NIH R03 Checklist
AHRQ Small Research Grant Program (R03): Click Here
Research Development Office
The Texas A&M University System

Font: Arial (preferred), Helvetica, Palatino Linotype, or Georgia; 11 pt. font or larger; black ink only. The symbol font may be used to insert Greek letters or special characters.
Type density: no more than 6 lines per vertical inch and no more than 15 characters per inch.
Margins: minimum one-half inch
Spacing: space between paragraphs and headings in bold. Do not use headers/footers.
Title Length: The NIH limits project title character length to 200 characters, including spaces
Deadline(s): NEW: Feb. 16; Jun. 16; Oct. 16; RESUBMISSION: Mar. 16, Jul. 16, Nov. 16 (non- renewable)
Anticipated Project Start Date(s): December 1; April 1; July 1
Budget: $100,000 per year direct costs for 2 year period; no more than $50,000 per year

Overview of R03 – Click Here; Some Example Awards: Click Here and Click Here

This non-renewable mechanism provides limited funding for a short period of time to support a variety of types of projects, including pilot or feasibility studies, collection of preliminary data, secondary analysis of existing data, small, self-contained research projects, and development of new research technology, etc. The R03 is meant to be a stepping stone to the R01. Preliminary data is not required; however, some preliminary data in support of feasibility is recommended.

Scope: The common characteristic of the small grant is the provision of limited funding for a short period of time. Examples of the types of projects that ICs support with the R03 include the following:

- Pilot or feasibility studies
- Secondary analysis of existing data
- Small, self-contained research projects
- Development of research methodology
- Development of new research technology

Contents

1. **Cover letter (attachment)**: Optional, but encouraged if a particular institute or study section is desired
2. **Specific aims (1-page)**: project goals and expected outcomes
3. **Introduction (1-page)**: Applicable to resubmission, new applications need not worry about this
4. **Research strategy (6-pages)**: Significance, Innovation, and approach
5. **References cited (no page limit)**: List all authors in the sequence appearing in the publication
6. **Project summary**: 30 line maximum, self-contained description of the project which includes a statement of objectives and methods to be employed (not a summary of accomplishments). State the application's broad, long-term objectives and specific aims, making reference to the mission of the agency
7. **Project narrative**: 2 – 3 sentences, describe in language for the lay audience the relevance of this research to public health. Will be public domain
8. **Biosketch**: Click Here; SciENcv portal to create the biosketch: Click Here
9. **Budget justification**: (attachment) List all personnel, effort, project role, and contribution, no salary information
10. **Equipment (no page limit)**: List of major equipment already available for the project; list location and pertinent capabilities
11. **Facilities and other resources (no-page limit)**: Identify and describe facilities to be used (lab, animal, computer, etc.). Describe how the scientific environment in which the research will be done contributes to the probability of success – Click Here
12. **Human subjects**: if applicable: Protection of Human Subjects; Inclusion of Women & Minorities; Targeted/Planned Enrollment Table (form); Inclusion of Children)
13. **Letter of support**: Attachment
    - Include letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors
    - Consultants letters should include rate/charge for consulting services and level of effort/number of hours per budget period anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service

14. **Resources sharing plan (no-page limit)**
15. **Vertebrate animals (no-page limit)**: Only if applicable, if not upload a document that says “Not Applicable”
16. **Authentication of key biologicals (no-page limit)**: Only if applicable, if not upload a document that says “Not Applicable”
17. **Data safety monitoring plan**: Required if a clinical trial proposed
18. **Inclusion of women & minorities**: Required if human subjects involved
19. **Planned enrollment report**: Required if human subjects involved, form within the package
20. **Inclusion of children**: Required if human subjects involved
21. **Consortium/contractual agreement**: Required if there is a subcontract