

NIH Applications (Non-UM Lead) NIH Subsite Applications/Consortiums Checklist

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.

The ORS contact for NIH applications is [Michelina Violi](#), Research Grants Officer (Health and International), (RGO), at the University of Manitoba (UM). ***Michelina is the main contact with the lead institution's research office and will submit all documentation once it has been finalized (with a copy to the UM PI) in order to ensure version control and avoid duplication of effort.***

General Grant Information:

NIH Funding Opportunity Announcement (FOA) Number:

Name of UM PI:

eRA Commons user name:

**Contact RGO to create an account if you don't already have one.*

Name of Non-UM Lead Investigator:

Name of Non-UM Lead Investigator Institution:

Project Title:

Project Period (Term Dates):

Date Documents are Required by Non-UM Lead Institution:

Name of Contact in Research Office of Non-UM Lead Institution:

Email of Contact in Research Office of Non-UM Lead Institution:

Document	Format/Template	Responsible	Done
Funding Application Approval Form (FAAF)	The form and step-by-step instructions can be found on either the ORS intranet page or the ORS webpage .	UM PI	
This Checklist	This Word document fully completed	UM PI	
Statement/Scope of Work	Word document	UM PI	
NIH R&R Budget	NIH R&R Budget	UM PI	
Budget Justification	Word document	UM PI	
Facilities & Other Resources	Word document	UM PI	
Equipment	Word document	UM PI	
Biographical Sketch(es) <i>NOTE: eRA Commons account is required</i>	Word document	UM PI	
Letter of Support (if required)	PDF	UM PI	
Financial Conflict of Interest (FCOI)	1) NIH FCOI Training Certification (valid for 4 yrs) 2) UM FCOI Directive 3) UM FCOI Declaration <i>Both kept on file as per NIH policy.</i>	UM PI	
Letter of Intent to Enter into a Consortium Agreement	PDF	ORS/RGO	
Subrecipient Commitment Form (if required by Lead institution)	PDF	ORS/RGO	

University of Manitoba Registration Numbers with US Government

- (1) DUNS Number: 207584707
- (2) Employer Identification Number (EIN) / Charitable #/ US Tax Payer ID: 98-6008078
- (3) Federal Wide Assurance Number: 00002049
- (4) Animal Welfare Assurance Number: A5004-01
- (5) Congressional District: 00-000
- (6) Cage Code C401
- (7) UEI: KZVHNCYJMHJ3 (replaced DUNS in 2022)