

National Institutes of Health (NIH) – F Series – GRAMS 424 Submission Checklist

Please review program specific solicitation for compliance and completeness. **Guidelines in the solicitation may supplement or deviate from guidelines below.**

GENERAL INFORMATION	
UNT Internal deadline	6 business days prior to sponsor deadline
Grant Application Guide	Review the SF424 Application Guide for full detail on proposal preparation: SF424 Guide - Fellowship Instructions
eRA Commons Registration	<ul style="list-style-type: none"> ✔ NIH requires PI (fellowship candidate) to have an eRA Commons User ID with the “PI” role and affiliated with the applicant organization. Contact your Grants & Contracts Specialist in GCA if you do not have one. <u>An ORCID ID must be linked to the fellow’s eRA Commons Personal Profile.</u> ✔ The fellow’s primary Sponsor is required to have an eRA Commons User ID and have the “Sponsor” role as outlined in NOT-OD-14-129 linked in the NIH Guide SF424 G.240. ✔ All individuals included in the Senior/Key Personnel section are required to have an eRA Commons User ID. ✔ Effective for submissions due on or after May 25, 2025, all Senior/Key Personnel will be required to link their ORCID ID to their eRA Commons Personal Profile. For information on linking an ORCID ID to the eRA Commons Personal Profile see the ORCID ID topic in the eRA Commons online help.
Budget Restrictions	See solicitation for budget requirements; Refer to the NIH Research Training and Career Development website for current stipend and other budgetary information. Current NRSA Budgetary Levels - FY24.
Background	<p>NRSA Programs (i.e.: F30, F31, F32, F33): The NRSA program helps ensure that a diverse pool of highly trained scientists is available in adequate numbers and in appropriate research areas to carry out the nation’s biomedical and behavioral research agenda. NRSA fellowships are awarded as a result of national competition for research training in specified health-related areas.</p> <p>Non-NRSA Programs (i.e.: F05, F37, F38, F99/K00): NIH Institutes and Centers also have unique funding authorities for fellowships that are not under the NRSA authority. Note that non-NRSA programs may have eligibility requirements, due dates, award provisions, and review criteria that differ from those of NRSA programs. Applicants should refer to their NOFO.</p>
Information	<p>Contact Institute/Center (IC): Applicants are encouraged to consult with the NIH IC or AHRQ staff prior to submitting an application, as not all fellowships are supported by each IC or AHRQ.</p> <p>Reference Letters: If reference letters are required for your program, follow the instructions on NIH’s Reference Letters page. Referees must submit reference letters through eRA Commons by the application due date.</p>

FORMATTING GUIDELINES	
Document formatting	<ul style="list-style-type: none"> ✔ PDF attachments only ✔ No headers or footers ✔ Headings within the text of attachments are encouraged
Font type/size	<ul style="list-style-type: none"> ✔ Arial, Georgia, Helvetica, Palatino Linotype are recommended ✔ Size 11 or larger (smaller font may be used for figures, charts, graphs)
Line spacing/Type Density	<ul style="list-style-type: none"> ✔ No more than 6 lines of type within a vertical space of 1 inch ✔ No more than 15 characters (including spaces) per linear inch

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	<ul style="list-style-type: none"> ✔ Only single column formatting; Multi-column format is discouraged
Page size	<ul style="list-style-type: none"> ✔ 8.5 x 11
Margins	<ul style="list-style-type: none"> ✔ At least 0.5" all sides
URLs	<ul style="list-style-type: none"> ✔ Most sections do not allow for the inclusion of URLs unless specified in the funding opportunity announcement.

