NIH Fellowship Application

(F30, F31, F32) Checklist - SOM

# General Information – Application

[ ] Prior to initiating the application, ensure fellow has PI role in eRA Commons and all mentors/co-mentors have Sponsor role in eRA Commons

[ ] See Reference Letter section below for more information on how to submit reference letters

\*Note: References letters are not the same as letters of support

[ ] NIH specific guidelines for Fellowship applications can be found [here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/fellowship-forms-h.pdf)

[ ]  Combined institutional NRSA training grant and individual NRSA fellowship support cannot exceed:

* 5 years of support for pre-doctoral students - F31
* 3 years of support for postdocs - F32
* 6 years of support for dual enrollment (PhD & MD) - F30
	+ At least 50% of the F30 award duration must be devoted to full-time PhD research

# General Information – Attachments

[ ] Font is 11 points or larger (recommended: Arial, Georgia, Helvetica, Palatino Linotype)

[ ] Density is no more than 15 characters per linear inch and line spacing is no more than 6 lines per vertical inch

[ ] At least1/2” margins

[ ] Attachments must be .pdf files with unique filenames 50 characters or less

[ ] No hyperlinks are allowed in any attachment except one bibliographic link in the Biosketch to a .gov address

[ ] No QR codes are allowed

[ ] Do not include any information in the margins (e.g. page numbers, headers/footers, markup for Resubmission applications)

# NOFO Information

[ ] Does the preferred Institute/Center (IC) participate in the chosen NOFO?

[ ] Does the project activity fit the NOFO? (i.e. clinical trial required vs clinical trial not allowed, etc)

[ ] Check the Related Notices section of the NOFO for applicable updates and information

[ ] Ensure Funding Opportunity is open/valid and has not been closed/re-issued

[ ] Ensure application due date is accurately reflected in the Huron Funding Proposal (FP). If the requested due date precedes the sponsor’s deadline, please indicate the requested due date in the FP.

[ ] Ensure proposal congruence with allowableAward Budget limit

[ ] Ensure proposal congruence withmaximum allowable Project Period

[ ] Ensure organization and PI eligibility

[ ] Review the NOFO for all proposal requirements

[ ] Review partnering Notice of Special Interest (NOSI) for additional requirements, if applicable

[ ] Be aware pf diversity related versus general NOFOs

# Reference Letters

[ ]  Minimum of 3 – maximum of 5 [sponsor/co-sponsor may not be a referee]

* Must be submitted by 5pm on the due date of the application
* Letters are submitted by the referee at the following link & referees will need the information listed below in order for NIH to link the letter with the correct application.
	+ <https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new>
	+ First and last name of applicant as it appears on their eRA Commons profile
	+ eRA Commons ID of the applicant
	+ Funding opportunity announcement to which the applicant is submitted their proposal (i.e. PA-20-246)
* Reference letter guidance can be found here:
	+ <https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm>

\*\*\*If this is a resubmission, new reference letters must be submitted

# SF424 R&R Cover

[ ] Sections 1-4

* If application type is “Resubmission” the Federal Identifier is required in 4A [Federal Identifier format: CA123456]

[ ] Section 5

* UEI: JJG6HU8PA4S5
* Legal Name: The Rector & Visitors of the University of Virginia
* Department: Office of Sponsored Programs
* Division: School of Medicine
* Address: PO Box 400195, Charlottesville, VA, United States, 22904-4195
* Person to be Contacted on Matters Involving this application:
	+ Name: Lauren B Armstrong
	+ Title: Authorized Organizational Representative
	+ Department: Office of Sponsored Programs
	+ Division: School of Medicine
	+ Address: PO Box 400195, Charlottesville, VA, United States, 22904-4195
	+ Phone number: 434-982-1852
	+ Email: uva\_som\_ogc@virginia.edu

[ ] Section 6

* Employer Identification Number: 546001796

[ ] Section 7

* Type of Applicant: H: Public/State Controlled Institution of Higher Education

[ ] Sections 8-10 - self explanatory

[ ] Section 11

* Descriptive Title of Applicant’s Project - cannot exceed 200 characters

[ ] Section 12 – self explanatory

[ ] Section 13

* Congressional District of Applicant: VA-005

[ ] Section 14

* Complete with PI’s information
* Be sure to include PI’s Department for allocation in Blue Ridge Medical Rankings (BRIMR)

