NIH grant proposal formatting requirements at a glance (from SF424 R&R, pg. I-20-21)

Page setup:

- Paper size: Standard US 8 ½" x 11

- Margin: at least one-half (0.5) inch margins (top, bottom, left, and right)

- No information should appear in the margins. *The electronic submission system will automatically add page numbers, PI name and document title to each page.*

Font:

- Font type: Arial, Helvetica, Palatino Linotype, or Georgia

- Font color: black

- Font size: 11 points or larger.

- A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.

Type density:

- No more than 15 characters per inch including characters and spaces.

- No more than six lines per inch.

- *In Word this means a minimum line spacing of 'exactly 12pt'. Make sure to check that ascenders and descenders don't run into each other (will depend on font and size). Consider using 13-14pt line spacing to improve readability.*

Figures:

- Figures do not need to follow font guidelines above, but must be readable as printed on an 8.5 x 11 inch page at normal (100%) scale.

- The maximum size of images to be included should be approximately 1200 x 1500 pixels using 256 colors. Investigators must use image compression such as JPEG or PNG. Do not include figures or photographs as separate attachments either in the Appendix or elsewhere in the application.