – all sites should be included at the time of upload in order to verify that all necessary items included in budget
- d. Research and Related Senior/Key Person Profile – PI information required
- e. PHS 398 Cover Page Supplement – Pages 1 & 2
- f. PHS 398 Research Plan – If consortium involved, then item 15 should be completed at time of upload
- g. PHS 398 Checklist – Pages 1 and 2
- h. PHS 398 Modular Budget, Periods 1 and 2, Periods 3 and 4, and Period 5 and Cumulative
 - (1) Include personnel justification as attachment
 - (2) If subcontract is involved, then consortium justification must be included as an attachment