**NIH F30/F31/F32 NRSA FELLOWSHIP PROPOSALSUBMISSION REVIEW CHECKLIST - FORMS-F**

*Office of Grants and Contracts Administration*

## \* indicates Document/section is required if applicable; if not, do not upload

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| PI Name  |  | FOA  |  | Due Date |  |

Initiate the proposal in [ASSIST](https://public.era.nih.gov/assist) using the FOA number and the PI’s eRA Commons Username.

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| GENERAL INFORMATION  |
|[ ]  11 points or larger. Recommended: black font, using Arial, Georgia, Helvetica, or Palatino Linotype |[ ]  Smaller text in figures/graphs/diagrams/charts allowed but must be legible  |
|[ ]  All files in PDF |[ ]  Doc names 50 characters or less |[ ]  0.5” inch margins |[ ]  No headers or footers |
|[ ]  **No** Co-PI role used. (If Multiple PI, list as PI) |[ ]  No URLS except for citations in Research Strategy and Biosketch  |[ ]  No Human Fetal Tissue (HFT) Research allowed |[ ]  [No electronic signatures](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#electronicsignatures) |
| [ ]  | Correct package is used:F30:[PA-21-049](https://grants.nih.gov/grants/guide/pa-files/PA-21-049.html) / [PA-21-050](https://grants.nih.gov/grants/guide/pa-files/PA-21-050.html) ;  F31: [PA-21-051](https://grants.nih.gov/grants/guide/pa-files/PA-21-051.html) / [PA-21-052](https://grants.nih.gov/grants/guide/pa-files/PA-21-052.html) ; F32: [PA-21-047](https://grants.nih.gov/grants/guide/pa-files/PA-20-242.html) ; F33: [PA-20-247](https://grants.nih.gov/grants/guide/pa-files/PA-20-247.html) | [ ]  | Recommended file name convention: PILastName\_DocumentTitle.pdf |
|[ ]  For project start date, follow NIH Standard Due Dates unless FOA states otherwise:* + Due: 04/08 ; Earliest Start: 12/01
	+ Due: 08/08 ; Earliest Start: 04/01
	+ Due: 12/08 ; Earliest Start: 07/01
 | **Other Budget Notes**:* Work with OGCA Analyst to develop internal Fellowship budget. When creating the budget, utilize NIH’s current stipend and budget category levels allowed. [NRSA Website](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-070.html).
* NIH Fellowship Templates are available on the OGCA Forms page.
* No detailed budget entered into ASSIST, but PA will need to enter total costs from internal budget on R&R Cover Page and enter only requested Tuition and Fees on PHS Fellowship Supplement Form.
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|[ ]  Letters of Reference - due by proposal deadline & are submitted in eRA Commons. [Process detailed here](https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm). Fellow’s responsibility to request. | [ ]  | eRA Commons Account Required for Fellow (PI) - please contact Proposal Analyst if you need an eRA Commons ID & ask for PI role. **ORCID ID must be linked to eRA Profile.** |
|[ ]  **Click “Validate Application” button before submission to check for errors/warnings** | [ ]  | NIH Fellowship Assurance required for resubmissions using Supplemental PSR + PSR without included NIH Assurance.  |
| [R&R Cover Page](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.200-sf-424-%28r%26r%29-form.htm) |
|[ ]  Federal Identifier entered for resubmission/ renewal/revisions (*ex: enter MH123456 from 1R01MH123456-01 - found in eRA Commons*) |[ ]  Person to be contacted: PA |[ ]  EIN: 92-6000147  |
|[ ]  Type of Applicant: *H: Public/State Controlled Institution of Higher Education* |
|[ ]  [Type of Application](http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/type-of-application-submission.htm): | [ ]  [New](https://grants.nih.gov/grants/glossary.htm#NewApplicationawardgrant) [ ]  [Resubmission](https://grants.nih.gov/grants/glossary.htm#Resubmission) [ ]  [Renewal](https://grants.nih.gov/grants/glossary.htm#RenewalApplication)[ ]  Select Revision if [Competing Revision](http://grants.nih.gov/grants/competing-revisions.htm) or [Non-competing Supplement](http://grants.nih.gov/grants/administrative-supplements.htm) |

