

## **NIH Application Rules**

This is a summary of the basic NIH rules about your application. These rules **MUST** be followed for each application. Needing to make changes at the last moment may mean your application cannot be lodged on time and your good work is wasted. Get it right the first time.

### **Actions**

- If you are a PI, only apply for a grant you and your institution are eligible for.
- Meet application submission deadlines. These are hard deadlines. You must not be late.
- If you are a PI, you must be registered on eRA Commons and your account and password must be current.

### **Text Format**

- Only 4 fonts are permitted: Arial, Palatino Linotype, Helvetica or Georgia.
- Use the same font throughout.
- Black font; no colors, no highlighting.
- Font size: 11 points or larger.
- Paper size: US Letter (8.5" by 11"). NOT A4.
- Page margins: at least 0.5 inches wide.
- No headers or footers.
- No more than 6 lines per inch. For 12-point text, this means use single spacing.
- No more than 15 characters per inch. Don't reduce or enlarge the spaces between words or characters.
- No URLs to direct reviewers to more information about your application.
- Spell out all acronyms when they are first used.

### **Budget(s)**

- US dollars only. Even if you will only spend THB.
- Whole dollars only. Round up or down, as appropriate.
- Do not exceed category limits and caps (e.g. maximum salary cap), even if the total costs are under the amount allowable.
- Use the Detailed Budget Form, NOT the Modular Budget Form.
- Include all named personnel, even if they are not going to be paid.
- Include Other Personnel roles, even if you don't yet know who will perform a role.
- Calculate time on project as calendar months, or % time.
- Make salary requests based on the university's salary policy, not the NIH/NIAID salary cap.
- Justify all expenses directly related to the proposed research. Exclude the general costs of operating your workplace or lab.
- Follow a travel policy. If the university does not have one available, use the US federal policy.
- Do not list entertainment costs or costs for food and drinks at regular meetings.
- Follow the Mahidol University Financial Conflict of Interest (FCOI) policy.
- Ensure ethics requirements are met for all research involving humans and animals.