These instructions are specifically for preliminary applications and proposals for research project support from the **New Mexico IDeA Network of Biomedical Excellence**[1] **(NM-INBRE).** Research projects cannot start until NIH approves each proposal, following project review which is anticipated no earlier than November 2025. To reduce the time for starting new projects, DRPP proposal reviews will be held in advance, in two stages: 1) Preliminary Application and 2) Invited Proposals. This document details required elements for each of these two application stages. The funding opportunity provides the key dates for each stage.

Stage 1. PRELIMINARY APPLICATION due June 18, 2025, 11:59 PM

The Preliminary Application is required by the posted deadline so that NM-INBRE can 1) assemble review panels with relevant expertise, 2) understand what resources may be needed to allow research at the participating institutions, and 3) select the candidates who will be invited to submit complete proposal package. The Preliminary Application consists of the following:

Required Components	Format or Type	URL
Preliminary Application	Online	Application Form
Biographical sketch for investigator & letter of institutional support, if applicable	Online SF424, Ver I	NIH Application Guide Format Page An example biosketch
Other Support	Online SF424, Ver I	NIH Application Guide Format Page An example other support

Stage 2: INVITED PROPOSALS. Complete Proposal due August 11, 2025, 11:59 PM

Proposals in Stage 2 will be ACCEPTED BY INVITATION ONLY. The tables below summarize the required components for applying to the NM-INBRE Developmental Research Project Program (DRPP) of the **New Mexico IDeA Network of Biomedical Excellence (NM-INBRE) Program**. Additional instructions follow the tables. Proposal components must be submitted as editable, electronic PDF documents, even if forms are downloaded as Word/doc files. For several of the forms, NIH provides both .docx or .pdf formats for developing your content, but the submitted forms must be *editable PDFs* (not a scanned image of a form or locked PDF) with the exception of your scanned, signed Face signature pages, letters of support, and IRB/IACUC approval documents. All submitted files must contain the LAST NAME and FIRST INITIAL of the applicant (e.g., Biographical Sketch for Dr. Leonard Hofstadter: "*HofstadterL_Biosketch.docx*")

[1] The NM-INBRE Program is funded by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the National Institutes of Health (NIH) under grant number P20GM103451. The NIH INBRE Program Announcement is available at: https://grants.nih.gov/grants/guide/pa-files/PAR-23-100.html

Proposal submissions to the NM-INBRE Program will use a combination of forms and narratives that include:

1. Public Health Service 398 (PHS398) Grant Application Forms[2], rev. March 2020,
2. Standard Form 424 R&R (SF424), Version I, released March 2025.
3. NM-INBRE-generated PDF Forms, and
4. Text narratives saved as PDF files

Required Components	**Format or Type**	**URL**
1. **Form Page 1**: Face Page Must be ***signed*** by institutional authorized signing official	Form	https://grants.nih.gov/grants/funding/phs398/398_fp1.docx
2. **Form Page 2**: Project Summary	Form	https://grants.nih.gov/grants/funding/phs398/398_fp2.docx
3. **Biographical sketch** for investigator (please provide a version *updated* from the one submitted with the Preliminary Appl)	SF424, Ver I	**Instructions:** R.240 on pages R-50 – 53 of the NIH Application Guide Format Page An example biosketch
4. **Biographical sketch** for mentor	SF424, Ver I	**Instructions:** R.240 on pages R-50 – 53 of the NIH Application Guide Format Page An example biosketch
5. **Resources** 5A. Facilities and Other Resources 5B. Equipment	PDF	**Instructions:** R.220 on pages R-41 – 42 (Section 10. Facilities & Other Resources and Section 11. Equipment) of the NIH Application Guide Upload Resources as a single PDF
6. **Form Page 4**: Detailed Budget	Form	**Instructions** appear below this table Available for download at the INBRE Shared DRPP Budget Forms Dropbox, click download in the far-right column, to get the "Download" option for your specific project type (Pilot or Research Project). A Dropbox account is NOT required for download.
7. **Budget Justification**: Justify budget for project	PDF	**Instructions** appear below this table

[2] **PHS forms and instructions**: http://grants2.nih.gov/grants/funding/phs398/phs398.html

