

MSPH Pre-award Application Checklist

These are the items that are required, at the minimum, for MSPH RA's initial review with a copy of the program announcement or RFA.

Federal, Columbia University and MSPH requirements:

Annual Conflict of Interest form electronically filed in RASCAL

Passed the protection of human research participant certification exam - GCP (if applicable)

Passed the HIPAA certification

For PHS applications, Principal Investigator(s) must have an eRA Commons username.

Current salary confirmation from other Departments involved in the project.

<u>Sample Items from NIH Application</u>	<u>Attached</u>	<u>N/A</u>
Copy of the RASCAL Proposal Tracking Form		
Copy of supporting documentation & memos		
Application Face Page		
Research & Related Senior/Key Person Profile		
Biographical Sketch for Key Personnel		
Research & Related Other Project Information page:		
Project Summary/Abstract		
Project Narrative		
Bibliography & References Cited		
Facilities & Other Resources		
PHS 398 Cover Page Supplement		
Detail Budget for Entire Project Period		
Budget Justification		
Checklist		
Research Plan (Scientific Narrative)*		
Introduction of Application (for resubmission or revision only)		
Specific Aims		
Research Strategy		
Inclusion Enrollment Report		
Protection of Human Subjects		
Inclusion of Women and Minorities		
Targeted/Planned Enrollment Table		
Inclusion of Children		
Vertebrate Animals		
Select Agent Research		
Multiple PD/PI Leadership Plan		
Consortium/Contractual Agreements		
Letter of Support		
Resource Sharing Plan		
Appendix		
Consortium/Subcontract Packet		
Subcontract Proposal Facesheet		
Budget		
Justification		
Scope of Work		
Biographical Sketch for Key Personnel		
Copy of their indirect and fringe rate agreement		

*For initial review, we just need a DRAFT of the research plan. We are only checking for animals, human subjects and other institutional involvement.