**Checklist for NIH COVID-19 Supplements**

Note this checklist is a general guide for NIH competitive revisions and administrative supplements. Refer to the official NIH SF424 application guide, funding opportunity announcement, and notice of special interest (NOSI) for specific instructions.

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| Proposal Requirements | Notes |
|  | **SF424 Cover**  | * 4a Federal Identifier – input institute & serial # of parent award.
* 4b Agency Routing Identifier – input Notice number
* 11 Descriptive Title – must be the same as parent grant.
 |
|  | **Project Summary** | Limited to 30 lines of text. Parent grant project summary can be used for administrative supplements unless NOSI states otherwise. |
|  | **Project Narrative** | Limited to 2-3 sentences. Parent grant project narrative can be used for administrative supplements unless NOSI states otherwise. |
|  | **Bibliography** | Standard requirements apply |
|  | **Facilities & Other Resources** | Describe resources available at each site.  |
|  | **Equipment** | Upload if use of equipment is applicable on supplement. |
|  | **Budget & Budget Justification** | Review NOSI for guidance on allowable project period and budget amount. |
|  | **Biographical Sketch** | Upload biosketch for all key personnel participating on the supplement. For multiple PD/PI parent awards, the supplement may be requested by any or all of the PD/PIs. |
|  | **Performance Sites** | List all performance sites participating on the supplement |
|  | **Introduction to Application** | Limited to 1 page. Describe the nature of the revision and how it will influence the specific aims, research design, and methods of the current grant. This is only required on competitive revisions. |
|  | **Specific Aims** | Limited to 1 page.  |
|  | **Research Strategy** | Review NOSI for guidance on content and page limitation. |
|  | **Vertebrate Animals** | Upload if applicable to supplement |
|  | **Select Agent Research** | Upload if applicable to supplement |
|  | **Multiple PD/PI Leadership Plan** | Upload if parent grant is an MPI award and both PD/PIs are participating on the supplement. |
|  | **Consortium/Contractual Arrangement** | Upload if subsites are participating on the supplement. |
|  | **Letters of Support** | Upload if applicable to supplement |
|  | **Resource Sharing Plan** | Review funding opportunity announcement for guidance on whether data sharing plan is required |
|  | **Authentication of Key Biological and/or Chemical Resources** | Upload if applicable to supplement. |
|  | **Human Subjects/CT** | Complete if applicable to competitive revision. This form is not applicable for parent administrative supplement. |