

Notice Number: NOT-OD-17-030

Key Dates

Release Date: January 4, 2017

Related Announcements

None

Issued by

National Institutes of Health ([NIH](#))

Agency for Healthcare Research and Quality ([AHRQ](#))

Purpose

This Notice replaces all previous font guidance. It updates our recommended font list and no longer requires that black text be used within grant application attachments.

For applications submitted for due dates on or after January 25, 2017, text in PDF attachments must follow these minimum requirements:

- **Text Color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- **Font size:** Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- **Type density:** Must be no more than 15 characters per linear inch (including characters and spaces).
- **Line spacing:** Must be no more than six lines per vertical inch.

Since some PDF converters may reduce font size, it is important to confirm that the final PDF document complies with the font requirements.

The following fonts are recommended, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

Related Resources

- [Format Attachments](#) web page
- [Font FAQs](#)

Inquiries

Please direct all inquiries to:

NIH Grants Information

Email: grantsinfo@od.nih.gov (preferred method of contact)

Telephone: 301-945-7573

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