Letter of Intent is due by October 1
Application is due by November 1

CFAR-Series applications should be prepared using updated FORMS-F.

**CFAR-SERIES APPLICATION DOCUMENT CHECKLIST**

☐ Cover Letter

☐ Application using FORMS-F (See Application Components list on the next page)

**CFAR-specific Documents:**

☐ Attachment #1: Applicability to NIH/OAR Research Priorities: (Limit = 1 paragraph)

☐ Attachment #2: Future Plans for NIH Applications: (Limit = 1 page)

☐ Attachment #3: Emory CFAR Scientific Core Statement: (Limit = 1 page)

☐ Attachment #4: Letters of verification / support

  □ CFAR Biostatistics and Biomedical Informatics Core

  □ Other Cores that will provide services (if applicable)

  □ Letter signed by PI’s Research Mentor (if applicable)

  □ Letters of support from named collaborators and consultants (if applicable)

  □ Letter from PI department Chair or Division Director

☐ If applicable, for CFAR-03 only: Appendix: CFAR-03 mentoring plan: (Limit = 1 page).
APPLICATION: FORMS-F COMPONENTS

It is recommended that the application packet is compiled in Cayuse (responding to PA-20-200) with the assistance of your local RAS unit. Print and email a pdf of the application to the CFAR-series Program Officer, Galina Terbova (galina.terbova@emory.edu), cc’ing Jenny Anderson (jenny.anderson@emory.edu). DO NOT route in EPEX or submit to OSP.

☐ Application for Federal Assistance
☐ Project Summary/Abstract
☐ Project Narrative
☐ Human Subjects documentation (if applicable)
  o PHS Human Subjects and Clinical Trials Information Form*
☐ Vertebrate Animal documentation (if applicable)
☐ Bibliography and References Cited
☐ Facilities and Other Resources
☐ Equipment
☐ Senior/Key Person profile
☐ International Collaborators (if applicable)
☐ Biosketch**
☐ Other Support**
☐ Budget (detailed budget is required. Do not submit a modular budget).
☐ Budget Justification
☐ Research Plan
  o Specific Aims
  o Research Strategy (6 pages). Including:
    ▪ Rigor and Reproducibility: The research plan should fully address rigor and reproducibility. See NIH FAQs for NOT-16-011
    ▪ Inclusion Across the Lifespan: For projects including human subjects, the research plan must fully address inclusion across the lifespan. Read NIH NOT-OD-18-116
    ▪ Sex as a Biological Variable: All research projects conducted with human subjects, vertebrate animals, or materials (e.g. blood, tissue, cell lines) from human or vertebrate animal subjects must fully address sex as a biological variable in the research plan. Read NOT-OD-15-102-Guidance and (https://orwh.od.nih.gov/sex-gender/nih-policy-sex-biological-variable)
    ▪ Project Activities timeline
  o Vertebrate Animals (if applicable)
  o Select Agent Research (if applicable)
  o Multiple PD/PI plan (if applicable)
  o Consortium/contractual Arrangements (if applicable)
    If you are proposing a subaward, provide the following for the sub:
    • Letter of Intent
    • Budget
    • Budget Justification
    • Scope of Work
  o Resource Sharing Plan(s)
  o Authentication of Key Biological and/or Chemical Resources, if applicable
*See PHS Human Subjects and Clinical Trials Information Form. NOTE: Clinical Trials are not allowed on CFAR awards. Only complete Section 1 (Basic Information), Section 2 (Study Population Characteristics), and Section 3 (Protection and Monitoring Plans)“

**NIH Biosketch and Other Support format will change on 01/25/2022. However, it is recommended (but not required) that applicants begin using that format for this application.