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|[ ]  Is application being submitted to other agencies?  | If Yes, list other agencies |
|[ ]  Descriptive Title of Application - *max length of 200 characters* | Click here to list title |

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|[ ]  Project Period | Enter Project Period |[ ]  Congressional District: AK-001 | **Note**: PI info may be updated on Sr/Key Person Profile |[ ]  Include total project costs from internal budget |
|[ ]  Is application subject to review by E.O. 12372? No | **Note**: No SFLLL | [ ]  | AOR info:  |
| [ ]  | Cover Letter - Required * Addressed to Division of Receipt and Referral; Application Title; Title of FOA
* Must list referees (including name, departmental affiliation, and institution)
* See [FORMS-F Application Guide’s Cover Page Attachment](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.200-sf-424-%28r%26r%29-form.htm?Highlight=cover%20letter#21) for details on information to be provided.
* Do not request assignment of proposal to specific NIH Institute here; address in Assignment Request Form.
* Additionally, must provide additional info if: project has video, large-scale genomic data, [late application](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-039.html).

**Note**: Do not request assignment of proposal here; address in Assignment Request Form. |
| Click here to enter comments if needed.   |
| [Project PERFORMANCE SITES](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.230-project-performance-site-location%28s%29-form.htm) |
| [ ]  | Provide UAF Boulder information as the Primary Site: |
|  | [ ]  | DUNS: 615245164 | [ ]  | Congressional District: AK-001 | [ ]  |  Department Info/PI Campus Box |
| [ ]  | Include any sites where training may occur as described in Research Training Plan.  |
| [ASSIGNMENT REQUEST FORM](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.600-phs-assignment-request-form.htm) (Optional) |
| **Note**: Select “Assignment Request Form” after clicking the “Add Optional Form” button on far-left side of ASSIST app |
|[ ]  Upload if PI wants to identify requested Institute/Center, Study Section, or Reviewers not to include; provide PI with Assignment Request Form and then manually input responses into ASSIST |
| [OTHER PROJECT INFORMATION](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.220-r%26r-other-project-information-form.htm) |
|[ ]  Human Subjects (HS)? |[ ]  IRB Pending? **Or** provide IRB approval date. |[ ]  Human Subjects 00001041 |
|  |[ ]  [Exempt](https://grants.nih.gov/sites/default/files/exemption_infographic_v7_508c-3-21-19.pdf)? If yes, enter [exemption #](https://grants.nih.gov/sites/default/files/exemption_infographic_v7_508c-3-21-19.pdf)  |
|[ ]  Vertebrate Animals? |[ ]  IACUC Pending? **Or** provide IACUC approval date. |[ ]  Animal Subjects: D16-00482 |
|[ ]  Proprietary/Privileged Info?  |[ ]  Potential Impact? |[ ]  Historic Site? |
|[ ]  International Activities? **Note**: International conferences are not considered international collaboration |[ ]  If yes, include Foreign Justification |
|[ ]  Project Summary/Abstract - 30 lines of text; description of proposed work & the fellowship training plan and the training environment | *PILastName\_Summary.pdf* |
|[ ]  Project Narrative - 3 sentences maximum; describe relevance to public health | *PILastName\_Narrative.pdf* |
|[ ]  Bibliography & References Cited - No limit; URLs allowed; Recommend including PMCIDs’ for all pubs listed in bio authored; recommend [PMCIDs](https://publicaccess.nih.gov/policy.htm)’ inclusion for all pubs authored or co-authored by applicant.  | *PILastName\_References.pdf* |
|[ ]  Facilities & Other Resources - No limit; include a detailed description of the institutional facilities and resources available to the fellowship applicant | *PILastName\_Facilities.pdf* |
|[ ]  Equipment - No limit; if no equipment on project, upload document stating “No Equipment” (or similar) | *PILastName\_Equipment.pdf* |
| [ ]  | Other Attachments – Attach file **only** if FOA requests; if Foreign Justification is needed due to international collaboration or international research travel (not including conferences)  | **Must be named:***Foreign Justification.pdf* |
| [SENIOR/Key Personnel Profile](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.240-r%26r-seniorkey-person-profile-%28expanded%29-form.htm) |