GRAMS 424 PROPOSAL DOCUMENTS

A.	<input type="checkbox"/>	SF424 RR (Proposal Cover Page) – fillable
		<ul style="list-style-type: none"> ✔ Complete fields, including type of submission, proposed project dates (start date is typically at least 9 months after submission), project title (200 character limit), etc. ✔ GRAMS will auto-populate some of the sections for you. ✔ The individual fellowship applicant is considered the PI for fellowship award programs.
	1.	<input type="checkbox"/> Pre-application (not typically used for NIH or other PHS agencies)
	2.	<input type="checkbox"/> Cover Letter - Required
		<ul style="list-style-type: none"> ✔ Applicant must include a cover letter that contains a list of referees (including name, departmental affiliation, and institution). ✔ Cover letter is for internal use only and not shared with peer reviewers. Ensure it is attached in the appropriate location to ensure it is only made available to appropriate staff. ✔ <u>Cover Letter should not be used to communicate application assignment preference.</u> ✔ Letter should be addressed to the Division of Receipt and Referral and should reference the Application Title and the Funding Opportunity (PA or RFA) title of the NIH initiative.
B.	<input type="checkbox"/>	RR Performance Sites – fillable
		<ul style="list-style-type: none"> ✔ Information on Primary location and any additional sites at which the training will be conducted ✔ Additional Locations can be added as needed if there are unusual circumstances involved in the research training proposed (i.e.: fieldwork or degree sought from another institution)
C.	<input type="checkbox"/>	RR Other Project Information SF424 Guide, G.220
	1-6.	<ul style="list-style-type: none"> ✔ Complete RR Other Project Information section containing questions about this project. ✔ If human subjects are planned during the proposed project, see additional HSTCI Checklist for detailed proposal requirements.
	7.	<input type="checkbox"/> Project Summary/Abstract – 30 lines of text maximum
		<ul style="list-style-type: none"> ✔ State the application’s broad, long-term objectives and specific aims, making reference to the health relatedness of the project ✔ Describe the research design and methods for achieving the stated goals ✔ Describe the fellowship training plan and the environment in which the research training will take place ✔ Do not include proprietary information; if funded the project summary will become public information
	8.	<input type="checkbox"/> Project Narrative – 3 sentences, max
		<ul style="list-style-type: none"> ✔ Describe the relevance of this research to public health ✔ If funded, this public health relevance statement will be combined with the Project Summary and will become public information.
	9.	<input type="checkbox"/> Bibliography & References Cited – no page limit
		<ul style="list-style-type: none"> ✔ For Fellowship applications, include any references cited in the <i>PHS Fellowship Supplemental Form</i> and in the <i>PHS Human Subjects and Clinical Trials Information Form</i>. ✔ When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g.,

