**PI NAME**

**RFA YOU ARE APPLYING FOR**

**Due to Funder: DUE DATE**

**Grant Components Tracking Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DRAFT** | **FINAL** | **Section** | **Assigned Person** | **Status** |
|  |  | **REGISTRATIONS** |  |  |
|  |  | Collect DUNS for all Subs | PI/GM |  |
|  |  | Collect Era Commons for all Key Personnel | PI/GM |  |
|  |  | **FORMS** |  |  |
|  |  |  |  |  |
|  |  | **BUDGET** |  |  |
|  | Dec 20 | VUMC | PI/GM |  |
|  | Dec 20 | Subcontract budgets:Site 1Site 2 | PI/GM |  |
|  | Dec 20 | Budget Justifications | PI/GM |  |
|  | Dec 20 | Signed LOI with subcontract partners | PI/GM |  |
|  |  | **GRANT COMPONENTS** |  |  |
|  | Jan 4 | Cover Letter | PI |  |
|  | Dec 20 | PHS Assignment Form | PI |  |
|  | Dec 20 | Project Summary Abstract (30 lines) | PI |  |
|  | Dec 20 | Project Narrative (3 sentences) | PI |  |
|  | Dec 20 | Facilities and Other Resources | PM |  |
|  | Dec 20 | Equipment  | PM |  |
|  | Jan 8 | Specific AIMS-1 page | PI |  |
|  | Jan 8 | Research Strategy-12 pages | PI |  |
|  | Dec 20 | PHS Human Subjects and Clinical Trials Information Form\*Includes- Inclusion Enrollment Report | PI |  |
|  | Jan 4 | Human Subjects Narratives2.4 Inclusion of Women, Minorities, and Children2.5 Recruitment and Retention Plan2.7 Study Timeline3.1 Protection of Human Subjects3.3 Data Safety and Monitoring Plan3.5 Overall Structure of the Study Team | PI |  |
|  | Jan 4 | Multiple PI Leadership Plan  | PI |  |
|  | Jan 4 | Resource Sharing Plan (Genomic DSP) | PI |  |
|  | Jan 4 | Foreign Justification | PI |  |
|  | Jan 8 | Bibliography | PI |  |
|  | Dec 20 | Consortium Contractual Agreements | GM |  |
|  | Jan 4 | **KEY PERSONNEL** |  |  |
|  |  | Biosketches | PM |  |
|  |  | **VANDERBILT** |  |  |
|  |  | PI |  |  |
|  |  | Investigator 1 |  |  |
|  |  | Investigator 2 |  |  |
|  |  | **SITE 1** |  |  |
|  |  | Site 1 PI |  |  |
|  |  | Site Investigator 1 |  |  |
|  |  | Site Investigator 2 |  |  |
|  |  | **SITE 2** |  |  |
|  |  | Site 2 PI |  |  |
|  |  | Site Investigator 1 |  |  |
|  |  | Site Investigator 2 |  |  |
|  | **Jan 4** | **OTHER** |  |  |
|  |  | **Letters of Support**  | PI |  |
|  |  | Site 1 |  |  |
|  |  | Site 2 |  |  |
|  | **Jan 4** | Appendix | PI |  |
|  |  | NO Appendix |  |  |