Required Components	Format or Type	URL
8. **Specific Aims** (1 page max)	PDF	**Instructions:** R.400 on page R-83 of the NIH Application Guide
9. **Research Strategy** 3 Pages max for Pilot Projects, 6 Pages max for Research Projects *Including Rigor & Reproducibility* **Rigor & Reproducibility**, including: a. Rigor of Prior Research b. Scientific Rigor c. Biological Variables d. Authentication of Key Biological and/or Chemical Resources	PDF	**Instructions:** R.400 on page R-83– 86 of the NIH Application Guide **Rigor & Reproducibility Guidance and Examples** https://grants.nih.gov/policy/reproducibility/guidance.htm https://grants.nih.gov/grants/Rigor-and-Reproducibility-Chart-508.pdf **Reproducibility FAQs** https://grants.nih.gov/reproducibility/faqs.htm
10. **Progress Report** If applicable (2 pages max)	PDF	**Required only for Continuing Projects** **Instructions** appear below this table
11. **Career Development Plan** If applicable. Not included in page limit (2 pages max)	PDF	**Required only for Pilot Project New Investigators (PPN) & Research Project (RP) Proposals** **Instructions** appear below this table
12. **Data Management and Sharing Plan**	Form	**Instructions** https://grants.nih.gov/grants/forms/data-management-and-sharing-plan-format-page Format Page
13. **Other Support Form**	Form	**Instructions** https://grants.nih.gov/grants/forms/othersupport.htm Format Page
14. **References cited** not included in page limit	PDF	**Instructions:** R.220 on pages R-40 – 41 of the NIH Application Guide
15. **Letter(s) of Support, with signature**	PDF	**Instructions**: R.400 on page R-90 – 91 of the NIH Application Guide

SPECIAL SECTIONS, AS APPLICABLE		
Component	**Format or Type**	**URL**
16. AS APPLICABLE FOR PROJECTS INVOLVING **HUMAN SUBJECTS**: **Human Subjects and Clinical Trial Form** This is a special form has forms embedded within it, including the "Study Record" form. There are required attachments for these embedded forms. Read through instructions for the required components carefully. Delays in funding are most often due to problems or issues with information provided in these forms. **NM-INBRE does NOT support Clinical Trials.** All applicants for projects involving the use of human subjects will be required to include in their NM-INBRE applications: • **Written protocol** addressing the risks and protections for human subjects, in accordance with NIH's Instructions for Preparing the Human Subjects Section of the Research Plan. (e.g., the inclusion of women, minorities, and children) • **IRB Approval** from your institutional IRB • **Human subjects training** certificates for all project personnel	SF424 & PHS 398 Form and Human Subjects/ Clinical Trial Information Form	**NIH guidance on whether your project is defined by NIH as involving Human Subjects and/or a clinical trial:** https://humansubjects.nih.gov/questionnaire **Is my project a Clinical Trial?** https://grants.nih.gov/ct-decision/index.htm **REQUIRED Forms** **Human Subjects and Clinical Trial Form** https://apply07.grants.gov/apply/forms/sample/PHSHumanSubjectsAndClinicalTrialsInfo_3_0-V3.0.pdf (MUST extract and **complete** the study record form) **Instructions and Quick links**: R.500 on pages R-98 –130 of the NIH Application Guide **Instructions for Inclusion Enrollment Report form (IER)** Start on page R-114
17. AS APPLICABLE FOR PROJECTS INVOLVING **VERTEBRATE ANIMALS**:	Word file Text	**Instructions**: R.400 on pages R-87 – 88 of the NIH Application Guide

SPECIAL SECTIONS, AS APPLICABLE		
Component	**Format or Type**	**URL**
Vertebrate Animals addressing the 5 points and IACUC Approval, if applicable		*and* Follow the checklist and example provided at http://grants.nih.gov/grants/olaw/VAChecklist.pdf
18. AS APPLICABLE FOR PROJECTS INVOLVING **SELECT AGENT** RESEARCH	Word file Text	**Instructions**: R.400 on pages R-88 – 89 of the NIH Application Guide
19. AS APPLICABLE FOR USING **HUMAN EMBRYONIC STEM CELLS** (hESCs)	Word file Text	**Instructions:** R.210 on page R-30 of the NIH Application Guide
20. **Consortium** Contractual Arrangements, if applicable.	PDF	**Instructions**: R.400 on page R-90 of the NIH Application Guide

Formatting requirements (e.g., font type and size, margins, etc.) follow NIH standards found in the *SF424 (R&R) Research Instructions for NIH and Other PHS Agencies, Forms Version I Series* (simply called the **NIH Application Guide**).