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		<p>PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate “PMC Journal – In Process.”</p> <ul style="list-style-type: none"> ✔ Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference. <u>Active hyperlinks are not allowed.</u>
10.	<input type="checkbox"/>	Facilities & Other Resources – no page limit
		<ul style="list-style-type: none"> ✔ Review solicitation for requirements ✔ Include a description of the organizational scientific and educational facilities and resources necessary and accessible to the fellowship candidate to complete the proposed research training plan. ✔ This section may include text derived from organizational sources but should be limited to a description of the facilities and resources needed for the proposed research training plan and not a general description of facilities and resources at the applicant organization
11.	<input type="checkbox"/>	Equipment – no page limit
		<ul style="list-style-type: none"> ✔ List major items of equipment already available for this project and if appropriate, identify location and pertinent capabilities
12.	<input type="checkbox"/>	Other Attachments – if applicable
		<ul style="list-style-type: none"> ✔ Attach additional files only in accordance with the FOA and/or agency-specific instructions (i.e.: Foreign Justification)
D.	<input type="checkbox"/>	RR Senior/Key Personnel
		<ul style="list-style-type: none"> ✔ All Senior/Key Personnel data should be entered into this section ✔ The Fellowship Candidate should be considered the PI. ✔ Multiple PD/PI projects are not applicable to fellowship applications. ✔ The applicant is required to have a Primary Sponsor that should be listed as Senior/Key Person 1 even if no measurable effort is committed to the proposed project. Select “Other” as the Project Role and provide the text “Sponsor” in the category field. ✔ Co-Sponsors may also be included, and they should also be identified as Senior/Key Personnel ✔ In addition to involving sponsors and co-sponsors, fellowship applications may also involve collaborators, consultants, advisory committee members, and contributors. These individuals are usually not considered senior/key personnel unless they contribute in a substantive, meaningful way to the project. In determining which individuals to identify as “Senior/Key”, applicants may wish to keep in mind that those listed as senior/key personnel on the application should not be asked to provide reference letters, as such letters are expected to be from individuals not directly involved in the application. For more information, see NIH’s Reference Letters page.
1.	<input type="checkbox"/>	Biographical Sketch – 5 page limit
		<ul style="list-style-type: none"> ✔ Must be included for all senior/key personnel and other significant contributors (OSCs) ✔ For applications with <u>due dates before May 25, 2025</u>, use NIH biosketch template and follow instructions found on NIH Biosketch Page. <ul style="list-style-type: none"> ○ Note: Section “D. Scholastic Performance” is no longer required, per NOT-OD-24-107. Enter “N/A” or leave blank. ✔ For applications with <u>due dates on or after May 25, 2025</u>, SciENcv must be used for preparation of an NIH Biosketch. <i>The individual’s ORCID ID must be entered into the Persistent Identifier (PID) section.</i> ✔ For applications with <u>due dates on or after May 25, 2025</u>, an NIH Biographical Sketch Supplement document will be required to collect the ‘Personal Statement’, ‘Contribution to Science’, and ‘Honors’ information.
E.	<input type="checkbox"/>	PHS Fellowship Supplemental Form – Follow NIH Page Limit requirements.
		<ul style="list-style-type: none"> ✔ Upload documents listed below as applicable
1.	<input type="checkbox"/>	Introduction (for resubmissions only or if required by NOFO) – 1 page limit

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	<ul style="list-style-type: none">✔ See specific instructions on the content of the Introduction on the NIH's Resubmission Applications page.
Candidate Section (#2)	
2. <input type="checkbox"/>	Goals, Preparedness, and Potential
	<ul style="list-style-type: none">✔ Required document that must be organized in the specified order listed in the SF424 Guide, G.430, Section 2.✔ Appropriate headings below must be used.<ul style="list-style-type: none">○ Overall Training Goals○ Candidate's Preparedness○ Candidate Self-Assessment○ Scientific Perspective
Research Training Plan Section (#3-7)	
3. <input type="checkbox"/>	Training Activities and Timeline
	<ul style="list-style-type: none">✔ Required document that should address the content requirements outlined in the SF424 Guide, G.430, Section 3.✔ Planned activities should address the candidate's goals and identified areas for development.✔ Describe the collaborative process between the candidate and the sponsor(s) in the development, writing, review, and editing of the research training plan, including the research training project aims and strategy.
4. <input type="checkbox"/>	Research Training Project Specific Aims
	<ul style="list-style-type: none">✔ State concisely the broader goals of the proposed research training project✔ List succinctly the specific objectives or aims of the research training project to be completed by the candidate during the funding period. Summarize the expected outcome(s).✔ Include the potential impact that the results of the proposed research training project will have on the research field(s) involved.
5. <input type="checkbox"/>	Research Training Project Strategy
	<ul style="list-style-type: none">✔ Organize the Research Strategy in the specified order and use instructions provided in the SF424 Guide, G.430, Section 5 unless otherwise specified in your specific solicitation.<ul style="list-style-type: none">○ Scientific Foundation and Rationale○ Approach
6. <input type="checkbox"/>	Progress Report Publication List (for renewal applications only)
	<ul style="list-style-type: none">✔ List the titles and complete references to all appropriate publications, manuscripts accepted for publication, patents, and other printed material that have resulted from the project since it was last reviewed competitively. See SF424 Guide, G.430, Section 6 for full details.
7. <input type="checkbox"/>	Training in the Responsible Conduct of Research – 1 page limit
	<ul style="list-style-type: none">✔ Must address the five required components outlined in the NIH Policy on Instruction in the Responsible Conduct of Research (RCR), as more fully described in the NIH Grants Policy Statement, Section 11.2.3.4: Responsible Conduct of Research<ul style="list-style-type: none">○ Format○ Subject Matter○ Faculty Participation○ Duration of Instruction○ Frequency of Instruction
Commitment to Candidate, Mentoring, and Training Environment (#8-10)	
8. <input type="checkbox"/>	Sponsor(s) Commitment – 6 page limit
	<ul style="list-style-type: none">✔ Required from each Sponsor and Co-Sponsor✔ Upload all statements as a single PDF✔ These statements should be completed as comprehensively as possible to that a meaningful evaluation of the training environment can be made by the reviewers

