**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 1  Site 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 Narratives  2.4 Inclusion of Women, Minorities, and Children  2.5 Recruitment and Retention Plan  2.7 Study Timeline  3.1 Protection of Human Subjects  3.3 Data Safety and Monitoring Plan  3.5 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 |  |  |