Complete proposal submissions including all forms and supporting documents must be received by the NM-INBRE Administrative Office no later than August 11, 2025 (11:59 PM).

Applicants submitting proposals through the online application portal will be notified by the system that their submission was successful and will have the option of receiving a PDF copy of their submitted materials at the time of submission. Thus, NM-INBRE will not contact applicants or pre-review file content to determine if all required information is included.

To submit your PROPOSAL materials:

- All submitted files must contain the LAST NAME and FIRST INITIAL of the applicant (e.g., Biographical Sketch for Dr. Leonard Hofstadter: "*HofstadterL_Biosketch.docx*").
- Applicants will use the portal link ***on the NM-INBRE website*** to access the online application portal for submitting proposal materials. The portal link will expire after the posted deadline and materials will no longer be accessible for submission, review, or revision by the applicant.

  Problems or questions should be directed to: nminbre@nmsu.edu

ADDITIONAL INSTRUCTIONS

BIOGRAPHICAL SKETCH

Follow the provided instructions in the table above, paying particular attention to the personal statement.

The **personal statement for the applicant** should indicate why you are well suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.

Mentor biographical sketches should include evidence of their suitability to guide the applicant in approaches or strategies that will enhance NIH or federal grant writing, career advancement, and scientific development. The personal statement should also address the specific role of mentor in the development of the applicant, including how and what types of work together are envisioned and what outcomes are expected to result.

Budget and Justification Instructions

Adapted from the *PHS 398 Grant Application Guide*

Special Note about Budgets: When developing an NIH research budget, it is important to consider the anticipated costs carefully, within institutional policies and NIH regulations. Investigators new to NIH research proposals may wish to consult with the NM-INBRE liaison at the home institution and/or members of the NM-INBRE Administrative Core (nminbre@nmsu.edu) who can help identify potential problems in the project budget or Budget Justification prior to submitting the proposal for competitive review.

Use this section to explain any exclusions applied to the F&A base calculation.

BUDGET PERIOD

Pilot Projects: Support for this award type is only allowed for one-year at a maximum direct costs of $50K. The project period will start no earlier than Nov 1 of the year awarded and continue through the following October 31. *(Based on NM-INBRE's fiscal periods, applicants will need to submit two PHS Forms Page 4:* ***1)*** *November 1 – March 31* ***2)*** *April 1 – October 31.)*

Research Projects: Support for this award type is allowed for up to two years at a maximum direct costs of $125K. The project period will start no earlier than Nov 1 of the year awarded and continue through the following October 31 of the second year. *(Based on NM-INBRE's fiscal periods, applicants will need to submit three PHS Forms Page 4:* ***1)*** *November 1 – March 31* ***2)*** *April 1 – March 31* ***3)*** *April 1 – October 31.)*

Each element listed on Form Page 4 must be clearly justified in your Budget Justification. List only the direct costs requested in this application. Do not include any items that are treated by the applicant organization as Facilities and Administrative (F&A) costs according to a Federal rate negotiation agreement.

Personnel

Name. Starting with the PD/PI, list the names of all applicant organization employees who are involved on the project during the initial budget period, **regardless of whether a salary is requested**. Multiple PIs are not allowed. Include all collaborating investigators, individuals in training, and support staff. Please note that this grant **does not support salary escalation** across multi-year projects.

Role on Project. Identify the role of each individual listed on the project. Describe the specific functions of each in the Budget Justification. Provide budget narrative for ALL personnel by position, role, and *level*

of effort using person months (calendar, academic and/or summer). This includes any "to-be-appointed" positions.

Months Devoted to Project. For each person, enter the number of months **devoted to the project**, even if funds for salary are not being requested. Three columns are provided depending on the type of appointment being reflected: **academic, calendar, and/or summer months**. Individuals may have consecutive appointments within a calendar year, for example for an academic period and a summer period. In this case, each appointment should be identified separately using the corresponding column. For questions regarding how effort should be entered, additional information is available at http://grants.nih.gov/grants/policy/person_months_faqs.htm.