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| [ ]  | Complete for all [Senior/Key Personnel](https://grants.nih.gov/grants/glossary.htm#SeniorKeyPersonnel) (PI (Fellow)/Sponsor/Co-Sponsors); Sponsors/Co-Sponsors, and [OSCs](https://grants.nih.gov/grants/glossary.htm#OtherSignificantContributors(OSCs)) |

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| [ ]   | Name | [ ]  | Organization Name | [ ]  | Address Fields | [ ]  | Email |
| [ ]  | Role  | [ ]  | ***No Co-PD/PI****, Use PI (fellow), select “Other” to enter Sponsor/Co-Sponsor roles. Other roles as applicable.* |
| [ ]  | Degree Type and Year of Highest Degree | [ ]  | eRA Commons ID - *Required for PI/Sponsor/Co-Sponsors, matches biosketch.* [***Fellow’s ID must be linked to ORCID in eRA Commons***](https://era.nih.gov/erahelp/Commons/default.htm#orcid.htm%3FTocPath%3D_____29) |
| [ ]  | Biosketch - Required for PI, Sponsors, Co-Sponsors, and OSCs:* 5-page limit; [Instructions here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.240-r%26r-seniorkey-person-profile-%28expanded%29-form.htm#Instructions)
* Fellow/PI: [Template here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.240-r%26r-seniorkey-person-profile-%28expanded%29-form.htm#Instructions)
* Sponsor/Co-Sponsor/OSC: [Template here](https://grants.nih.gov/grants/forms/biosketch-blankformat_exp%2002-28-2023.docx)
 | [ ]  |  *SKPLastName\_Biosketch.pdf* |
| [ ]  | URL allowed to full list of publish work, must be a Federal site. NIH’s [My Bibliography](http://www.ncbi.nlm.nih.gov/books/NBK53595/) is recommended.  |
|  | [ ]  | A. Personal Statement*Optional to include products -* 4 products max  | [ ]  | B. Positions and HonorsChronological Order Recommended |
|  | [ ]  | C. Contributions to Science  | [ ]  | D. Research Support - Not Other Support; include overall goals of the project. No effort/dollars listed.  |
|  |  | [ ]  | 5 Contributions to Science max per Biosketch |  | [ ]  | Ongoing Research Support  | [ ]  | Research Support within Past 3 Years |
|  |  | [ ]  | 4 products max per Contributions to ScienceRecommend [PMCIDs](https://publicaccess.nih.gov/policy.htm)’ inclusion for all pubs listed in bio authored/co-authored by applicant. |  | [ ]  | **Scholastic Performance section used in place of Research Support for Pre/Postdoc Fellows (PIs) -** List by institution and year all undergrad/ graduate courses and grades. If postdoc, list only grad courses. |
| Click here to enter comments if needed. |

