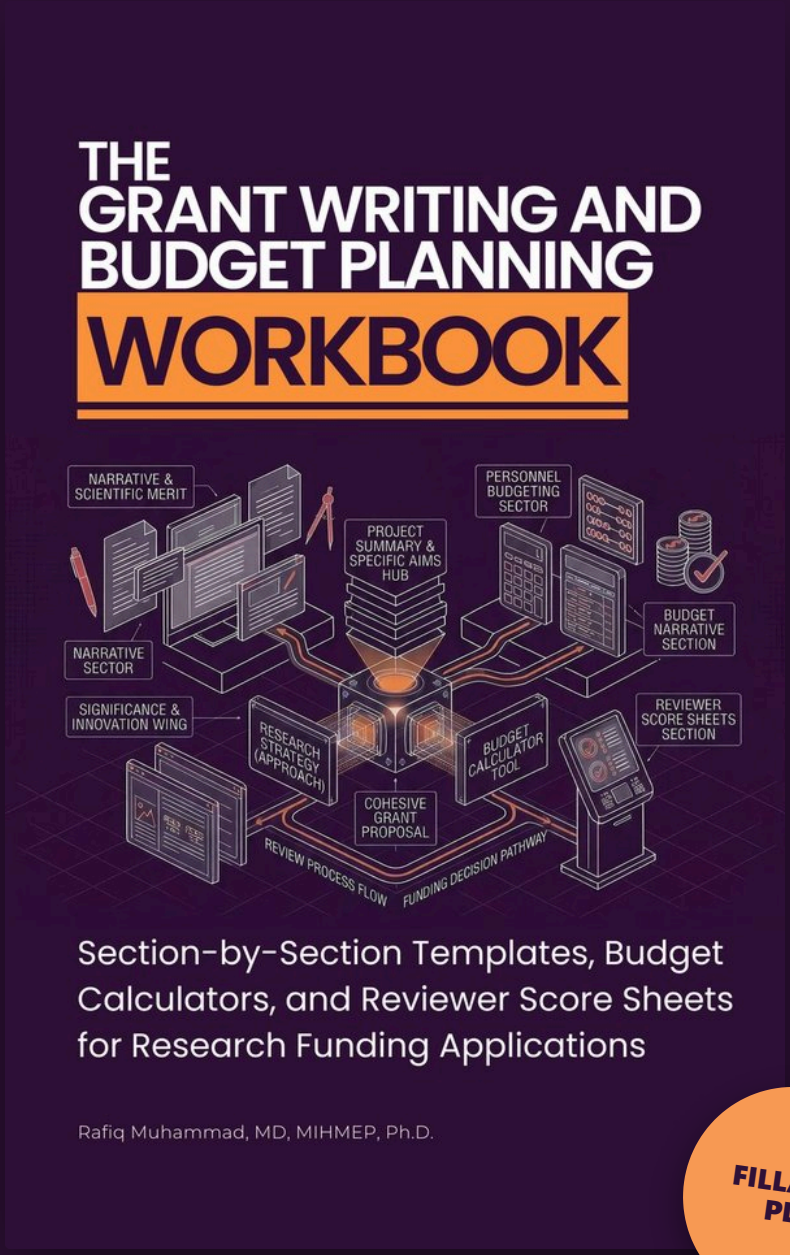
FILLABLE TEMPLATE KIT



FILLABLE PDF

The Grant Writing & Budget Planning Kit

56 fillable templates · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-GWB

How to use this kit

This kit contains every fill-in template from *The Grant Writing & Budget Planning Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Grant Writing & Budget Planning Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

The workbook, with a completed example of every template: https://www.gradsummit.com/workbooks/grant-writing-budget-planning-workbook/

