

# R-SERIES PLANNING & TIP SHEET

Does your study meet the NIH definition of a Clinical Trial (CT)?

Does your application include animal subjects, human specimens, and or data?

**Review** the NIH definition, [case studies](#) and [FAQs](#) to determine whether your research involves Human Subjects. Also see [Human Subjects Exemptions](#).

**DECISION TOOL**

Your human subjects study may meet the NIH definition of a clinical trial.

**FIND OUT HERE**

## Animals in NIH Research

**Use the [Human Subjects Research Tool](#)** to determine whether your research qualifies as NIH-defined **Human Subjects Research**.

**Note:** This will affect how you complete your application

Select the Right Notice of Funding Opportunity (NOFO)?

**Respond** to the NOFO using the correct CT indicator and confirm that your chosen NIH institute is participating.

National Cancer Institute (NCI)  
National Eye Institute (NEI)  
National Heart, Lung, and Blood Institute (NHLBI)  
National Human Genome Research Institute (NHGRI)  
National Institute on Aging (NIA)

Funding Opportunity Title NIH Research Project Grant (Parent R01 Clinical Trial Required)

Familiar with Guide updates and the Human Subjects & CT Info Form?

Follow the NOFO and [NIH Guide \(FORMS-I\)](#). The [PHS Human Subjects & CT Information Form](#) is **critical** for Human Subjects Research applications.



Have the right people been informed about your application?

*In addition to your administrator, be sure to notify...*

**OROS**  
**as soon as you plan to submit a proposal**

**Key Personnel & Subrecipients**  
Collect biosketches, salary/fringe, and letters of support (LOS)

**Consultants**  
**Request a letter outlining hours/days & rate**

**Vendors**  
Need quotes for equipment or services?


Have the required logins and submission access?

eRA Commons Accounts  
**Ensure all PD/PIs** have accounts with correct UCLA affiliation and role  
[Request account](#)

Link [ORCID iD](#) to [eRA Commons](#) for **ALL PD/PIs & Key Personnel**.  
**PD/PIs MUST have a PI role in eRA Commons**  
[Instructions](#)  
[NIH video](#) [OROS video](#)

Access to UCLA's S2S (Cayuse) system for Grants.gov submission?  
[Request access](#)


UCLA Internal documents prepared?



**EPASS Form**



**Conflict of Interest Disclosure**



**PI Exception Letter**

Proposal Submitted—So... What's Next?

**High-scoring proposals:** E-mail [IRB](#) to confirm if UCLA should be the IRB of record and review the proposed Single IRB Plan [found here](#); E-mail [ARC](#) or visit [ARC website](#)