**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. | | | | | | | | | | | | | |
|  | 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-(r&r)-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-(r&r)-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(s)-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&r-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&r-seniorkey-person-profile-(expanded)-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&r-seniorkey-person-profile-(expanded)-form.htm?#Instructions) * Fellow/PI: [Template here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.240-r&r-seniorkey-person-profile-(expanded)-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 Honors Chronological 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 Science Recommend [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. | | | | | | | | | | | | | |