NIH Grant Application Checklist- UM Lead

The following list of documents must be completed and submitted through your unit's grant application submission process to the Office of Research Services (ORS) **no less than 10 business days prior** to the non-UM lead's institution's deadline.

UM Contact:

Michelina Violi, Research Grants Office (RGO), Health and International - Responsible for submitting all documentation once it has been finalized, with a copy to the UM PI, ensuring version control and preventing duplication of effort.

General Grant Information:

NIH Funding Opportunity Announcement (FOA) Number: _____
Name of UM Lead Principal Investigator (PI):_____
eRA Commons Username (Contact RGO for assistance): _____
Project Title: _____
Project Period/Term Dates:_____
NIH Submission Deadline: _____

Non-UM Co-Investigator(s):

(For additional non-UM Co-Investigators copy and paste the following section onto a separate page.)

Name: _____
Name of Institution:_____
Name of Contact in Co-PI Research Office: _____
Email of Contact in Co-PI Research Office: _____

Required Documents:

Document	Format/Template	Responsibility	Done
Funding Application Approval Form (FAAF) (UM document)	The form and step-by-step instructions available on ORS intranet page and ORS webpage	UM PI	☐
This checklist	This Word document, fully completed	UM PI	☐
Completed grant application from ASSIST platform	Download PDF of application form from ASSIST	UM PI	☐

Additional Information for Specific Sections of Grant Application on ASSIST:

(Not all-inclusive of all application requirements.)

Document	Format/Template	Responsibility	Done
Foreign Justification • More about Foreign Justification	PDF document	UM PI	☐
NIH R&R Budget • More about Budgets	NIH R&R Budget Template	UM PI	☐
Budget Justification	PDF document	UM PI	☐
Facilities & Other Resources • More about Facilities & Other Resources	PDF document	UM PI	☐
Equipment • More about Equipment	PDF document	UM PI	☐
Biographical Sketch(es) • More about Biographical Sketches	PDF document	UM PI & all UM Co-Investigators	☐

Additional Information Required per NIH Policy:

(Not required in application on ASSIST.)

Document	Format/Template	Responsibility	Done
Financial Conflict of Interest (FCOI) (Kept on file per NIH policy)	NIH FCOI Training Certification • (valid for 4 years) UM FCOI Directive UM FCOI Declaration	UM PI & UM key personnel	☐
PD/PI Assurance Letter (Kept on file per NIH policy)	Word document on UM letterhead	RGO to draft & UM PI to sign	☐

Additional Information Regarding Research Security on US Government Grants:

The United States (US) has implemented research security measures that impact Canadian researchers seeking US funding. It is important that researchers understand the different research security requirements established by the following US government funding agencies.

The US Government Funding Agency Requirements can be reviewed either on the Office of Research Security intranet page or via this PDF document.

The Office of Research Security will contact you to discuss possible security issues.

Documents Required from Non-UM Co-Investigator(s) / Subsites:

Complete the following if you have non-UM Co-Investigators at other institutions. (Contact RGO for directions.)

Document	Format/Template	Responsibility	Done
Biographical Sketch(es)	Word document	Co-PI & key personnel	☐
R&R Budget (Detailed)	NIH R&R Budget template	Co-PI	☐
Budget Justification	Word document	Co-PI	☐
Copy of Negotiated Facilities & Administration rate (Indirect Costs)	PDF document	Research Office of Co-PI's Institution	☐
Facilities & Other Resources	Word document	Co-PI	☐
Equipment	Word document	Co-PI	☐
Letter of Support (Optional but will add to application)	PDF document	Co-PI to draft Letter of Support on institutional letterhead	☐
Statement of Intent to enter into a Consortium Agreement	PDF document	Research Office of Co-PI's Institution	☐
Subrecipient Commitment Form (Provided by RGO)	PDF document	Completed form signed by appropriate institutional signatory	☐
Latest A-133 Audit Report	PDF document	Research Office of Co-PI's Institution	☐

Common UM Registration Numbers for NIH Applications:

UEI: KZVHNCYJMHJ3 (replaced DUNS in 2022)
Employer Identification Number (EIN) / Charitable No. / US Tax Payer ID: 98-6008078
Federal Wide Assurance No.: 00002049
Animal Welfare Assurance No.: A5004-01
Congressional District: 00-000
Cage Code: C401
DUNS No.: 207584707