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	✔ NIH requires PI (fellowship applicant) 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. The eRA Commons Personal Profile associated with the username entered in the Credential field must include an ORICID ID linked to their profile. ✔ 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.
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	**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. Certain specialized individual fellowships, such as the predoctoral fellowships (F31 & F30), postdoctoral fellowships (F32), senior fellowships (F33), and other institute-specific fellowship programs are provided under this authority. **Non-NRSA Programs (i.e: F05, F37, F38, F99/K00):** Fogarty International Central (FIC) and National Library of Medicine (NLM) 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 FOA.
Information	**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. **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.

FORMATTING GUIDELINES	
Document formatting	✔ PDF attachments only ✔ No headers or footers ✔ Headings within the text of attachments are encouraged
Font type/size	✔ Arial, Georgia, Helvetica, Palatino Linotype are recommended ✔ Size 11 or larger (smaller font may be used for figures, charts, graphs)
Line spacing/Type Density	✔ No more than 6 lines of type within a vertical space of 1 inch ✔ No more than 15 characters (including spaces) per linear inch

	✔ Only single column formatting; Multi-column format is discouraged
Page size	✔ 8.5 x 11
Margins	✔ At least 0.5" all sides
URLs	✔ Most sections do not allow for the inclusion of URLs unless specified in the funding opportunity announcement.

GRAMS 424 PROPOSAL DOCUMENTS

A. ☐ **SF424 RR (Proposal Cover Page)** – fillable

- ✔ 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.
- ✔ Work with your GCA Specialist to determine appropriate budgetary amounts. Budget will consist of stipends, tuition and fees, and institutional allowance (to help defray the costs of fellowship expenses such as health insurance, books, and travel to scientific meetings).

1. ☐ **Pre-application** (not typically used for NIH or other PHS agencies)

2. ☐ **Cover Letter -** Required

- ✔ 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. ☐ **RR Performance Sites** – fillable

- ✔ 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. ☐ **RR Other Project Information** SF424 Guide, G.220

1-6. ☐ ✔ Complete RR Other Project Information section containing questions about this project.
- ✔ If human subjects are planned during the proposed project, see additional HSCTI Checklist for detailed proposal requirements.

7. ☐ **Project Summary/Abstract** – 30 lines of text maximum

- ✔ 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. ☐ **Project Narrative** – 3 sentences, max

- ✔ 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. ☐ **Bibliography & References Cited** – no page limit

- ✔ For Fellowship applications, include any references cited in the PHS *Fellowship Supplemental Form* and in the *PHS Human Subjects and Clinical Trials Information Form*.

✔	When citing articles that fall under the <u>Public Access Policy</u>, 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., 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."
✔	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. ☐ **Facilities & Other Resources** – no page limit

✔	Review solicitation for requirements
✔	Include a detailed description of the institutional facilities and resources available to the fellowship applicant to establish the feasibility of the goals of the fellowship training plan.
✔	Describe the scientific environment in which the research will be done contributes to the probability of success (i.e.: institutional support, physical resources, intellectual rapport)
✔	Discuss ways in which the proposed research will benefit from unique features of the scientific environment
✔	Describe any special facilities used for working with biohazards and any other potentially dangerous substances.

11. ☐ **Equipment** – no page limit

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

12. ☐ **Other Attachments** – if applicable

✔	Attach additional files only in accordance with the FOA and/or agency-specific instructions (i.e.: Foreign Justification)

D. ☐ **RR Senior/Key Personnel**

✔	All Senior/Key Personnel data should be entered into this section
✔	The Fellowship Applicant should be considered the PI. <u>The eRA Commons Personal Profile associated with the username entered in the Credential field must include an ORICID ID linked to their profile.</u>
✔	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. ☐ **Biographical Sketch** – 5 page limit

✔	Must be included for all senior/key personnel and other significant contributors (OSCs)
✔	Use NIH biosketch format – https://grants.nih.gov/grants/forms/biosketch.htm
○	Fellowship Biosketch Samples available at above link

E. ☐ **PHS Fellowship Supplemental Form**

✔	Upload documents listed below as applicable

1. ☐ **Introduction (for resubmissions only)** – 1 page limit

✔	Summarize substantial additions, deletions and changes to application
✔	Respond to issues and criticism raised in the summary statement

		Fellowship Applicant Section (#2)
2.	☐	**Applicant's Background and Goals for Fellowship Training** – 6 page limit

- ✔ 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.
  - o Doctoral Dissertation and Research Experience
  - o Training Goals and Objectives
  - o Activities Planned Under this Award