[ ] Section 15

* Ensure Funds Requested matches cumulative budget total (note: this does not automatically update/feed from the R&R Budget page)

[ ] Section 16-18 – refer to [SOM SF424 Cover Page Sample](https://med.virginia.edu/grants-and-contracts/wp-content/uploads/sites/278/2024/06/SF424-Cover-Page-Information_13Jun2024.pdf)

[ ] Section 19

* Authorized Representative – same as “Person to be Contacted on Matters Involving this application” (note: this does not automatically update/feed from previous sections)

[ ]  Section 20 – n/a

[ ] Section 21

* Cover Letter should be included and should contain the following information:
	+ List of referees (including name, department affiliation, and institution)

# Project/Performance Site Locations

[ ] Enter UVA performance site information

* Complete UEI & Congressional District
	+ UEI – JJG6HU8PA4S5
	+ Congressional District – VA-005

# Research and Related Other Project Information

[ ] Sections 1-6 – complete as applicable

* Human Subjects Assurance: 00006183
	+ Indicate if PI expects to receive IRB Exemption
* Animal Welfare Assurance: A3245-01

[ ] Section 7 - Project Summary/Abstract

* Includes no more than 30 lines of text and states the application’s broad, long-term objectives and specific aims, making reference to health relatedness of the project. Describe research design and methods for achieving the stated goals. Be sure it reflects the key focus of the proposed project so that the application can be appropriately categorized. Also describe the fellowship training plan and the environment in which research training will take place.

[ ] Section 8 - Project Narrative

* 2-3 sentences and explains the relevance of the research in lay terms

[ ] Section 9- References

* DOIs are OK, but do not include hyperlinks in the Bibliography/References Cited
* **HINT**: The following setting in Adobe Acrobat should be updated prior to converting documents from Word to PDF in order to deactivate hyperlinks in the PDF file:

Adobe > Edit > Preferences > General to “Create Links from URLs” > uncheck the radio button

[ ] Section 10 - Facilities & Other Resources

* Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Provide a detailed description of the institutional facilities and resources available to the Fellowship applicant. Also include a description of how the scientific environment will contribute to the probability of success of the project and unique features of the environment**.** The information provided is of major importance in establishing the feasibility of the goals of the fellowship training plan.

[ ] Section 11 - Equipment

* List major items of equipment already available for this project and if appropriate identify location and pertinent capabilities.

[ ] Section 12 - Other Attachments

* Include as required by the guidelines or NOFO. Do not use this section to circumvent page limits in other sections of the application.

# Research and Related Senior/Key Person Profile

[ ] PI and all persons who contribute in a substantive, meaningful way to the project are included, whether or not salaries are requested

[ ] Ensure roles are accurate and consistent with budget/budget justification

* The applicant’s role is PD/PI
* Sponsors and co-sponsors should be assigned the role “Other” and then enter “Sponsor” or “Co-Sponsor” in the Other Project Role Category field.
* S/K Personnel participating via a fee-for-service arrangement should be given the role of Consultant

[ ] All S/K Personnel must include a Commons ID

[ ] All S/K Personnel must include an Organization Name

[ ]  Biosketch requirements:

* Applicant Biosketch should contain the following sections:
	+ A) Personal Statement - Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to.
	+ B) Position & Honors - List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments.
	+ C) Contributions to Science - Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations. For each contribution, you may cite up to four publications or research products that are relevant to the contribution.
	+ D) Scholastic Performance - List by Institution and year all undergraduate courses and graduate scientific and/or professional courses, with grades. In the space following the chart, explain the marking system if other than 1-100, A-F or 0-4.0 if applicable. Show levels required for a passing grade.
	+ Ensure current form version [OMB number and Approved Through date in form header are up-to-date]
	+ No hyperlinks are allowed except for one bibliographic link to a .gov address (no Google Scholar or other links)
	+ No QR codes are allowed
	+ No more than 5 pages
	+ Instructions, Templates and Sample Biosketches can be found [here](https://grants.nih.gov/grants-process/write-application/forms-directory/biosketch)
* Sponsor, Co-Sponsor, & Other Key Personnel Biosketches
* Biosketch should contain the following sections:
	+ A) Personal Statement - Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to.
	+ B) Position & Honors - List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments.
	+ C) Contributions to Science - Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations. For each contribution, you may cite up to four publications or research products that are relevant to the contribution.
* Ensure current form version [OMB number and Approved Through date in form header are up-to-date]
* No hyperlinks are allowed except for one bibliographic link to a .gov address (no Google Scholar or other links)
* No QR codes are allowed
* No more than 5 pages
* Instructions, Templates and Sample Biosketches can be found [here](https://grants.nih.gov/grants-process/write-application/forms-directory/biosketch)