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Template map

56 templates in the order the workbook uses them. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · The Grant Landscape			
1.1	Funder-Research Match Diagnostic Tool	6	☐
1.2	Preliminary Data Inventory Worksheet	9	☐
1.3	Grant Writing Master Timeline Planner	12	☐
1.4	Program Officer Pre-Submission Inquiry Template	14	☐
1.5	Funding Opportunity Announcement (FOA) Decoder Worksheet	15	☐
Chapter 2 · The Specific Aims Page			
2.1	The Hook Statement Builder	19	☐
2.2	The Gap-Objective-Hypothesis (GOH) Framework Template	21	☐
2.3	Specific Aims Drafting Worksheets (Aims 1–3)	23	☐
2.4	Impact & Payoff Statement Builder	26	☐
2.5	Specific Aims Page Assembly & Formatting Template	27	☐
Chapter 3 · Significance & Innovation			
3.1	Scientific Premise & Rigor Assessment Worksheet	30	☐
3.2	Significance Argument Builder	32	☐
3.3	Innovation Inventory & Articulation Worksheet	35	☐
3.4	Knowledge Gap Evidence Map	37	☐
Chapter 4 · Research Strategy & Approach			
4.1	Aim-by-Aim Research Strategy Planning Matrix	40	☐
4.2	Preliminary Data Presentation Planner	46	☐
4.3	Potential Pitfalls & Alternative Strategies Worksheet	48	☐
4.4	Gantt-Chart Timeline & Milestone Planner	50	☐
4.5	Rigor & Reproducibility Planning Worksheet	52	☐
Chapter 5 · Budget Preparation & Calculation			
5.1	Personnel Effort & Salary Calculator	56	☐
5.2	Non-Personnel Direct Costs Worksheets	58	☐
5.3	Consortium / Subcontract Budget Worksheet	60	☐
5.4	Facilities & Administrative (F&A) / Indirect Cost Calculator	61	☐
5.5	Modular vs. Detailed Budget Decision Tool	63	☐
5.6	Multi-Year Budget Projection Worksheet	64	☐
Chapter 6 · Budget Justification Narratives			
6.1	Personnel Justification Narrative Template	65	☐
6.2	Non-Personnel Justification Narrative Templates	71	☐

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CHAPTER 2 · THE SPECIFIC AIMS PAGE

2.5 Specific Aims Page Assembly & Formatting Template

Purpose: Combine all elements into the final one-page document with proper formatting, spacing, and word count compliance. ▶ Downstream Use: This is the deliverable: a complete Specific Aims page ready for mentor review and eventual submission. It also serves as the blueprint for the Research Strategy (Ch 4).

Estimated time: 30 min

Completed example: Template 2.5 in The Grant Writing & Budget Planning Workbook.

Part A: Assembly Checklist

#	Component (Source)	Target Length	Function on the Page
❶	Hook Paragraph (from Template 2.1)	2–4 sentences	*Opening — establishes urgency*
❷	Gap → Objective → Hypothesis (from Template 2.2)	4–6 sentences	*Core argument — the logical engine*
❸	Specific Aims List (from Template 2.3)	2–3 aims, each 2–3 sentences	*The action plan*
❹	Impact / Payoff Statement (from Template 2.4)	2–3 sentences	*Closing — the promise*

Part B: NIH Formatting Specifications

Specification	Requirement
Page Limit	STRICTLY ONE PAGE. No exceptions. Exceeding triggers administrative concern.
Font	Arial 11pt (NIH standard) or Georgia 11pt. Calibri is NOT NIH-compliant.
Margins	0.5 inches all sides (NIH minimum). Do NOT use 1-inch margins for the Aims page.

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CHAPTER 4 · RESEARCH STRATEGY & APPROACH

4.5 Rigor & Reproducibility Planning Worksheet

Purpose: Document plans for scientific rigor, biological variables, authentication of key resources, and data sharing—all now required by NIH. ▶ Downstream Use: Produces required rigor and reproducibility content for NIH applications. Addresses reviewer expectations intensified since the 2016 NIH policy update and the 2023 Data Management & Sharing Policy.

Estimated time: 30–45 min

Completed example: Template 4.5 in The Grant Writing & Budget Planning Workbook.

Part A: Rigorous Study Design Elements

Rigor Element	Guidance	Your Plan
Randomization	*Will randomization be used? Describe the method (simple, block, stratified, cluster). If not randomized, justify the design.*	
Blinding	*Who is blinded? (Participants, assessors, analysts, all?) If blinding is not feasible, explain why and describe bias mitigation strategies.*	
Sample Size Justification	*Summarize: target N, effect size source, α, power, test. State whether the power analysis accounts for attrition and clustering (if applicable).*	
Validated Measures	*List all primary and secondary outcome measures with published reliability (α) and validity data. If using a novel measure, describe pilot validation.*	
Replication / Generalizability	*Will findings be replicated across sites, time points, or populations? How does the design support external validity?*	
Bias Mitigation	*What sources of bias exist (selection, information, confounding)? How does the design address each?*	

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End of the sample

This sample shows 2 templates: 2.5 Specific Aims Page Assembly & Formatting Template; 4.5 Rigor & Reproducibility Planning Worksheet.

The full The Grant Writing & Budget Planning Kit has 56 fillable templates, each on its own page, with the template map, bookmarks and a Done box for every template, in US Letter and A4.

You can buy the full kit on the page where you downloaded this sample.

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