		Research Training Plan Section (#3-8)
3.	☐	**Specific Aims** – 1 page limit

- ✔ State concisely the goals of the 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.
- ✔ List succinctly the specific objectives of the research proposed

4.	☐	**Research Strategy** – 6 page limit

- ✔ Organize the Research Strategy in the specified order and use instructions provided in the SF424 Guide, G.430, Section 4 unless otherwise specified in your specific solicitation.
  - o **Significance**
  - o **Approach**
- ✔ Cite published experimental details in the Research Strategy attachment and provide the full reference in the Bibliography and References Cited document

5.	☐	**Respective Contributions** – 1 page limit

- ✔ Describe the collaborative process between you and your sponsor(s) in the development, review, and editing of this Research Training Plan. Also discuss your respective roles in accomplishing the proposed research.

6.	☐	**Selection of Sponsor and Institution** – 1 page limit

- ✔ Describe the rationale/justification for the selection of both the sponsor and the institution.

7.	☐	**Progress Report Publication List (for renewal applications only)**

- ✔ 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 7 for full details.

8.	☐	**Training in the Responsible Conduct of Research** – 1 page limit

- ✔ 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
  - o Format
  - o Subject Matter
  - o Faculty Participation
  - o Duration of Instruction
  - o Frequency of Instruction

		Sponsors, Collaborators, and Consultants Section (#9-10)
9.	☐	**Sponsor and Co-Sponsor Statements** – 6 page limit

- ✔ 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
- ✔ Statement should be formatted and organized as described in the SF424 Guide, G.430, Section 9

10.	☐	**Letters of Support from Collaborators, Contributors, and Consultants** – 6 page limit

- ✔ 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.

Institutional Environment and Commitment to Training Section (#11-12)

11. ☐ **Description of Institutional Environment and Commitment to Training** – 2 page limit

- ✔ See SF424 Guide, G.430, Section 11 for content requirements.
- ✔ For F30 and F31 applications, "Educational Information" is also required to be included

12. ☐ **Description of Candidate's Contribution to Program Goals**

- ✔ Must be completed for applicants submitting to diversity-related FOA; All other applications should skip this attachment
- ✔ See SF424 Guide, G.430, Section 12 for content requirements.
- ✔ *Must be signed and dated by an institutional official (i.e.: Dean or chairman of Department)*

Other Research Training Plan Section (#13-18)

13. ☐ **Are vertebrate animals euthanized?** - fillable

- ✔ 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

14. ☐ **Vertebrate Animals (if applicable)** – no page limit

- ✔ 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 14

15. ☐ **Select Agent Research (if applicable)** - no page limit

- ✔ 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 15 for document content requirements

16. ☐ **Resource Sharing Plan** – no page limit

- ✔ 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 16
- ✔ 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

17. ☐ **Other Plan(s)** – N/A

- ✔ Not required for Fellowship Applicants.

18. ☐ **Authentication of Key Biological and/or Chemical Resources** – 1 page max suggested

- ✔ 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 18

Additional Information Section (#19-26)

19-26. ☐ ✔ Answer additional questions about the fellowship applicant and this project

Budget Section (#27-30) SF424 Guide, G.430 Budget Section

27. ☐ **Tuition and Fees** - fillable

- ✔ Required to be completed for all Fellowship Applicants

		✔ Final stipend and institutional allowance will be determined at time of award
28.	☐	**Childcare Costs** - fillable
		✔ Only Ruth L. Kirschstein NRSA Individual Fellows may receive childcare costs, if applicable
29.	☐	**Present Institutional Base Salary (IBS)** - fillable
		✔ Only required to be completed for *Senior* Fellowship Applicants
30.	☐	**Stipends/Salary During First Year of Proposed Fellowship** - fillable
		✔ Only required to be completed for *Senior* Fellowship Applicants
31.	☐	**Appendices (if applicable)** - 10 PDF attachments max
		✔ 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 31 for allowable appendix material (i.e., blank data collection forms, blank informed consent forms)
F.	☐	**PHS Human Subjects and Clinical Trials Information**
		✔ 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.** ○ **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. ▪ Ensure you are applying to an FOA that does NOT allow independent clinical trials, but does encourage a clinical trial research experience led by a sponsor. ▪ Sponsor is required to include a statement to document leadership on the clinical trial that includes the content outlined in the SF424 Guide, G.500. This must be included in the "Sponsor and Co-Sponsor Statements" document. ▪ Important Notes: Do NOT check box for "Anticipated Clinical Trial?" and do NOT provide information in "Section 4 – Protocol Synopsis" or "Section 5 – Other Clinical Trial-related Attachments"
G.	☐	**PHS Assignment Request** - optional
		✔ 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