The purpose of this document is to provide a guide for crafting and writing an NIH National Research Service Award Grant (NRSA). NIH NRSA F-series training grants are intended for pre-doctoral (F31 and F31 Diversity), post-doctoral (F32), and MD/PhD (F30) applicants.

This checklist and information are meant to guide the applicant. However, each applicant should carefully read the PHS SF424 Guide for complete and in-depth information!


DEADLINES AND TIMELINES

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<th>Submit</th>
<th>Review</th>
<th>Funding Start</th>
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<td>April</td>
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LOGISTICS AND TIME MANAGEMENT

- Start at least 3-4 months out from the deadline
- Talk to your mentor about a plan
  - Career/Training
  - Science/Research
- Talk to your internal grants officer
  - NIH grants are typically due to ORPA 5 business days prior to the actual NIH deadline
- Register with eRA Commons (NIH website) to secure principle investigator status

FORMATTING AND GUIDELINES


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<th>Document Format</th>
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### F.130 – Program Overview (F14)

### F.200 – SF 424 (R&R) Form (F-16)
- **Cover Letter (page F-29)**
  - Application Title
  - Title of FOA
  - Statement addressing large scale human or non-human genomic data (if applicable)
  - List of Referees (Including name, departmental affiliation and institution)

### F.220 – R&R Other Project Information Proposal Cover Page (F-31)
- Are human subjects involved (page F-31)
- Are vertebrate animals involve (page F-33)
- Proprietary/Privileged Information involved (page F-35)
- Environmental Questions (page F-35)
- Partnerships outside the USA (page F-37)
- Proposal Summary – Abstract (page F-37) No more than 30 lines
- Project Narrative (page F-38) 3 sentences
- Bibliography and References Cited (page F-38)
- Facilities and Other Resources (page F-39) 2 pages
- Equipment (page F-40)
- Other Attachments (page F-40)
  - Certification for Predoctoral Fellowships (F31) to Promote Diversity

### F.230 – Project/Performance Site Location(s) From (F-41)
- Project/Performance Site Primary location (page F-41)
  - If there is more than one training site these must be listed in the appropriate fields as necessary.
    - See F.220 – R&R Other Project Information Form, Facilities and Resources

### F.240 – R&R Senior/Key Person Profile From: Fellowship Application Section (F-46)
- Project Director/Principle Investigator (page F-46)
  - Must have an eRA Commons account as a PI
  - Check with your program administrator for assistance in completing this form
- Biographical Sketch (page F-49) 5 pages
  - Note: There are two formats for pre-doc F31 and post-doc F32
    - [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)
    - Personal Statement
    - Positions and Honors
    - Contributions to Science
    - Scholastic Performance / Research Support
F.430 – PHS Fellowship Supplemental Form (F-58)

- Introduction – only applicable for re-submissions (page F-60) 1 page
- Background and Goals for Fellowship Training (page F-60) 6 pages
  - A. Doctoral Dissertation (F32) and Research Experience (F31)
  - B. Training Goals and Objectives
  - C. Activities Planned Under this Award

Research Training Plan Section (P-62)

- Specific Aims (page F-62) 1 page
- Research Strategy (page F-63) 6 pages
  - 1. Significance
  - 2. Approach
  - Preliminary Studies
    - NOTE: ***Innovation – Only if it is specified in the FOA
- Respective Contributions (page F-65) 1 page
- Selection of Sponsor and Institution (page F-65) 1 page
- Progress Report Publication List (page F-66; for Renewal only - not typical for an F) 1 page
- Training in the Responsible Conduct of Research (page F-66) 1 page

Sponsor(s), Collaborator(s), and Consultant Section (P-67)

- Sponsor and Co-Sponsor(s) Biosketch(es) 6 pages
  - A. Research Support Available
  - B. Sponsor’s/Co-Sponsor’s Previous Fellows/Trainees
  - C. Training Plan, Environment, Research Facilities
    - F30 Applications: The research training plan should provide opportunities to integrate clinical experiences during the research training component; a plan for a smooth transition to the clinical training component; and should have the potential to facilitate the applicant’s transition to a residence or other program appropriate for his/her career goals/ Sponsors and Co-Sponsors should discussed these clinical aspects of the applicant’s training as well.
    - F31, F32, F33 Applications: The Research Training Plan should facilitate the applicant’s transition to the next stage of his/her career. Sponsors and Co-Sponsors should discuss this aspect of the Research Training Plan as well.
  - D. Number of Fellows/Trainees to be Supervised During the Fellowship
  - E. Applicant’s Qualification and Potential for a Research Career
- Letters of Support from Collaborators, Contributors and Consultants (Page F-69) 6 pages
Description of Institutional Environment and Commitment to Training Section (Page F-70)

☐ Required for F30 and F31 – Check with your grant administrator
  o Describe the institution’s dual-degree (F30) or graduate (F31) program in which the applicant is
    enrolled. This description should include the structure of the program, the required milestones and
    their usual timing, the number of courses, any teaching commitments or qualifying exams, and the
    average time to degree over the past 10 years. Describe the progress/status of the applicant in
    relation to the program’s timeline, and the frequency and method by which the program formally
    monitors and evaluates a student’s progress.
  o For F30 applications specifically, describe any clinical tutorials during the graduate research years and
    any activities to ease transition from the graduate to the clinical years of the dual-degree program.
    Describe any research-associated activities during the clinical years of the dual-degree program.
  o Include the name of the individual providing this information at the end of the description. This
    information is typically provided by the director of the graduate program or the department chair.

Other Research Training Plan Section (Page F-71)

☐ Vertebrate Animals (Page F-71)
  ☐ Description of Procedures
  ☐ Justifications
  ☐ Minimization of Pain and Distress

☐ Select Agent Research (Page F-72)
☐ Resource Sharing Plan (Page F-73)
☐ Authentication of Key Biological and/or Chemical Resources (Page F-74)

Additional Information Section (P F-74)

☐ Human Embryonic Stem Cells
  ☐ Note from page F-71 down there are a number of other categories that your administrator
    should be able to assist you with

Budget (Page F-78)

Appendix (Page F-79)

F.500 PHS Human Subjects and Clinical Trials Information (F-81)