

CTSI Peer Grant Review – Career Development Award Guidance Checklist

Required Documents

- CTSI Peer Grant Review Face Page (*requires signature*)
- Agency Reviews/Summary Statement (*If applicable, submit “pink sheets”/summary statement PDF*)
- Principal Investigator’s NIH Biographical Sketch (**required** in Word file format)
- Research Strategy/Plan Narrative (**required** in Word file format, see **below** for further details)
 - Candidate Section
 - Specific Aims
 - Research Strategy
 - Bibliography & References Cited

Advisable Optional Documents

To enhance your review, we advise applicants to include the following documents as a single PDF.

- Facilities & Other Resources and/or Equipment sections
- Other Key Personnel NIH Biographical Sketches
- Training in the Responsible of Research section
- Letter of Institutional Commitment
- Protection of Human Subjects and/or Vertebrate Animals associated sections
- Resource Sharing Plan(s) and/or Authentication of Key Biological and/or Chemical Resources
- Budget Justification

Advisable Narrative Formatting

- 11 Point Arial Font
- 0.5” Margins
- Single spaced with no exact lines
- No headers or footers/No page numbers

Advisable Narrative Structure

- Candidate Sections (*included in 12 page limit*)
Include the career development sections. For a NIH or AHRQ proposal, sections would include Candidate’s Background, CareerGoals and Objectives, and the Candidate’s Plan for Career Development/Training Activities During Award Period sections.
- Specific Aims (*1 page limit, not included in 12 page limit*)
State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- Research Strategy (*included in 12 page limit*)
Organize in the specified order using the instructions provided below or as stated in the Funding Opportunity Announcement the application was submitted in response to. Start each section with the appropriate section heading – Significance, Innovation, and Approach. Cite published experimental details in the Research Strategy section and provide the **full** reference in the Bibliography & References Cited section.
 - Significance
Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses; explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields; and describe how the concepts, methods, technologies,

treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

- **Innovation**

Explain how the application challenges and seeks to shift current research or clinical practice paradigms; describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentations, or interventions; and explain any refinements, improvements or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

- **Approach**

Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project; discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims; and if the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work. Side Notes: For new applications, include information on Prelim Studies as part of the approach section.

- **Bibliography & References Cited** *(No page limit)*

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.

Websites with Narrative Structure Information

- NIH & AHRQ Announce Upcoming Changes to Policies, Instructions and Forms for 2016 Grant Applications: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-004.html>
- National Institute of Allergy and Infectious Diseases: Sample Applications and Summary Statements: <http://www.niaid.nih.gov/researchfunding/grant/pages/appsamples.aspx>
- NIH Notice on Enhancing Reproducibility through Rigor and Transparency: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-103.html>

