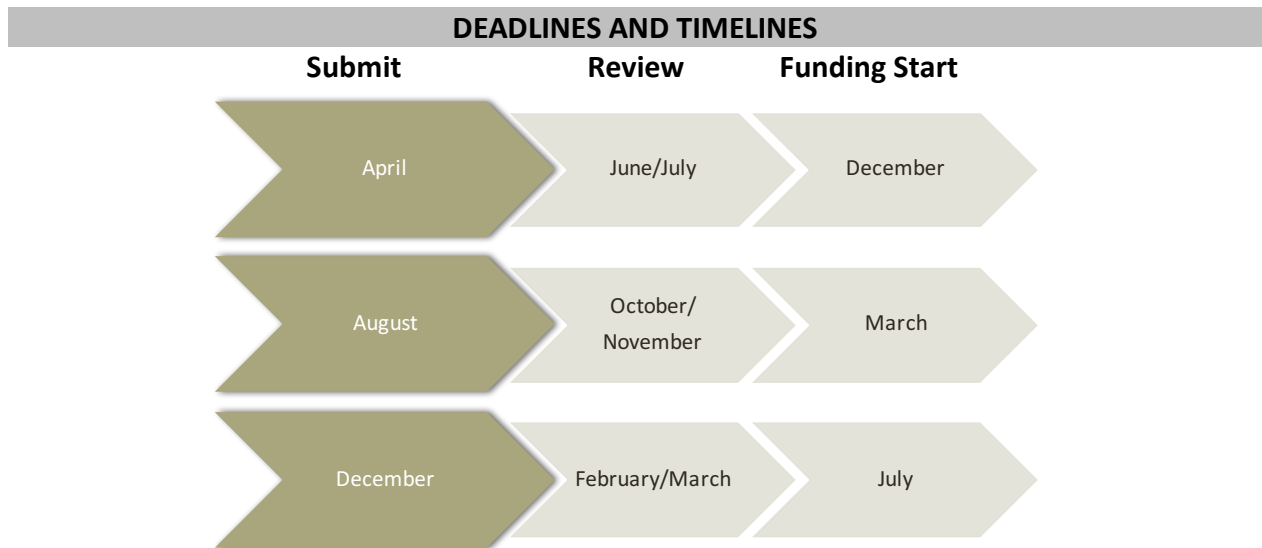


The purpose of this document is to provide a guide for crafting and writing an NIH National Research Service Award Grant (NRSA). NIH NRSA F-series training grants are intended for pre-doctoral (F31 and F31 Diversity), post-doctoral (F32), and MD/PhD (F30) applicants.

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!

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/fellowship-forms-e.pdf>



- | LOGISTICS AND TIME MANAGEMENT |
|---|
| <ul style="list-style-type: none"> • Start at <u>least 3-4 months</u> out from the deadline • Talk to your mentor about a plan <ul style="list-style-type: none"> • Career/Training • Science/Research • Talk to your internal grants officer <ul style="list-style-type: none"> • 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	
http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm	
Document Format	PDF
Font type	Arial or Helvetica is best
Font size	11 or larger (figure legends as small as 9)
Page size	8.5 x 11 inches
Margins	0.5 inches on all sides

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)
 - o <https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm>

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.
 - o 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>
 - Personal Statement
 - Positions and Honors
 - Contributions to Science
 - Scholastic Performance / Research Support

F.430 – PHS Fellowship Supplemental Form (F-58)	
<input type="checkbox"/> Introduction – only applicable for re-submissions (page F-60)	1 page
<input type="checkbox"/> Background and Goals for Fellowship Training (page F-60)	6 pages
<input type="checkbox"/> A. Doctoral Dissertation (F32) and Research Experience (F31)	
<input type="checkbox"/> B. Training Goals and Objectives	
<input type="checkbox"/> C. Activities Planned Under this Award	
Research Training Plan Section (P-62)	
<input type="checkbox"/> Specific Aims (page F-62)	1 page
<input type="checkbox"/> Research Strategy (page F-63)	6 pages
<input type="checkbox"/> 1. Significance	
<input type="checkbox"/> 2. Approach	
<input type="checkbox"/> Preliminary Studies	
NOTE: ***Innovation – Only if it is specified in the FOA	
<input type="checkbox"/> Respective Contributions (page F-65)	1 page
<input type="checkbox"/> Selection of Sponsor and Institution (page F-65)	1 page
<input type="checkbox"/> Progress Report Publication List (page F-66; for Renewal only - not typical for an F)	1 page
<input type="checkbox"/> Training in the Responsible Conduct of Research (page F-66)	1 page
Sponsor(s), Collaborator(s), and Consultant Section (P-67)	
<input type="checkbox"/> Sponsor and Co-Sponsor(s) Biosketch(es)	
<input type="checkbox"/> Sponsor and Co-Sponsor(s) Statement (page F-67)	6 pages
<input type="checkbox"/> A. Research Support Available	
<input type="checkbox"/> B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees	
<input type="checkbox"/> C. Training Plan, Environment, Research Facilities	
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> D. Number of Fellows/Trainees to be Supervised During the Fellowship	
<input type="checkbox"/> E. Applicant's Qualification and Potential for a Research Career	
<input type="checkbox"/> 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**

- 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.
- 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.
- 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)**