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	<ul style="list-style-type: none"> ✔ A heading at the top of the first page should be titled “Sponsor(s) Commitment” and statements should be organized and contain appropriate sections as described in the SF424 Guide, G.430, Section 8
9.	<input type="checkbox"/> Letters of Support from Collaborators, Contributors, and Consultants – 6 page limit <ul style="list-style-type: none"> ✔ Letters of Support are not Reference Letters, which are required from some applications ✔ Upload all letters as a single PDF ✔ If any collaborators, consultants, or advisors are expected to contribute to the scientific development or execution of the fellow’s planned project and research training, attach letters of support from those individuals here, describing their anticipated role and contribution.
10.	<input type="checkbox"/> Description of Candidate’s Contribution to Program Goals <ul style="list-style-type: none"> ✔ Must be completed for applicants submitting to diversity-related FOA; All other applications should skip this attachment ✔ See SF424 Guide, G.430, Section 10 for content requirements. ✔ <i>Must be signed and dated by an institutional official (i.e.: Dean or chairman of Department)</i>
Other Research Training Plan Section (#11-16)	
11.	<input type="checkbox"/> Are vertebrate animals euthanized? - fillable <ul style="list-style-type: none"> ✔ An answer is required if you answered “Yes” to “Are Vertebrate Animals Used?” in the RR Other Project Information Section ✔ Answer additional questions and provide justification as appropriate
12.	<input type="checkbox"/> Vertebrate Animals (if applicable) – no page limit <ul style="list-style-type: none"> ✔ Required if you answered “yes” to vertebrate animal use in the “RR Other Project Information” section ✔ If live vertebrate animals are involved in the project, address each of the criteria described in the SF424 Guide, G.430, Section 12
13.	<input type="checkbox"/> Select Agent Research (if applicable) - no page limit <ul style="list-style-type: none"> ✔ Required if your proposed activities involve the use of select agents at any time during the proposed project period, either at the applicant organization or at any performance site. ✔ If activities involve a select agent that which have been excluded from the list per 42 CFR 73.3, use this attachment to identify the strain(s) of the select agent that will be used and note that it has been excluded from this list. ✔ Refer to the SF424 Guide, G.430, Section 13 for document content requirements
14.	<input type="checkbox"/> Resource Sharing Plan – no page limit <ul style="list-style-type: none"> ✔ Individuals are required to comply with the instructions for the Resource Sharing Plan (Sharing Model Organisms) as provided in the SF424 Guide, G.430, Section 14 ✔ All applications where the development of model organisms is anticipated are expected to include a description of a specific plan for sharing and distributing unique model organisms or state why such sharing is restricted or not possible
15.	<input type="checkbox"/> Other Plan(s) – N/A <ul style="list-style-type: none"> ✔ Not required for Fellowship Applicants.
16.	<input type="checkbox"/> Authentication of Key Biological and/or Chemical Resources – 1 page max suggested <ul style="list-style-type: none"> ✔ If applicable to the proposed science, briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. SF424 Guide, G.430, Section 16
Additional Information Section (#17-24)	
17-24.	<input type="checkbox"/> ✔ Answer additional questions about the fellowship applicant and this project
Budget Section (#25-28) SF424 Guide, G.430 Budget Section - Applicants should refer to the NIH Research Training and Career Development website for current stipend and other budgetary levels.	
25.	<input type="checkbox"/> Tuition and Fees - fillable

