NIH R-series Checklist for S2S Proposals (FORMS-H)
For Henry Ford Health Submissions

KR Login: https://kc.researchadmin.msu.edu

FAQ for HFH+MSU HS: https://hcrs.msu.edu/index.php/faq

KR Training Materials: https://cga.msu.edu/PL/Portal/787/KualiResearchKRTraining

To Start a Proposal Development (PD) document

Check Box	Tasks
	From Search Tasks, type 'Create Proposal'. Complete all fields required to save. The Sponsor Code for NIH is 014351 or type in 'NIH' to bring up the sponsor in that field. **All fields are editable later except the Lead Unit.*
	Notify your HF Research Office contact via email cc'ing ProposalTeam1@osp.msu.edu with the PD number and due date.

Basics Option

Proposal Details sub option:

Check Box	Tasks
	Required fields for saving are editable from this sub option
	Optional: add Keywords

S2S Opportunity sub option:

Check Box	Tasks
	Click 'Find an Opportunity' to pull in the application package.
	Forms tab. Check the box in the Include column for the Subaward Budget line if you are submitting a detailed budget with subawards. Template Subaward Budget available by clicking on the 'RR_SubawardBudget30_3_0-V3.0' link and extracting the budget form.
	User Attached Forms tab. Budgets cannot currently be built in KR when HFH personnel are involved, so the appropriate budget should be completed and attached to this tab. Template budgets are available by clicking on the applicable budget from the *Forms tab (**PHS398_ModularBudget** or **RR_Budget**).* Complete the form, then attach on the *User Attached Forms tab*. Budget justification or Personnel/Consortium/Additional Narrative justifications should be attached within the applicable budget form prior to attaching as a user attached form.
	User Attached Forms tab. (Optional Attachment) Assignment Request Form is used to make specific application assignment and review requests to Scientific Review Officers at NIH. The information is not provided to program staff nor to reviewers. Template available by clicking on the 'PHS_AssignmentRequestForm_3_0_V3.0' on the *Forms tab.* Complete, then attach on the *User Attached Forms tab*.

Sponsor & Program Information sub option:

Check Box	Tasks
	If this is a Resubmission or Revision, enter the previous NIH assigned proposal ID in the **Sponsor Proposal ID** field (e.g. ES123456).
	Answer the question, "Does this proposal include subawards?"

Organization and Location sub option:

Check Box	Tasks
	Change Applicant Organization to 'Henry Ford Health+Michigan State University Health Sciences'. Click 'Select Different Organization', enter 127729 into the Organization ID field, then 'select' from the search results.
	Change Performing Organization to 'Henry Ford Health+Michigan State University Health Sciences'. Click 'Select Different Organization', enter 127729 into the Organization ID field, then 'select' from the search results.
	Add Henry Ford Health Systems as a Performance Site. Click 'Add Performance Site', enter 102103 into the Address Book Id field, check the box for the search result, then 'return selected'. Add Congressional District once the Performance Site shows.
	Add any other Performance Site Locations that should be included on the Project/Performance Site Location form. Remember to add the Congressional District number once the site has been added. If a location is not available in KR, email the helpdesk to get it added to the system in order to select it for the application.

Key Personnel Option

Personnel sub option:

Check Box	Tasks
	To add Multiple PIs (MPI): ▪ Select PI/Contact as the Proposal Role for the Contact PI. Must have an MSU appointment. ▪ Select PI/Multiple for any additional MPIs that have an MSU appointment. ▪ If the MPI is not an MSU employee, add as a Key Person and enter PD/PI in the role field.
	All Key Personnel must have their eRA Commons User Name in their Details tab (in the **Credential, e.g., agency login** field).
	Other Significant Contributors must have the Other Significant Contributor box checked in their Details tab and their role must be entered as Other Significant Contributor.
	HFH employees must have an MSU appointment to be listed as a PI, MPI, or Co-I. Contact Kathy Huber (khuber1@hfhs.org) for individuals currently without appointments.

Check Box	Tasks
	Contact the KR helpdesk to add non-MSU employees not currently in the system if considered Key Personnel.

Credit Allocation sub option:

Check Box	Tasks
	Add the Post Award Unit (department responsible for bookkeeping) and allocate credit among Key Personnel. Use the spreadsheet available on the HFH FAQ page to assist with assigning credit among all MSU personnel.

