

Proposal Checklist/Outline (Attachments)*
Support for Research Excellence – First (SuRE-First) Independent Research Award [PAR-25-415](#)
(R16 - Clinical Trial Not Allowed)
Note: General Instructions: (Forms I, R-series)
How to Apply [Application Guide](#) Webpage

Component	Page limits	Required (yes/no)
SF 424 (R&R) Form		
Cover Letter Attachment	No limit	No
PHS Assignment Request Form	No limit	No
Research and Related (R&R) Other Project Information Form		
Project Summary/Abstract	30 lines maximum	Yes
Project Narrative	3 Sentences max.	Yes
Bibliography & References Cited	No limit	Yes
Equipment	No limit	Yes
Facilities & Other Resources	No Limit	Yes
Other Attachments – <ul style="list-style-type: none"> ○ Institutional Letter -- Strategic Plan for Building Research Capacity and Research Excellence (Provost, President, Vice President for Research or equivalent senior institutional official) 	No Limits	Yes
Other Attachments – <ul style="list-style-type: none"> ○ Institutional Letter -- Support for the PD/PI Research Career Development (Department Chair or Dean) 	No limit	Yes
Other Attachments – <ul style="list-style-type: none"> ○ Prior, Current and Pending Support 	No limit	Yes
Other Attachments – <ul style="list-style-type: none"> ○ Research Enhancement Plan 	No limit (2 pages recommended)	Yes
Research and Related (R&R) Senior/Key Person Profile		
Biographical Sketch (for all senior key personnel, mentor, and other significant contributors)	5 pages each	Yes
PHS 398 Modular Budget Form		
Budget and Consortium Justification (s)	No limit	Yes
PHS 398 Research Plan Form		
Introduction	1 page	Yes (for a resubmit)
Specific Aims	1 page	Yes
Research Strategy	6 pages	Yes
Vertebrate Animals	No limit	Yes (if animals)
Consortium/Contractual Arrangements	No limit	Yes (if subawards)
Letters of Support	No limit	Yes (from mentor); Recommended from collaborators**
Resource Sharing Plan	No limit	Yes (if model organisms or research tools)
Other Plan(s) – Data Management and Sharing Plan	No limit (2 pages recommended)	Yes
Authentication of Key Biological and/or Chemical Resources	No limit	Yes (if using biological or chemical resources)
Appendix	No limit	No
PHS Human Subjects and Clinical Trials Information		
Use of Human Specimens and/or Data not considered to be human subject research	No limit (paragraph recommended)	Maybe (biospecimens with identifiers)
Human Subject Forms (multiple)	various	Yes (if human subjects research)

* **Note – In some rare circumstances, other documents may be required (e.g., select agent research, additional locations, etc.)**

** **While letters of support from collaborators are not required, they can often be helpful.**