

## Appendix B

### Forms for each Research/Research-Related Activity

The RCMI application may include a variety of research/research-related activities undertaken either collaboratively or separately by faculty members. A faculty member may not serve as the principal investigator on more than one activity.

Each Activity should include the following sub-sections:

- I. Description, Performance Sites and Key Personnel (Use Page 2 – PHS 398).

- II. and III. Budgets (Use Form Pages 4 and 5 – PHS 398).

Label each budget on the bottom right hand corner of the budget page (i.e., “Activity #1 – Albert).

Each budget item should be strongly justified as being necessary for the conduct of the activity.

Follow the budget guidelines in PHS 398 instructions except for the additional comments in categories noted below:

Equipment. Identify investigators and briefly describe research projects that will benefit.

- IV. Biographical Sketches (Use Form Page 6 – PHS 398)

Include biographical sketches for the activity leader and other key personnel. Limit to two pages each.

- V. Other Support (Use Format Page 7 – PHS 398)

Also include the requested documentation for 1) any support received for this activity in the past five years and 2) any applications currently in preparation for submission.

- VI. Resources and Environment (Use Form Page 8 – PHS 398)

- VII. Publications and Presentations

Provide a list of publications and presentations in the last four years for all participants in the activity. The list should be divided into three distinct categories:

- A. Peer-reviewed publications, including manuscripts submitted;
- B. Books; Review Articles; and
- C. Abstracts/Publications at scientific meetings.

#### VIII. Detailed Plan

Follow PHS 398 instructions for Research Plan provided in this document. Page limitations for each activity are pp 10-15.

- a. For research infrastructure components, tailor the narrative to clearly describe the objectives, needs, rationale for the approach selected, and implementation timetable in the context of current resources, alternatives considered, and overall program goals. Describe the planning process, identify the user community, explain the management structure, and outline the corporate plan to institutionalize support over time.

Progress reports should describe specifically what has been accomplished, problems encountered, extent and nature of utilization, and scientific highlights from research projects using the resources. Emphasize progress in terms of specific RCMI goals.

- b. For pilot projects, follow PHS 398 instructions for the Research Plan. In addition, clearly describe the importance and relevance of the proposed project to institutional RCMI goals.
- c. All components (protocols) using human subjects must address the 6 points of Human Subjects as outlined in PHS 398. Also, for each protocol, the investigator must address the inclusion of women, minorities and children. Plans for recruitment and retention of subjects should also be addressed. Complete the “Targeted/Planned Enrollment Table Format Page” and the “Inclusion Enrollment Report Format Page”, both from form PHS 398 for each of these components. Completion of this form alone does not satisfy the need to address the inclusion of women, minorities and children.

All projects utilizing vertebrate animals must address the 5 points on the utilization and care of these animals as outlined in the PHS 398.

## **FORMS**

The following sections of Form PHS 398 will be required as part of your proposal. Please download and fill them.

Form Page 2: Description, Performance Sites, Key Personnel, Other Significant Contributors, and Human Embryonic Stem Cells

<http://grants.nih.gov/grants/funding/phs398/fp2.doc>

Form Page 4: Detailed Budget for Initial Budget Period

<http://grants.nih.gov/grants/funding/phs398/fp4.doc>

Form Page 5: Budget for Entire Proposed Period of Support

<http://grants.nih.gov/grants/funding/phs398/fp5.doc>

Biographical Sketch Format Page (example included)

<http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>

Resources Format Page

<http://grants.nih.gov/grants/funding/phs398/resources.doc>

Targeted/Planned Enrollment Table Format Page

<http://grants.nih.gov/grants/funding/phs398/enrollment.doc>

Inclusion Enrollment Report Format Page

<http://grants.nih.gov/grants/funding/phs398/enrollmentreport.doc>

Other Support Format Page: Example

<http://grants.nih.gov/grants/funding/phs398/othersupport.doc>