

## NIH Applications (UM Lead) NIH Grant Application 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 Lead PI:

eRA Commons user name:

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

Project Title:

Project Period (Term Dates):

NIH Submission Deadline:

*Copy and paste the following section, as required, for each non-UM Co-Investigator on the project:*

Name of Non-UM Co-Investigator:

Name of Non-UM Co-Investigator Institution:

Name of Contact in Research Office at Non-UM Co-Investigator Institution:

Email of Contact in Research Office at Non-UM Co-Investigator Institution:

Document	Format/Template	Responsible	Done
Funding Application Approval Form (FAAF)	The form and step-by-step instructions can be found on either the <a href="#">ORS intranet page</a> or the <a href="#">ORS webpage</a> .	UM PI	
This Checklist	This Word document fully completed	UM PI	
Completed Grant application from <a href="#">ASSIST</a> platform.	PDF	UM PI	

### **Additional Information for Specific Sections of Grant Application on ASSIST (not all-inclusive of all application requirements – hyperlink included where available)**

Document	Format/Template	Responsible	Done
<a href="#">Foreign Justification Additional Information</a>	Word Document to be converted to PDF for uploading to ASSIST	UM PI	
<a href="#">R&amp;R Budget</a>	NIH R&R Budget Template	UM PI	
Budget Justification	Word document to be converted to PDF for uploading to ASSIST	UM PI	
<a href="#">Facilities &amp; Other Resources Additional Information</a>	Word document to be converted to PDF for uploading to ASSIST	UM PI	
<a href="#">Equipment Additional Information</a>	Word document to be converted to PDF for uploading to ASSIST	UM PI	
<a href="#">Biographical Sketch(es) Additional Information</a>	Word document to be converted to PDF for uploading to ASSIST	UM PI & all UM Co-Investigators	

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### Additional Requirements as per NIH policy (*but not required in application on ASSIST*)

Document	Format/Template	Responsible	Done
Financial Conflict of Interest (FCOI)	1) <a href="#">NIH FCOI Training Tutorial</a> (valid for 4 yrs) 2) <a href="#">UM FCOI Directive</a> 3) <a href="#">UM FCOI Declaration</a> <i>Both kept on file as per NIH policy.</i>	UM PI and UM key personnel	
PD/PI Assurance Letter	Word document on UM Letterhead Kept on file as per NIH policy.	RGO to draft UM PI to sign	

### Documents Required from Non-UM Co-Investigator(s)/Subsites

*Complete the following if you have non-UM Co-Investigators at other institutions.  
(Contact RGO for direction)*

Document	Format/Template	Responsible	Done
Biographical Sketch(es)	Word document	Co-PI and key personnel	
R&R Budget	NIH R&R budget (detailed) template	Co-PI	
Budget Justification	Word document	Co-PI	
Copy of Negotiated Facilities & Administration rate (Indirect Costs)	PDF	Co-PI Research Office	
Facilities & Other Resources	Word document	Co-PI	
Equipment	Word document	Co-PI	
Letter of Support <i>(optional but will add to application)</i>	PDF	Co-PI to draft a Letter of Support for the project on institutional letterhead	
Statement of Intent to Enter into a Consortium Agreement	PDF	Co-PI Institution/Research Office	
Subrecipient Commitment Form	PDF	Completed Form signed by appropriate institutional signatory	
Latest A-133 Audit Report	PDF	Co-PI Research Office	

### 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)