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| [PHS Fellowship Supplemental Form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.430-phs-fellowship-supplemental-form.htm?Highlight=applicant%27s%20background#2) |
|[ ]  Introduction to Application\* - 1 page limit; summarizes substantial additions, deletions, and changes to the application; only applicable for resubmission or revision, or if FOA denotes requirement | *PILastName\_Introduction.pdf* |
|[ ]  Applicant’s Background and Goals for Fellowship Training - 6 page limit; Must include following sections: A. Doctoral Dissertation and Research Experience; B. Training Goals and Objectives; C. Activities Planned Under this Award | *PILastName\_Background.pdf* |
|[ ]  Specific Aims - 1 page limit; state concisely the goals of the proposed research and summarize the expected outcome. | *PILastName\_SpecificAims.pdf* |
|[ ]  Research Strategy - 6 page limit; Sections must be labeled with headers: 1. Significance; 2. Approach | *PILastName\_ResearchStrategy.pdf* |
|[ ]  Respective Contributions – 1 page limit; describes collaborative process between PI and Sponsor/Co-Sponsors in the development/review/editing of Research Training Plan and roles in accomplishing proposed research.  | *PILastName\_Contributions.pdf* |
|[ ]  Selection of Sponsor and Institution - 1 page limit; describes the rationale/justification for the selection of both the sponsor and the institution | *PILastName\_Selection.pdf* |
| **n/a** | Progress Report Publication List\* - Not applicable for fellowships as they are not renewable; no upload. (Only for renewals)  |
|[ ]  Training in the Responsible Conduct of Research - 1 page limit; The plan must address the 5 required components: 1. Format, 2. Subject Matter, 3. Faculty Participation, 4. Duration of Instruction, 5. Frequency of Instruction. | *PILastName\_RCRTraining.pdf* |
|[ ]  Sponsor and Co-Sponsor Statements – 6 page limit; Requires statements from each Sponsor/Co-Sponsor. If leading Clinical Trial (CT) research, sponsor must document leadership of CT. Header must say “Sponsor and Co-Sponsor Statements” and must include following sections: A. Research Support Available; B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees; C. Training Plan, Environment, Research Facilities; D. Number of Fellows/Trainees to be Supervised During the Fellowship; E. Applicant's Qualifications and Potential for a Research Career | *PILastName\_SponsorStatement.pdf* |
|[ ]  Letters of Support – 6 page limit; all letters of support in a single PDF document; [no electronic signatures](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#electronicsignatures). Include Letters for any Collaborators, Consultants, or Advisors that are expected to contribute to fellow’s project and training.  | *PILastName\_SupportLetters.pdf* |
|[ ]  Description of Institutional Environment and Commitment to Training- 2 page limit; describes the rationale/justification for the selection of both the sponsor and the institution | *PILastName\_Environment.pdf* |
|[ ]  Description of Candidate's Contribution to Program Goals \* - Required for diversity-related FOAs only (not applicable for other Fellowship proposals); Fellow should request this letter from their department (Chair or Graduate Director) or from the Office of Diversity, Equity, and Community Engagement. | *PILastName\_ProgramGoals.pdf* |
|[ ]  Vertebrate Animals - Required if Animal research; no page limit; Provide sections: 1. Description of Procedures, 2. Justifications (for use of animal), 3.Minimization of Pain and Distress | *PILastName\_Vertebrate.pdf* |
|[ ]  Select Agent Research\* - Required if [activities involve use of select agents](http://www.selectagents.gov/); no page limit; should identify select agents, registration status, and description of facilities to use select agents | *PILastName\_SelectAgent.pdf* |
|[ ]  Resource Sharing Plan(s)\* - No page limit; Required if DC of $500k or more in any budget year, if required by FOA, or if research includes Sharing Model Organisms or Genomic Data Sharing (GWAS). Otherwise highly encouraged.  | *PILastName\_ResourceSharing.pdf* |
|[ ]  Authentication of Key Biological and/or Chemical Resources\* - No page limit but 1 page recommended; describe methods to ensure the identity and validity of key biological and/or chemical resources | *PILastName\_Authentication.pdf* |
|[ ]  Does the proposed project involve human embryonic stem cells (hESC)? *If yes, complete rest of Stem Cell section.*  |
|[ ]  Alternate Phone Number |[ ]  Degree Sought During Proposed Award *- Degree Type & Completion Date* |
|[ ]  Field of Training for Current Proposal  |[ ]  Current or Prior Kirschstein-NRSA Support? - If yes, identify prior support*.* |
|[ ]  Applications for Concurrent Support? – if Yes, attach*:* |[ ]  Description of Concurrent Support  | *PILastName\_ConcurrentSupport.pdf* |
|[ ]  Change of Sponsoring Institution |[ ]  US Citizen? - Applicant must be citizen or non-citizen national of US. |
|[ ]  Tuition and Fees - Provide the estimated actual/total costs of tuition and fees by budget year for predoc candidates. No other budget details provided here; NIH will award set stipend/allowance and 60% of tuition/fees requested. |
|[ ]  Present Institutional Base Salary & Stipends/Salary During First Year\* - Required only for senior fellowship applicants |
|[ ]  Appendix - FOA will specify if any appendix instructions; review [NIH Appendix Policy](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-098.html) | *PILastName\_DescriptiveName.pdf* |

