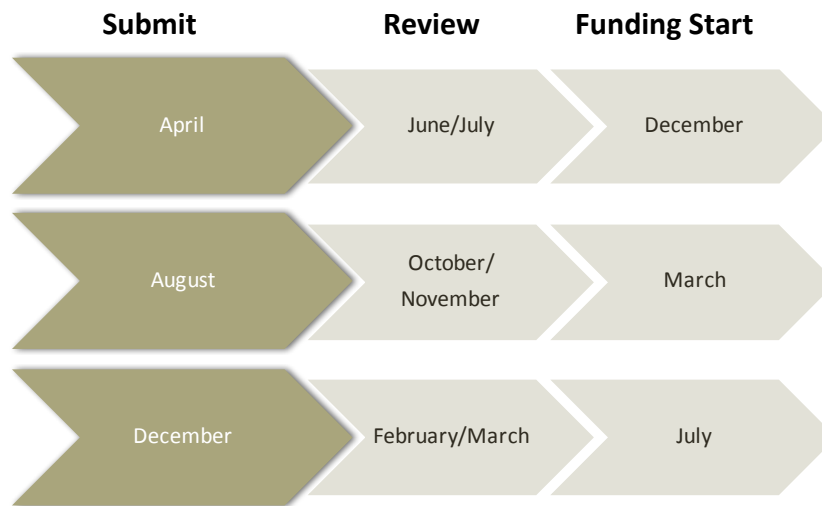


The purpose of this document is to provide a guide for crafting and writing an NIH National Research Service Award Grant (NRSA). NIH NRSA F-series training grants are intended for pre-doctoral (F31 and F31 Diversity), post-doctoral (F32) and MD/PhD (F30) applicants.

This checklist and information is 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-d/fellowship-forms-d.pdf>

DEADLINES AND TIMELINES



LOGISTICS AND TIME MANAGEMENT

- Start at least 2 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

<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

FORMAL DOCUMENT SUBMISSION CHECKLIST

- Proposal Cover Page**
- 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)
- Proposal Summary – Abstract (Page F-37)** **No more than 30 lines**
- Project Narrative (Page F-38)**
- Bibliography and References Cited (Page F-38)**

Fellowship Application Section

- Introduction – only applicable for re-submissions**
- Project Director/Key Personnel**
 - 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 different 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**
 - Research Support**
 - Scholastic Performance**
- Background and Goals for Fellowship Training (Page F-51)** **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

- Specific Aims (Page F-61)** **1 page**
- Research Strategy (Page F-62)** **6 pages**
 - 1. Significance
 - 2. Innovation – Only if it is specified in the FOA
 - 3. Approach
 - 4. Preliminary Studies
- Respective Contributions (Page F-63)** **1 page**
- Selection of Sponsor and Institution (Page F-64)** **1 page**
- Responsible Conduct of Research (Page F-65)** **1 page**

Sponsor and Co-Sponsor(s)/ Collaborator and Consultant Section

- Sponsor and Co-Sponsor(s) Biosketch(es)**
- Sponsor and Co-Sponsor(s) Statement (Page F-66) 6 pages**
 - A. Research Support Available
 - B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees
 - C. Training Plan, Environment, Research Facilities
 - **NOTE: 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-68) 6 pages**

Institutional Environment and Commitment to Training Section (Page F-68)

Required for F30 and F31

- Facilities and Other Resources (Page F39 and F-68) 2 pages**
- Equipment (Page F39 and F-68)**
- Foreign Sponsorship (If applicable) (Page F39 and F-68)**
- Collaborators and Dissertation Advisor (If applicable)**

Other Research Training Plan Section (Page F-69)

- Human Subjects Section**
- Human Subject Involvement Indefinite**
- Clinical Trial**
- Protection of Human Rights**
- Data Safety Monitoring Plan**
- Inclusion of Women and Minorities**
- Inclusion of Children**
- Vertebrate Animals**
 - Description of Procedures**
 - Justifications**
 - Minimization of Pain and Distress**
- Vertebrate Animals Use Indefinite**
- Are Vertebrate Animals Euthanized**
- Select Agent Research**
- Resource Sharing Plan**
- Authentication of Key Biological and/or Chemical Resources**

Additional Information Section (page F-75)

- Human Embryonic Stem Cells**
- Note from page F-75 down there are a number of other categories that your administrator should be able to assist you with**

Budget (Page F-79)

- Tuition and Fees**

Appendix (Page F-80)