

NIH Attachment Format Guidelines

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- Marking Up Attachments:

- Do not mark up PDF attachments with any features. They will not show on the final application.

- Orientation:

- Portrait and landscape allowed, however landscape may be difficult to read.

- Page Limits:

- See Table of Page Limits, the text of the FOA, or the NIH Guide notice for page limits.

- FOA page limits should be followed if different from Table of Page Limits. NIH Guide notice should be followed if different than FOA or Table of Page Limits.

- If no page limit is specified in the three listed guides, it is safe to assume no limit exists.

- Page limits may apply to multiple attachments and must be adhered to when the attachments are combined. Ensure that limits are not exceeded by preparing information in a single document then breaking up into required attachments.

- Do not use the appendix or other sections to circumvent page limits.

- Paper Size and Margins:

- Standard letter size (8.5"x11") maximum.

- Margins of at least one half inch (1/2") on all sides.

- Scanning:

- Avoid scanning documents the PDF. Create documents in word processing and print or convert to PDF.

- Security Features:

- Disable all security features in PDF documents. They must be able to open and process without password protection or encryption.

- Single vs Multi-column Page Format:

- Recommended single column format for ease of online viewing.

- Video:

- Do not embed videos in the application. Limited circumstances allow videos as post-submission material.

- Application will be structured to indicate that a video will be submitted post-submission.

- Cover letter must include intent to submit a video.

- Key images and a brief description sufficient to present the information in each video must be included within page limits of research strategy. Not all reviewers may be able to access the video.