

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_, ORPA - Box 270140  
RA's name

**FROM:** \_\_\_\_\_  
PI  
\_\_\_\_\_  
Departmental Admin

**RE:** \_\_\_\_\_  
Application Filing Name

The following information has been reviewed by the PI and is ready to be submitted.

- ✓ The proposal is complete and in its final form.
- ✓ Accurate, compliant, and up-to-date Biosketches for Senior/Key personnel are attached.
- ✓ All parts of the Research Plan are complete, compliant, and look fine as pdf attachments.
- ✓ All required SF-424 R&R forms are complete.
- ✓ A cover letter is attached, if required by the Funding Opportunity Announcement or the circumstances.
- ✓ Rigor and Transparency is now a requirement for most NIH research grant and mentored career development award applications and has been addressed in the NIH science portion (research plan) of this proposal.
- ✓ Authentication of Key Biological and/or Chemical Resources has been included if required.