**Solicitation Name:** HHS STTR Phase l

**Solicitation Number:** PA-19-270/PA-19-271

**Submission Date:** 5:00 PM Local on September 5, 2019

**Proposal Development Checklist**

**Formatting:**

* Application package has been obtained from [Grants.gov](http://www.grants.gov/web/grants/applicants/download-application-package.html)
* All required forms have been completed in full
* Any created sections (Project Summary, Project Narrative) adhere to formatting guidelines

**SF 424 R&R Cover Sheet**

* **Specific Field Requirements**
  + Unless updating a prior application, the box for “Application” has been checked in Field 1
  + “Small Business” has been selected for Field 7
  + Field 10 has been left blank
  + Field 11 bears a Descriptive Title of 200 characters or less
  + Under Field 16, box for “Program is not covered by E.O. 12372” has been checked

**SF 424 R&R Project/Performance Site Location(s)**

* **General Requirements**
  + Project Performance Site Location information has been supplied for all locations where proposed project work will take place

**R&R Other Project Information Form**

* **General Requirements**
  + All items and fields have been completed in full
* **Field 7 Project Summary/Abstract**
* **General Formatting**
  + Standard 8.5x11 page size has been used
  + Project Summary/Abstract is a PDF and has been uploaded to the form
  + Margins are at least 0.5 inches on all sides
  + Project Summary is no more than 30 lines of text
* **Content Requirements**
  + Project Summary states long-term objectives and specific aims or the project
  + Research design and methodology for the project have been stated
  + Project Summary does not include proprietary, confidential information
* **Field 8 Project Narrative**
* **General Formatting**
  + Project Narrative is a no more than three sentences in length
* **Content Requirements**
  + Project Narrative describes relevance of project to public health
* **Field 9 Bibliography & Cited References**
* **General Formatting**
  + Complete list of all referenced cited has been provided
* **Field 10 Facilities & Other Resources**
* **Content Requirements**
  + Description has been provided on how the scientific environment in which the research will be done contributes to the probability of success
* **Field 11 Equipment Documentation**
* **Content Requirements**
  + Types, location, capability, and availability of equipment necessary to successfully carry out the Phase I effort have been described
* **Field 12 Other Attachments**
* **SBA Company Registry**
  + SBA Registry file PDF has been attached and uploaded

**R&R Senior/Key Person Profile**

* **General Formatting**
  + Form has been completed for each team member that has been designated as senior/key individual
  + Biographical sketch template found at this [link](https://grants.nih.gov/grants/forms/biosketch.htm) has been used for each team member
  + Biographical sketch is less than five pages in length per person
  + If the PD/PI is from the Research Institution, that person has been affiliated with the small business in eRA Commons

**R&R Budget**

* **General Formatting**
  + All budget fields have been completed in full
* **Field L – Budget Justification**
  + A justification with supporting details and pricing for budget categories of equipment, travel, participant/trainee support, and other direct cost has been attached
  + Only one file has been attached

**R&R Subaward Budget Attachment**

* **General Formatting**
  + A fully complete budget and budget justification have been added for the Research Institution
  + A Letter of Commitment certifying the RI will be performing at least 30% of the work on the STTR project has been uploaded as an attachment

**PHS 398 Research Plan Form**

* **General Formatting**
  + All formatting requirements from Project Summary/Abstract aside from length have been followed
* **Specific Aims**
  + Specific Aims section is no more than 1 page in length
  + Specific objectives of the Phase I research and development effort have been stated, including technical questions that will be addressed in the feasibility
* **Research Strategy**
* **General Requirements**
  + Research Strategy is no more than 6 pages in length
  + Research Strategy may address the Significance, Innovation, and Approach either for each Specific Aim individually or for all of the Specific Aims collectively
* **Significance**
  + Importance of the problem or critical barrier to progress the proposed solution seeks to address has been explained thoroughly, including the scientific premise for the proposed project
  + Project’s potential to lead to a marketable product, process, or service has been explained
* **Innovation**
  + Explanation has been provided for how the proposed project will challenge or shift current research/clinical paradigms, covering items such as novel theoretical concepts, approaches, and advantages over current practice
* **Approach**
  + Overall strategy, methodology, and analyses that will be used to accomplish project goals has been described, including designs, methods, and research methodologies
* **Additional Attachments**
  + If project includes use of any specialized/protected materials, consortiums, human subjects, or vertebrate animals, the relevant documentation has been attached
* **Letters of Support**
  + If proposed project uses any collaborators or consultants, a letter from an authorized agent for each organization must be included, bearing at minimum, verification of project commitment, acknowledgment of PI/PD as lead, and specifics of services/tasks they will contribute to proposed project

**SBIR/STTR Information Form**

* **General Formatting**
  + All items have been completed in full