

eRA Assembly of the SF424 (R&R) Application

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 image. Applicants will be able to see the entire grant image for the first time in the eRA Commons.

A system-generated table of contents will be part of that grant image. 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 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

	<i>Page Numbers</i>
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	_____
Research & Related Senior/Key Person	_____
Biographical Sketches for each listed Senior/Key Person	_____
Additional Senior/Key Person Profiles	_____
Additional Biographical Sketches	_____
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.....	_____
Human Subjects Sections.....	_____
Protection of Human Subjects	_____
Data and Safety Monitoring Plan	_____
Inclusion of Women and Minorities.....	_____
Targeted/Planned Enrollment Table	_____
Inclusion of Children	_____
Vertebrate Animals	_____
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

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
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)
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)
Research & Related Senior/Key Person	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
Additional Senior/Key Person Profiles	A PDF Attachment in the Research & Related Senior/Key Person Component. A single attachment for all

Grant Image Order	Help Tip—Where this is in a SF424 (R&R) application
	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.
Research & Related Budget (for detailed budgets)	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 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)

Grant Image Order	Help Tip—Where this is in a SF424 (R&R) application
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)
Protection of Human Subjects	A PDF Attachment in the PHS 398 Research Plan Component (Item 6)
Data and Safety Monitoring Plan	A PDF Attachment in the PHS 398 Research Plan Component (Item 7)
Inclusion of Women and Minorities	A PDF Attachment in the PHS 398 Research Plan Component (Item 8)
Targeted/Planned Enrollment Table	A PDF Attachment in the PHS 398 Research Plan Component (Item 9)
Inclusion of Children	A PDF Attachment in the PHS 398 Research Plan Component (Item 10)
Vertebrate Animals	A PDF Attachment in the PHS 398 Research Plan Component (Item 11)
Consortium/Contractual Arrangements	A PDF Attachment in the PHS 398 Research Plan Component (Item 12)
Resource Sharing Plan	A PDF Attachment in the PHS 398 Research Plan Component (Item 14)
Letters of Support	A PDF Attachment in the PHS 398 Research Plan Component (Item 13)
PHS 398 Specific Checklist	A PHS398 Component—titled PHS 398 Cover Page Supplement
Assurances/Certification Explanation	A PDF Attachment in the PHS 398 Cover Page Supplement Component, Section 5

Cover Letter—Will be stored in the eRA Electronic Grant folder but not as a part of the application image. Will be accessible only to appropriate NIH staff, but not peer reviewers.

Appendix—Will be stored in the eRA Electronic Grant folder but not as part of the application image. Will be accessible to appropriate NIH staff and peer reviewers.