

COVID Administrative Supplements & Competing Revision Supplements Check List

NOTE: This is not an exhaustive list and does not take the place of reviewing the NOT/NOSI, FOA, and SF424 Instructions, this is a quick reference guide for critical items that can mean an application is not reviewed or cannot be submitted due to SF424 validation errors

SF424 Application Review

SF424 Cover Page

Type of Application should be “Revision” with the sub question answered “A – Increase Award”

The Notice number (e.g., NOT-CA-20-042), MUST be entered in the Agency Routing Identifier field of the SF424 (R&R) Form. Applications without this information will not be considered for the initiative.

Document Requirements by Form – R01 PA-18-591 Example

Research & Related Other Project Information

Project Summary/Abstract – required document per SF424 validation*

Project Narrative – required document per SF424 validation*

Bibliography/References Cited – not required; warning if not attached

Facilities – not required

Equipment – not required

PHS 398 Research Plan

Introduction – required document for Revisions (supplement applications)

Specific Aims – required document per SF424 validation*

Research Strategy – required document (6 page limit)*

* Per PA-18-591, research documents, other than the Research Strategy, need only be added if the content differs from the parent application. In cases where there is no change but the SF424 requires a document be uploaded, PIs can indicate ‘no change’ or N/A on a file and upload it to remove the validation error.

The following page contains the current NIH FOAs being used for COVID Supplements.

NOTE: new PAs will be issued for FORMS F applications, due on or after May 25, 2020. Therefore, it will be important to ensure that faculty are using the correct FOAs for submission.

PA-18-591

Administrative Supplements to Existing NIH Grants and Cooperative Agreements (Parent Admin Supp Clinical Trial Optional):

<https://grants.nih.gov/grants/guide/pa-files/pa-18-591.html>

Expiration Date: January 26, 2021

PA-18-935

Urgent Competitive Revision to Existing NIH Grants and Cooperative Agreements (Urgent Supplement - Clinical Trial Optional)

<https://grants.nih.gov/grants/guide/pa-files/pa-18-935.html>

Expiration Date: January 25, 2022

PA-20-135

Emergency Competitive Revision to Existing NIH Awards (Emergency Supplement - Clinical Trial Optional)

<https://grants.nih.gov/grants/guide/pa-files/PA-20-135.html>

Expiration Date: March 10, 2023