# PHS Fellowship Supplemental Form

[ ] Section 1 - Introduction to Application

* No more than one page
* Should only be included for Resubmission applications
* For Resubmission applications, include all response to critiques. No markup should be included in other sections of the application.

[ ]  Section 2 - Applicant’s Background and Goals for Fellowship Training

* 1 file should contain the following sections: A. Doctoral Dissertation and Research Experience, B. Training Goals & Objectives, C. Activities Planned Under this Award.
* Ensure timeline is congruent with expected degree date and number of years of funding being requested (see Section 21 below)
* No more than 6 pages

[ ] Section 3 - Specific Aims

* State precisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
* No more than 1 page

[ ] Section 4 - Research Strategy

* Follow NOFO/SF424 guidelines
* No more than 6 pages

[ ]  Section 5 - Respective Contributions

* Describe the collaborative process between the fellow and his/her sponsor/co- sponsor in the development, review, and editing of this research training plan. Discuss the respective roles in accomplishing the proposed research
* No more than 1 page

[ ]  Section 6 - Selection of Sponsor and Institution

* Explain why the sponsor, co-sponsor (if any), and institution were selected to accomplish the research training goals. If the proposed research training is to take place at a site other than the sponsoring organization, provide an explanation here.
* No more than 1 page.

[ ] Section 7 – Progress Report Publication list – Not applicable to Fellowship Applications

[ ]  Section 8 - Training in Responsible Conduct of Research

* The plan must address the five, required instructional components outlined in the NIH policy. Please review full guidelines for this.
* No more than 1 page

[ ]  Section 9 - Sponsor & Co-Sponsor Statements

* Each statement should include the following sections: Research Support Available; Sponsor’s/Co-Sponsor’s Previous Fellows/Trainees; Training Plan, Environment, Research Facilities; Number of Fellows/Trainees to be Supervised During the Fellowship; Applicant’s Qualifications and Potential for a Research Career
* Combine all statements into a single PDF
* No more than 6 pages total

[ ] Section 10 - Letters of Support from Collaborators, Contributors, & Consultants

* Letters of Support are not the same as Reference Letters – see end of this guide for more information specific to references
* Do not include hyperlinks or QR codes
* No more than 6 pages

[ ] Section 11 - Description of Institutional Environment and Commitment to Training

* Description of Institutional Environment: The sponsoring institution must document a strong, well- established research program related to the candidate's area of interest, including the names of key faculty members relevant to the candidate's proposed developmental plan. Referring to the resources description (Section F.220 - R&R Other Project Information Form, Facilities and Other Resources), indicate how the necessary facilities and other resources will be made available for career enhancement as well as the research proposed in this application. Describe opportunities for intellectual interactions with other investigators, including courses offered, journal clubs, seminars, and presentations. This information should be coordinated with information provided under Sponsor and Co-Sponsor Statements, Training Plan, Environment, Research Facilities.
* Additional Educational Information(REQUIRED FOR F30 and F31 applications): Describe the institution’s dual-degree (F30) or graduate (F31) program in which the applicant is enrolled, e.g. the structure of the program, required milestones and their usual timing (number of courses, any teaching commitments, qualifying exams, etc.) 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.
	+ NOTE: The above information is typically provided by the director of the graduate program or the department chair. Include the name of the individual providing this information at the end of the description.
	+ NOTE: a listing of the applicant’s courses and grades must be included in the Fellowship Applicant Biographical Sketch, and NOT in this attachment.
* No more than 2 pages

[ ] Section 12 - Description of Candidate’s Contribution - only applicable to diversity related FOAs

* The sponsoring institution must provide a document on institutional letterhead that explains how the candidate’s participation will further the goals of the fellowship program to promote [diversity](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.3_application_requirements_and_receipt_dates.htm#Recruitm) in health-related research. The letter should avoid revealing sensitive personally identifiable information, such as the candidate’s specific racial/ethnic background or type of disability.
* Must be dated and signed by an institutional official, such as the Dean or the Chairman of the Department. The signature must appear over the signer's name and title at the end of the statement.