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| [PHS Human Subjects and Clinical Trials Information](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm) \* |
|[ ]  Human Specimens  and/or Data? *If yes, include:* | ***Note****:* Proposals with or without Human Subjects (HS) may still have Human Specimens/Data; to determine whether PI’s research is classified as HS research or not, use [Research Involving Private Information or Biological Specimens flowchart](https://grants.nih.gov/grants/policy/hs/private-information-biospecimens-flowchart.pdf) |
|  |[ ]  Explanation for Use of Human Specimens and/or Data not considered to be Human Subjects Research |
|[ ]  Human Subjects (HS) Study Record *-* Required for all HS-research proposals; please send the HS Study Record to the PI for PI to complete and upload all necessary documents as this minimizes errors/issues, **or** have PI complete directly in ASSIST record.  |
|  |[ ]  File Names under 50 characters in length |[ ]  Study titles under 600 characters in length |
|  |[ ]  Prior to uploading Study Record into ASSIST HS page, select the “Check Form for Errors” button |
| ***Notes****:* | * **Fellows are not permitted to lead an independent clinical trial (CT),** [**FAQs on Clinical Trial-specific FOAs**](https://grants.nih.gov/grants/policy/faq_clinical_trial-specific_FOAs.htm). Fellow can gain CT experience under sponsor supervision but cannot lead CT.
* PIs are encouraged to group studies that use the same HS population & same research protocols into one Study Record; if more than one study, separate Study Records will need to be uploaded
* Ensure FOA matches HS requirements
 |
|  | ***Required Study Record Sections based on Type of Research:***  | ***Human Subjects, Exemption 4*** | ***Human Subjects, no Clinical Trial*** | ***Clinical Trial*** |
|  |[ ]  Section 1 - Basic Information - Complete Entire Section | Required | Required | Required |
|  |[ ]  Section 2 - Study Population Characteristics - Complete Entire Section, and upload the following documents: | Not Required | Required | Required |
|  |  |[ ]  Inclusion of Individuals Across the Lifespan - No page limit | Not Required | Required | Required |
|  |  |[ ]  Inclusion of Women and Minorities - No page limit | Not Required | Required | Required |
|  |  |[ ]  Recruitment and Retention Plan - No page limit | Not Required | Required if study involves human participants | Required |
|  |  |[ ]  Study Timeline - No page limit | Optional | Optional | Required |
|  |  |[ ]  Inclusion Enrollment Report - PI will need to select button to have Inclusion Enrollment Report appear within the record for completion | Not Required | Required | Required |
|  |[ ]  Section 3 - Protection and Monitoring Plans - Complete Entire Section, and upload the following documents: | Required – only Protection doc | Required | Required |
|  |  |[ ]  Protection of Human Subjects - No page limit | Required | Required | Required |
|  |  |[ ]  Single IRB Plan – Do not include, will be addressed at JIT (though yes/no response should be indicated) | Select N/A | Required **at JIT** only if Multi-Site Study | Required **at JIT** only if Multi-Site Study |
|  |  |[ ]  Data and Safety Monitoring Plan - No page limit; if CT under Sponsor, only provide:* Names of individuals/group responsible for trial monitoring (i.e. lead investigator of trial)
* If applicable, name of independent safety monitor or data safety monitoring board.
 | Optional | Optional | Required |
|  |  |[ ]  Overall Structure of the Study Team - No page limit | Optional | Optional | Optional |
|  |[ ]  Section 4 - Protocol Synopsis - Not required for fellowships | Do not complete | Do not complete | Do not complete |
|  |[ ]  Section 5 - Other Clinical Trial-related Attachments - Not required for fellowships | Do not complete | Do not complete | Do not complete |
|[ ]  Delayed Onset Study(ies) - Include if HS research, but cannot describe the study at the time of application |
|  |[ ]  Add Study Title |[ ]  Do not check Anticipated CT box |[ ]  Delayed Onset Study Justification - Info for a delayed onset study is not available at the time of proposal, so no full Study Record allowed |
|  | Click here to enter comments if needed. |