

# Completing the PHS 398 Checklist

Most of the information on the PHS 398 Cover Page is filled in for you. That information is taken from other tabs in your application.

## Estimated Time to Complete

3 to 5 minutes.

## Prerequisites

The Setup Questions and SF424 form must be filled in.

## Instructions

1. Select the PHS 398 Checklist tab. The form is displayed:

Checklist Completed\*\*

**1. APPLICATION TYPE:**  
From SF 424 (R&R) Cover Page. The responses provided on the R&R cover page are repeated here for your reference, as you answer the questions that are specific to the PHS398.  
\* Type of Application:  
 New  
 Resubmission  
 Renewal  
 Continuation  
 Revision

**Federal Identifier:** \_\_\_\_\_

**2. Change of Investigator / Change of Institution Questions**  
 Change of principal investigator / program director  
 Change of Grantee Institution

**3. Inventions and Patents (For renewal applications only)**  
Inventions and Patents: No

**4. Program Income**  
All applications must indicate whether program income is anticipated during the period(s) for which grant support is request. If program income is anticipated, use the format below to reflect the amount and source(s).

Budget Period	Anticipated Amount	Source(s)
01 year	\$ 0	
02 year	\$ 0	
03 year	\$ 0	
04 year	\$ 0	
05 year	\$ 0	

2. Under 1. APPLICATION TYPE, confirm that the correct type of application is selected. **If it is correct, skip to the next step.** If the application type is incorrect, you will need to return to the SF424 section to change it:

- a. Select the SF424 tab.
  - b. If this tab is marked Completed, click in the check box to un-complete it.
  - c. Under Person to be contacted on matters involving this application, in any of the fields for the contact person. InfoEd displays a screen where you select the contact person. From the drop-down list, select the GCO signatory who is the contact person for your department
  - d. Click the Set button.
  - e. Click the Back button. This returns you to the SF424 form, and fills in the contact person's information.
  - f. Mark the SF424 tab Completed.
  - g. Return to the PHS 398 Cover Page tab.
3. Under 2. Change of Investigator / Change of Institution Questions, if you indicate that this is a change of investigator or institution then you will be prompted to enter additional information.
  4. Under 3. Inventions and Patents, confirm that the correct answer is . **If it is correct, skip to the next step.** If it is incorrect, you will need to return to the Setup Questions to change it.
  5. Under 4. Program Income, indicate whether program income is anticipated.
  6. Skip section 5. Assurances/Certifications. We do not use this section.
  7. Click the Save icon in the upper left corner.
  8. Click the Complete check box in the upper right corner. InfoEd will mark the tab complete.

## Next Steps

At this point, you can continue work on any of the other sections in your application.