COI Disclosure sub option:

Check Box	Tasks
	As the PD/PI, Co-I(s), Key Person(s), etc. are added to the Personnel sub option, they will also be added to the COI Disclosure Information panel. If an MSU Key Person is not included in the COI Disclosure sub option even though they've been added to the Personnel sub option, click the sync button. This will bring in the additional MSU Key Personnel. Although the table will be populated with the names of MSU Key Persons, COI disclosures cannot be completed in MSU's COI module until the PD document is submitted into route. Once the PD is routed, project based COI disclosure information will update in the table. All Key Personnel except Other Significant Contributors must be compliant with COI requirements. *HFH personnel need to complete the project-based disclosure in MSU's COI module and must have an up-to-date annual disclosure with HFH. See the HFH Faculty and Staff FAQs for additional information on COI disclosures.*

Questions Option

Check Box	Tasks
	Complete all questions included in each questionnaire tab.

Compliance Option

Check Box	Tasks
	Conditionally Required: If the proposal includes animal subjects, add a line for Animal Use with an approval status of Pending.
	Conditionally Required: If the proposal includes human subjects, add a line for Human Subjects. If the protocol is pending or has not been applied for yet, select 'Pending' from the Approval Status dropdown list. If the use of human subjects falls under an exemption, select the appropriate exemption number from the Exemption # field. Study Record(s) if the proposal includes work with human subjects. Attach under the Human

Check Box	Tasks
	Subjects compliance entry. For assistance with completing the form and including in KR, see the PHS Human Subject and Clinical Trial Information Guide. If more than one Study Record is needed, add additional compliance lines for Human Subjects to attach the additional Study Record(s).

Attachments Option

Check Box	Tasks
	Proposal Tab:
	Conditionally Required: Cover Letter (***RRSF424_Cover_Letter***). Include application title and Funding Opportunity ID (i.e. RFA#). Follow the NIH Application guide and solicitation instructions. Required: ▪ For LATE applications or for changed/corrected applications submitted after the due date ▪ To explain any subaward budget components that are not active for all periods of the proposed grant ▪ If an approval is needed for the proposal being submitted (e.g., over $500k in direct costs per year, conference grant, or a cooperative agreement) ▪ When intending to submit a video as part of the application If proposed studies will generate large-scale human or non-human genomic data
	Required: Research Strategy (***PHS_ResearchPlan_ResearchStrategy***)
	Required: Specific Aims (***PHS_ResearchPlan_SpecificAims***)
	Required: Project Summary/Abstract (***ProjectSummary***)
	Required: Project Narrative (***Narrative***)
	Required: Bibliography & References Cited (***Bibliography***)
	Required: Facilities & Other Resources (***Facilities***)
	Required: Equipment (***Equipment***)
	Required: Data Management and Sharing Plan (***PHS_ResearchPlan_Other_Plans***)
	Conditionally Required: Foreign Justification (***Other***) if project involves activities outside the US or partnerships with international collaborators.
	Conditionally Required: Introduction to Application (***PHS_ResPlan_IntroductionToApplication***). Required if the Proposal Type is Resubmission or Revision.
	Conditionally Required: Progress Report Publication List (***PHS_ResearchPlan_ProgressReportPubList***). Required if the Proposal Type is Renewal.
	Conditionally Required: Vertebrate Animals (***PHS_ResearchPlan_VertebrateAnimals***). Required if vertebrate animals are involved.
	Conditionally Required: Select Agent Research (***PHS_ResearchPlan_SelectAgentResearch***). Required if the project involves the use of select agents at any time during the proposed project period, either at the applicant organization or at any performance site.

