

OSP Requirements for Non-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. For DOD proposals, salary verification sheets must be included with the R&A form.
3. If project involves subcontracting a portion of the project with another institution, then a R&A Subaward Budget Attachment is required for each subcontract. (The research and related budget for the consortium becomes the R&A Subaward Budget attachment.) The following information is required for each subcontractor:
 - a. Scope of Work
 - b. Letter of Intent (includes total amount requested)
 - c. R&R Budget Pages for all years (each year contains three pages)
 - 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 – Information for all senior/key personnel required (Note: biographical sketches not required at time of A&F review, but are required for final)
 - 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. Research and Related Budget – all three pages must be completed for all years. Include budget justification as attachment.