**☐** Section 14 - Vertebrate Animals – as applicable

* Should address the following criteria:
	+ Description of Procedures - Provide a concise description of the proposed procedures to be used that involve live vertebrate animals in the work outlined in the “Research Strategy” attachment. The description must include sufficient detail to allow evaluation of the procedures. Identify the species, strains, ages, sex, and total numbers of animals by species, to be used in the proposed work
	+ Justifications - Provide justification that the species are appropriate for the proposed research. Explain why the research goals cannot be accomplished using an alternative model
	+ Minimization of Pain and Distress - Describe the interventions including analgesia, anesthesia, sedation, palliative care, and humane endpoints that will be used to minimize discomfort, distress, pain, and injury.
* Identify all project performance (or collaborating) sites and describe the proposed research activities with vertebrate animals that will be conducted at those sites.

[ ] Section 15 - Select Agent Research – as applicable

* Address the following three points for each site at which select agent research will take place:
	+ Identify the select agent(s) to be used in the proposed research.
	+ Provide the registration status of all sites where select agent(s) will be used.
	+ Provide a description of all facilities where the select agent(s) will be used

[ ] Section 16 -Resource Sharing Plan – as applicable

* Include the following information regarding sharing Model Organisms & Research Tools
	+ include a description of a specific plan for sharing and distributing unique model organisms/research tools or state why such sharing is restricted or not possible.
	+ A Data Sharing Plan or plans for Genomic Data Sharing are not required within the Resource Sharing Plan attachment.

[ ] Section 17 - Other Plans -Data Mangement and Sharing Plan

* Not required for fellowship applications

[ ] Section 18 - Authentication of Key Biological and/or Chemical Resources - as applicable

* Describe methods to ensure identity and validity of key biological and/or chemical resources
* No more than 1 page

[ ] Section 19 – Human Embryonic Stem Cells - as applicable

* If yes, list the registration number of the specific cell lines

[ ] Section 20-23

* Expected degree date and number of years of funding requested should be congruent
* Current & Prior NRSA Support - combined institutional NRSA training grant and individual NRSA fellowship support cannot exceed:
	+ 5 years of support for pre-doctoral students - F31
	+ 3 years of support for postdocs - F32
	+ 6 years of support for dual enrollment (PhD & MD) - F30
		- At least 50% of the F30 award duration must be devoted to full-time PhD research

[ ]  Section 24 - Applications for Concurrent Support

* If yes, provide a description of the concurrent support, including type, dates, sources, and amount

[ ] Section 25-26

* Self Explanatory

[ ] Budget Section

* Section 27 – Tuition & Fees
	+ Fill in the full tuition for each year of funding for which you are applying. Do not reduce tuition to the NSRA cap posted by NIH.
		- Note: Tuition rates may vary based on the year of the graduate program, courses taken, etc. Postdoctoral applicants may not have tuition costs.
		- For pre-doctoral candidates in the BIMS program, contact the [Graduate Program Office](https://med.virginia.edu/bims/contacts/) for specific tuition rates for the applicant
		- Do not enter stipend information anywhere in budget section
* Section 28 - Childcare Costs – as applicable
	+ If yes, check the NIH NRSA stipend information for cap on childcare costs/year and enter funds requested for each year of the fellowship
* Section 29-30 – Senior fellowship applicants only (F33)

[ ] Appendix – use only as allowable by NOFO, do not use to circumvent page limitations

# Assignment Request Form

[ ] Include to request IC/Study Section assignment and other relevant information for Center for Scientific Review

* Study Sections applicable to fellowship applications can be found [here](https://public.csr.nih.gov/StudySections/Fellowship)

# Human Subjects and Clinical Trials

[ ] Include as applicable [see detailed instructions in SF424 Application Guide]