Salary Requested. The actual annual base salary MUST be entered on the budget form. Regardless of the number of months being devoted to the project, or the institutional base salary entered, **indicate only the amount of salary being requested** for this budget period for each individual listed. (See the *Salary Cap Summary* on the NIH grants website or contact the organization's office of sponsored programs.)

NIH grants also limit the compensation for students to salary or wages, fringe benefits and tuition remission. **Salary for students is considered *employment*, not a stipend**. **This NIH program does not permit stipends for students, but does allow student *employment*.**

Note about Tuition. Tuition remission and other forms of compensation paid as, or in lieu of, wages to students under research grants are allowable, provided the following conditions are met:

- The individual is performing activities necessary to the grant
- Tuition remission and other forms of compensation are consistently provided, in accordance with established institutional policy, to students performing similar activities conducted in non-sponsored as well as in sponsored activities
- During the academic period, the student is **enrolled in an advanced degree program** at a grantee or affiliated institution and the activities of the student in relation to the federally sponsored research project are related to the degree program.

Fringe Benefits. Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant organization as a direct cost to all sponsors. Often fringe rates vary by employee type. If you request fringe**, the rate for each** requested employee type must be provided in the justification.

Totals. Calculate the totals for each position and enter the subtotals in each column where indicated.

Consultant Costs
This category is typically not appropriate for project budgets in this program. Please use the 'Other Expenses' category for professional services.

Equipment
Equipment is an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of **$5,000 or more**, or the capitalization threshold established by your institution, ***whichever is less***. List each item of equipment with amount requested separately and justify each purchase in your Budget Justification; cost quotes from the preferred supplier or manufacturer are encouraged to support the budget justification.

Supplies
Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than $1,000 do not have to be itemized. If animals are to be purchased, state the species and the number to be used.

Travel
Investigators, including those with Pilot Projects, are **expected to budget travel expenses for their participation in the Annual NM-INBRE Symposium**. Itemize travel requests and justify in the Budget Justification. Provide the purpose and destination of each trip and the number of individuals for whom funds are requested.

Patient Care Costs
This category is typically not appropriate for project budgets in this program. Please contact the NM-INBRE office for further clarification.

Alterations and Renovations
This category is typically not appropriate for project budgets in this program. Please contact the NM-INBRE office for further clarification.

Other Expenses
Itemize any other expenses by category and unit cost. These might include animal maintenance (unit care costs and number of care days), patient travel, patient participation incentives, donor fees, publication costs, computer charges, rentals and leases, equipment maintenance, service contracts, and tuition remission when budgeted separately from salary/fringe benefits. **Justify all costs in the Budget Justification.**

For the applicant organization budget, list the sum of all consortium/contractual costs (direct and F&A).

If the application includes a subaward/consortium budget, a separate budget justification must be submitted for that budget. For additional instructions for preparing subawards, see Section R.310 of the NIH Guide, pages R-72 – R-74.

Specific Aims
Follow formatting standards described in the NIH Application Guide, beginning on page R-83.

Specific Aims must be described within **one page**. Concisely state the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. Succinctly list the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

Research Strategy
Follow formatting standards described in the NIH Application Guide, beginning on page R-83.

Research strategy for the proposed research project is **limited to 3 pages for Pilot Projects, 6 pages for Research Projects**. These limitations do *not* include the Biographical sketch, Specific Aims, or sections describing Human Subject Research, Vertebrate Animals, Literature Cited, Consortium/Contractual Arrangements, Consultants, and/or supporting letters, and other required NIH forms.

Overview
Organize your discussion in a way that answers these questions: *What do you intend to do? Why is the work important? What has already been done? How are you going to do the work?*

The Research Strategy should contain the standard sections of an NIH proposal: **Significance**, **Innovation**, **Approach** and how your approach ensures Rigor and Reproducibility. The Research Strategy should also contain a description and justification of the proposed individual research project and core service facilities that collectively will contribute to the network. The Strategy should also address the following:

- Preliminary studies are NOT required for INBRE applications, but applicants with preliminary results should describe them. In the absence of preliminary results, applicants should describe the rationale and scientific basis for the proposed research. Concisely state the importance and health relevance of the proposed research to the specific aims.
- Describe the nature and scope of any scientific research collaborations.
- Describe the outcomes and progress resulting from previous INBRE support, as applicable, and explain how further support will contribute to your career and research development.

