


Checklist for Foreign Organization Leading PF5 Component		PRIOR TO SUBMISSION
JHU Required Documents or Information		Prior to submission
	Legal organizational information and UEI	For documents and SF424 cover
	Scope of Work (internal JHU requirement)	For internal summaries and approvals
	Detailed budget with direct and indirect costs (8%) with written budget justification	R&R format, marked project budget with UEI
	Explanation of why it cannot be done domestically, and how it benefits NIH mission	Will be used in Foreign Justification
	Collaboration or governance plan	Will be used in Overall Research Strategy
	Data management and sharing plans	Will be added to Overall DMS Plan
NIH Proposal Documents to Provide (prepared by foreign org)		Prior to submission
	Letter of Attestation Appropriate Authorized Official Agreement to be host / recipient organization Assurance of capacity and resources	Required. Authorized Official here must match eRA Commons Signing Official (SO)
	Common Form Biosketch & Supplement for Project Lead and any senior/key personnel	Required for each
	Valid eRA Commons username for Project Lead	Required, does not need affiliation yet
	Facilities and Other Resources attachment	Required, unique to foreign site
	Equipment attachment	Optional, can add equipment to Overall
Additional Attachments (prepared by foreign org or JHU PI)		Prior to submission
	Project Summary/Abstract	30 lines of text
	Project Narrative	3 sentences
	Specific Aims	1 page, unique or subset or overall aims
	Research Strategy	6 page limit, focus on justification
	References Cited	Can be in foreign or overall; ensure any citations are on a reference attachment
SAM.gov Phase 1 – Entity Validated and UEI Assigned		Prior to submission
Create a personal Login.gov account to go to sam.gov		
	At login.gov , create account and authentication method	Should be Authorized Official from above
	Use at SAM.gov to access an entity workspace	
Get Started → “Register Entity”		
	Choose “Federal Assistance Awards”	Critical choice to ensure correct workflow. Do <u>not</u> click “Get a UEI”
	Complete ONLY the “Core Data / Entity Information”	
	<ul style="list-style-type: none"> Exact Legal Business Name (copy spelling, spacing, and punctuation directly from documentation) 	Do not add Inc. or LLC. if <u>not</u> part of official business name
	<ul style="list-style-type: none"> Physical Address 	Verifiable address, no PO box allowed
	<ul style="list-style-type: none"> Entity Type – Foreign Non-Profit, Foreign For-Profit, Foreign University, Other 	
	<ul style="list-style-type: none"> Date of Incorporation / Start Year 	MM/DD/YYYY format
	<ul style="list-style-type: none"> Country of Incorporation 	
	<ul style="list-style-type: none"> Primary Point of Contact 	Name, email, phone
	Submit for Entity Validation UEI is assigned once entity is validated	UEI will be used on all proposal documents
 Stop in SAM.gov after UEI is issued. DO NOT PROCEED to financial or banking information. Save your registration and return after submission. The status will remain ‘pending.’		