Check Box	Tasks
	Conditionally Required: Multiple PD/PI Leadership Plan (***PHS_ResearchPlan_MultiplePILeadershipPlan***). Required for applications including more than one person with the PD/PI role.
	Conditionally Required: Consortium/Contractual Arrangements (***PHS_ResearchPlan_ConsortiumContractualArr***). Required for applications that include a subrecipient.
	Conditionally Required: Letters of Support (***PHS_ResearchPlan_LettersOfSupport***). Required for applications that include consultants. Letters should include rate/charge for consulting services and level of effort/number of hours per budget period anticipated. Can also include letters from consortium participants, collaborators, and Other Significant Contributors or Material Transfer Agreements.
	Conditionally Required: Resource Sharing Plan(s) (***PHS_ResearchPlan_ResourceSharingPlans***). Sharing model organisms should be attached here when development of model organisms is anticipated
	Required: Authentication of Key Biological and/or Chemical Resources (***PHS_ResPlan_Auth_Key_Bio-Chem_Resources***). Include the authentication plans for established key biological and/or chemical resources. If the project does not propose use of key biological and/or chemical resources, the plan may include a brief statement indicating that no key biological and/or chemical resources will be used in the activities proposed in the application.
	Conditionally Required: Appendix (***PHS_ResearchPlan_Appendix***). As allowed by the FOA and in compliance with the Appendix Policy.
	Conditionally Required: Explanation for any use of human specimens and/or data not considered human subjects research (***PHS_HumanSubjectsAndCT_InvolveHumanSpecExp).*** Required if human specimens and/or data is being used, but the use is not considered human subjects.
	Conditionally Required: Other Requested Information on the PHS Human Subjects and Clinical Trials Information form (***PHS_HumanSubjectsAndCT_OtherRequestedInfo).*** Only used when directed by the FOA.
	Personnel Tab:
	Required: Biographical Sketch (***Biosketch***). Required for PI, Key Personnel and Other Significant Contributors. ***NOTE: only .gov hyperlinks are allowed.***

Budget Option

Check Box	Tasks
	When creating the budget, answer 'No' to the question, "Will this be a modular budget?" whether the budget is detailed or modular. This does NOT mean a modular budget cannot be submitted, and it will NOT affect the proposal, it just tells the system how to correctly fill out forms.
	If no Subaward is involved or the budget is modular, complete a summary budget (see steps 13 – 21). It will be marked 'Complete' by Henry Ford Central office.

Check Box	Tasks
	For proposals with subrecipients, we recommend having the subrecipient fill out the R&R Subaward Budget Form. This form can be pulled from the Forms tab of the S2S Opportunity sub option. Once the completed form is received from the subrecipient, it can be uploaded on the Subawards option page of the budget. ▪ In the Budget, go to the Subaward option, and click 'Add Subaward' ▪ Search for subaward organization and select correct org. ▪ Add the subaward budget Adding a Subaward budget will prevent completion of a summary budget, as this will populate the Budget as appropriate with the subaward's numbers. Once the budget is finalized and reviewed by Henry Ford Research Administration office, notify the OSP contact assigned to the application to match the Budget option to the User Attached budget.

Supplemental Information Option

Check Box	Tasks
	Answer the HFH+MSU HS Information questions. If the first question is answered "yes" a second question will appear that also needs to be answered.
	If voluntary committed cost share is included with the proposal, enter a note describing the voluntary cost share and who will cover the cost (e.g., HFH department covering the cost of PI effort).

PI/Dept/OSP - Check

Check Box	PI/Dept/OSP - Check
	Once PD is submitted into route: PI, Key Personnel other than Other Significant Contributors – are Project-Based Disclosures complete? (See the COI Disclosure sub option under the Key Personnel option.)

Other Resources:

FAQ for HFH+MSU HS: https://hcrs.msu.edu/index.php/faq

KR Training Materials: https://cga.msu.edu/PL/Portal/787/KualiResearchKRTraining

Step-by-Step Instructions:
https://cga.msu.edu/PL/Portal/3644/PreparinganNIHProposalinKualiResearch(KR)

Avoiding Common Errors: https://grants.nih.gov/grants/how-to-apply-application-guide/learn-how-we-check-your-application-for-completeness/avoiding-common-errors.htm

NIH Application Guide - https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.100-how-to-use-the-application-instructions.htm

Page Limits - https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm

Additional assistance with Human Subjects determinations –

- Decision Tool: Am I Doing Human Subjects Research? – Decision tree to help determine if you're doing human subjects research
- Human Subjects Research Infographic – One page infographic with examples of human subjects research

- Exempt Human Subjects Research Infographic – One page infographic explaining the human subject exemptions
- https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.500-phs-human-subjects-and-clinical-trials-information.htm – provides NIH guidance on how to complete the fields within the PHS Human Subjects and Clinical Trials Information Form, including the Study Record and Planned/Cumulative enrollment form.