Significance
Briefly provide the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. **If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced**. Describe the effect of these studies on the concepts, methods, technologies, treatments, services or preventative interventions that drive this field.

Innovation
Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed.

Approach
Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. Describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

If the program involves **human subjects**, describe how you will study and address 1) the protection of human subjects from research risks, and 2) inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity, as well as the inclusion or exclusion of children. Work will not begin until Institutional Review Board (IRB) has authorized the project protocols. Applicants for must submit their IRB and IACUC approvals at the time of proposal submission. Projects are ***not allowed*** if the proposed research meets the NIH criteria for Clinical Trials. To determine whether your work is defined by NIH as a Clinical Trial, go to the NIH Clinical Trial decision tree.

Progress Report
Describe the overall progress of the research supported currently by NM-INBRE 1) major activities; 2) specific objectives 3) significant results (e.g., major findings, developments, or conclusions, both positive and negative), and 4) key outcomes or other achievements. Indicate any publications and/or grant applications resulting from the research. Include a discussion of stated goals not met. Do not include progress from any other projects except the currently funded project. Submit a Progress report only if you are submitting an application to renew a currently funded DRPP project.

Career Development Plan
Career Development Plan must include:
Not Required of Pilot Projects for <u>Established</u> Investigators (PPE)

1. The PD/PI's research career enhancement objectives and a detailed plan to accomplish them.

   These objectives and plan must explain in detail how the PD/PI and research career enhancement objectives will be achieved as a logical progression from the applicant's past training and research experience and how INBRE support will allow the PD/PI to increase his/her research competitiveness and transition to other external support. The plan must justify the PD/PI's need for development via the INBRE mechanism and provide an explanation of how the proposed project, the time devoted to it (i.e., 50% effort or 6 person months), and the participation of mentor(s) and collaborators/consultants (if applicable) will help the PD/PI further his/her research competitiveness and significantly improve his/her productivity to allow him/her to compete for other external support. The career enhancement plan must provide also the steps to be followed to achieve the PD/PI's objectives, include specific milestones and a detailed timeline for publications and the transition to other external support. **<u>For applicants that have previously been awarded a DRPP grant from NM-INBRE at any time since 2001, this section should include a discussion of how the previous INBRE funding impacted their career and why more developmental funding is needed.</u>**

2. Role of the Mentor in Career Development Plan.

   In this part, provide information on: a) the mentor's research qualifications and his/her previous experience as a mentor; b) his/her role in this case and the areas in which he/she will assist with the PD/PI's development, and c) a detailed research career monitoring plan that describes the nature and frequency of the supervision and how the applicant's progress towards specified milestones will be monitored, including the transition to other sources of funding.

References Cited
Each reference must include names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application.

The references should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

Letters of Support
Provide letters of support from the Department Chair or Dean or other appropriate institutional officials confirming that the time and effort requested by the applicant (a minimum of 6 person-months per year for RP's and a minimum of 3 person-months for PPN's and PPE's) for the proposed project will be provided. If applicable, provide letter(s) of support from project collaborator(s).

Where Applicable
Protection of Human Subjects; Inclusion of Women and Minorities; Targeted/Planned Enrollment Table; Inclusion of Children; Vertebrate Animals; Select Agent Research; Consortium/ Contractual Arrangements; Letters of Support (e.g., Consultants).

Human Subjects/Vertebrate Animals Additional Requirements
Please refer to the NIH Application Guide Instructions for these sections.

- If human subjects participate in your research, please provide a full description and complete **IRB approval** documentation. **H.S. Training certifications** for those involved in the H.S. research must be submitted at the time of the proposal.
- If vertebrate animals are used in your research, provide a full description, the Vertebrate Animal Section with the required 5 points, and complete **IACUC approval** documentation.

Criteria Considered in the Review Process
The goals of NIH-supported research are to advance our understanding of biological systems, to improve the control of disease, and to enhance health. In their written critiques, reviewers will be asked to comment on each of the following criteria in order to judge the likelihood that the proposed research will have a substantial impact on the pursuit of these goals. Each of these criteria will be addressed and considered in assigning the overall score, and weighted as appropriate for each application. Note that an application does not need to be strong in all categories to be judged likely to have major scientific impact and thus deserve a meritorious priority score. For example, an investigator may propose to carry out important work that by its nature is not innovative but is essential to move a field forward.