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		<ul style="list-style-type: none"> ✔ Required to be completed for all Fellowship Applicants ✔ Final stipend and institutional allowance will be determined at time of award
26.	<input type="checkbox"/>	Childcare Costs – fillable
		<ul style="list-style-type: none"> ✔ Only Ruth L. Kirschstein NRSA Individual Fellows and NIH Transition Award (F99/K00) fellows, may receive childcare costs, if applicable. For F99/K00 applicants, childcare costs are only allowed for the F99 phase.
27.	<input type="checkbox"/>	Present Institutional Base Salary (IBS) - fillable
		<ul style="list-style-type: none"> ✔ Only required to be completed for <i>Senior</i> Fellowship Applicants
28.	<input type="checkbox"/>	Stipends/Salary During First Year of Proposed Fellowship - fillable
		<ul style="list-style-type: none"> ✔ Only required to be completed for <i>Senior</i> Fellowship Applicants
29.	<input type="checkbox"/>	Appendices (if applicable) - 10 PDF attachments max
		<ul style="list-style-type: none"> ✔ Review your solicitation for special appendix instructions ✔ If more than 10 allowable appendix attachments are needed, combine remaining into attachment #10 ✔ File names should be descriptive of content ✔ Summary sheet is encouraged to be included in first appendix attachment summarizing items included in the Appendix. ✔ Review SF424 Guide, G.430, Section 29 for allowable appendix material (i.e., blank data collection forms, blank informed consent forms)
F.	<input type="checkbox"/>	PHS Human Subjects and Clinical Trials Information
		<ul style="list-style-type: none"> ✔ Complete this form after you have completed the questions on the RR Other Project Information section. ✔ Required to be completed even if no human subjects are involved. ✔ Answer the question “Does the proposed research in the application involve human specimens and/or data? If you answer “yes”, provide explanation. Refer to SF424 Guide, G.500, Human Specimens and/or Data for additional information and content requirements ✔ If you answered “No” to “Are Human Subjects Involved?”, skip the rest of the form ✔ If you answered “Yes” to “Are Human Subjects Involved?”, proceed in completing the form as required and attach all required documents. Refer to SF424 Guide, G.500 when completing this section and the separate checklist for HSCTI content and documents. ✔ Please note, fellowship applicants are permitted to conduct research involving human subjects; however, they are NOT permitted to lead an independent clinical trial. <ul style="list-style-type: none"> ○ Fellowship applicants who are not proposing a clinical trial: Follow standard instructions ○ Fellowship applicants who are proposing to gain clinical trial research experience under a sponsor’s supervision (i.e., NOT leading an independent clinical trial): Follow standard instructions but follow relevant Fellowship instructions where given. <ul style="list-style-type: none"> ▪ Ensure you are <u>applying to an NOFO that allows Clinical Trial Research Experience.</u> ▪ Sponsor is required to <u>include a statement</u> to document leadership on the clinical trial that includes the content outlined in the SF424 Guide, G.500. <u>This must be included in the “Sponsor(s) Commitment” document.</u> ▪ Important Notes: <u>Do NOT check box for “Anticipated Clinical Trial?”</u> and do NOT provide information in “Section 4 – Protocol Synopsis” or “Section 5 – Other Clinical Trial-related Attachments”
G.	<input type="checkbox"/>	PHS Assignment Request - optional
		<ul style="list-style-type: none"> ✔ Allows selection of a suggested awarding component assignment or review preference to the Division of Receipt and Referral (DRR) and to Scientific Review Officers (SROs). ✔ Also allows for identification of specific individuals who should not review your application and up to 5 types of expertise needed for the review of your application