SCIENTIFIC MERIT OF PILOT RESEARCH PROJECTS
Significance: Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

Approach: Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well-reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

Innovation: Is the project original and innovative? For example: Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

Investigators: Is the investigator (and collaborators) appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?

Environment: Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?

ADDITIONAL REVIEW CRITERIA

The review of research projects is not based solely on the traditional considerations used for peer evaluation of scientific merit (preliminary data are not required, for example). Reviewers also take into account the preliminary nature of the proposed studies, and in a broader sense, the degree to which the research activity will contribute to the goals and objectives of the INBRE program. To an extent appropriate, all research projects' activities will be evaluated according to NIH review guidelines for scientific projects, i.e., the five criteria used for scientific merit review: **significance, approach, innovation, investigator, and environment**. In addition, programmatic review will include additional criteria listed below:

Additional Major factors to be considered in the evaluation of projects include:

- The extent to which funding is likely to positively impact the research program and career advancement of the investigator
- The likelihood that successful completion of the project aims will allow the PD/PI to compete for other research support
- For investigators who have received previous INBRE support: career, research, and programmatic results of previous funding
- Plans for the recruitment, research training, and career development of postdoctoral fellows and/or students of the institutions involved in the network
- The involvement of students in mentored research experience
- The integration of data science approaches, where applicable
- Extent to which the research takes advantage of any unique features of the scientific environment or employs productive collaborative arrangements
- Availability of any specialized facilities needed
- Institutional support for the project
- As warranted, explicit attention to human subjects protection and appropriate inclusion of women, minorities and children as instructed in the NIH Application Guide (Ver. I)
- As warranted, explicit attention to use of animals in research as noted in Instructions for the NIH Application Guide (Ver. I)

If you have questions about this call, you may send inquiries to the NM-INBRE Program Liaison at your institution, listed in the tables below.

Contacts at NM-INBRE Institutions

Institution	Liaison	E-mail
Burrell College of Osteopathic Medicine	Dr. Alex Gasparian	agasparian@burrell.edu
Doña Ana Community College	Dr. Joe Butler	jbutler@dacc.nmsu.edu
Eastern New Mexico University	Dr. John Montgomery	john.montgomery@enmu.edu
New Mexico Highlands University	Dr. Ian Williamson	iwilliamson@nmhu.edu
New Mexico State University	Dr. Shelley Lusetti	slusetti@nmsu.edu
New Mexico Tech (NMT)	Dr. Sally Pias	sally.pias@nmt.edu
Northern New Mexico College	Dr. David Torres	davytorres@nnmc.edu
San Juan College	Dr. Eric Miller	millere@sanjuancollege.edu
University of New Mexico	Dr. Bill Shuttleworth	bshuttleworth@salud.unm.edu
Western New Mexico University	Dr. Kathy Whiteman	kathy.whiteman@wnmu.edu

Applicant Checklist

Stage 1: PRELIMINARY APPLICATION

What to Submit	Format (uploads must be PDF)
Application Form	NM-INBRE Online Application Form
Biographical Sketch	SF424, Ver I, Bio Sketch Format Page
Other Support	SF424, Ver I, Other Support Format Page

Stage 2: INVITED PROPOSALS

What to Submit	Format (uploads must be PDF)
Form Page 1, Face Page	Form
Form Page 2, Project Summary	Form
UPDATED Biosketch	SF424, Ver I, Bio Sketch Format Page
Biosketch for Mentor, if applicable	SF424, Ver I, Bio Sketch Format Page
Resources	PDF (editable)
Forms Page 4 Detailed Budget	Form
Budget Justification	PDF (editable)
Specific Aims	PDF (editable)
Research Strategy	PDF (editable)
Progress Report, if applicable	PDF (editable)
Career Development Plan, if applicable	PDF (editable)
Data Management and Sharing Plan	Form
Other Support	Form
References Cited	PDF (editable)
Letter(s) of Support	PDF (editable)
Consortium Contractional Arrangements, if applicable	PDF (editable)
Projects involving Human subjects or Vertebrate Animals	
Human Subjects & Clinical Trial Information Form (with completed Study Record)	PHS 398
IRB Approval	Approval documentation as PDF
HS Training Certificates	PDF
IACUC Approval	Approval documentation as PDF