Office of the Vice President for Research
Research Administration Services

NIH NRSA Fellowship – Proposal Preparation Checklist

Before You Begin

- *READ THE FOA*.
- *Refer to the SF424 Guidelines*.
- Proposals MUST be submitted on or **before 5:00pm Local Time** on Deadline Date. If an NIH "standard deadline" date falls on a weekend or *Federal* holiday, the deadline is extended to the following business day.
- The individual Fellowship applicant for whom support is being requested is designated as the PD/PI on the application and must be registered in eRA Commons as PI. The mentor, also needs a valid eRA Commons ID listed with the role of "mentor." Please contact NIH-help@mit.edu if an eRA Commons ID or new role are needed.

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- The mentor should be the named PI in the proposal; similar to any other fellowship. The fellow is listed as key personnel. Both need to certify.
- **Delivery Info tab**: On the Submission Account ID, suggest the Workspace or Assist number
- **Sponsor & Program Information Tab**: On the Opportunity ID field – suggest adding in the NOFO

Sections of the Application

RR SF424 Cover Page – please note:

1. Ensure correct box is checked: "Application". *Note: change/corrected applications are only used if the original proposal submitted errored before reaching NIH and needs to be resubmitted*.
4a. Box is completed with the NIH grant number **if a Resubmission** i.e., CA123456
5. Applicant Information – Enter the UEI (Unique Entity Identifier) - E2NYLCDML6V1
6. Employer Identification: 04-210-3594
8. Type of application: ensure correct box is check (*either NEW or RESUBMISSION*)
11. Title: No special characters should be used. Limit 200 characters including spaces and punctuation.
12. Ensure start dates are correct. Note: The start date is an estimate, typically nine months after application submission and many times follows the NIH Standard Due Dates.
13. MIT Congressional District = MA-007
16. The program is NOT covered by E.O. 12372
17. Should be AGREE
21. *Cover letter* – Required for fellowship applications. The cover letter must contain the list of referees (including name, department affiliation, and institution). It should not contain information regarding assignment of the application – that information would be include in the optional Assignment Request Form.

Performance Site Information(s)

List MIT plus any other sites where science will be performed. UEI is needed for the Prime Location. For MIT this is E2NYLCDML6V1

R&R Other Project Information

1. Human Subjects – if yes, then include Assurance No. 00004881
   a. If YES and EXEMPT: the exemption number must be included.
   b. If YES and IRB review needed: ensure all necessary attachments are included on the study record attachment 'PHS Human Subjects and Clinical Trials Information' (see more information below).
2. Animal Assurance No. D16-00078. Animal subjects should always be listed as "Pending" at proposal stage. *Note: if applicant answers "NO" to "PENDING" for animal or human approval then an approval date must be*

entered. If not, the package will error.

If animal involvement is anticipated within the period of award but plans are indefinite, check "Yes" and provide an explanation and anticipated timing in the Vertebrate Animal attachment to the Research Plan. In all cases, an approved protocol is required prior to any work with animal subjects.

3. Proprietary information – expected to be NO. If yes, see SF424 Guide. Text must be marked.
4. Environmental Questions – expected to be NO
5. Historic Place – expected to be NO
6. International Collaboration – If "Yes" a justification must include a description of how the foreign training is more appropriate than in a domestic setting. Include reasons why the facilities, the sponsor, and/or other aspects of the proposed experience are more appropriate in a foreign setting. The foreign justification should be provided as a separate attachment in the "12. Other Attachments" section.
7. Project **Summary** /Abstract – 30 lines max; summary of the research, fellowship training plan, and environment. In addition, the research project to be conducted under the fellowship award, describe the fellowship training plan and the environment in which the research training will take place. The entire "Project Summary/Abstract" attachment is limited to 30 lines of text.
8. **Narrative -** short 2-3 sentences for lay audience explaining "relevance to Public health"
9. **Bibliography and References cited** – should use PMCID numbers if available.
10. **Facilities/Resources** – Identify the facilities available to the program to demonstrate capability of research site to complete the proposal, include all performance sites
    Provide in the Attachment a detailed description of the institutional facilities and resources available to the Fellowship applicant. The information provided is of major importance in establishing the feasibility of the goals of the fellowship training plan.
11. **Equipment** – list equipment available to the program to demonstrate capability of research site.
12. **Other Attachments**: May be required by FOA
    Need attachment if you answered "Yes" to question 6 (see SF424 for guidance).

R&R Key Persons

− The Fellow is listed with the PD/PI role and MUST provide eRA Commons User ID in the "Credential" box.
  ***In eRA Commons profile, the fellow must have an ORCID number; if this is not in eRA Commons, the application will error. RAS can not confirm if the fellow has included this in their eRA Profile (we do not have access), so it is good practice to remind the DLC this is required.
− List Sponsor, Co-Sponsor, OSC and Consultants. *Note:* Project role is 'Other", then 'Sponsor" for the faculty mentor, they also MUST have an eRA commons ID. Only one primary sponsor allowed, any additional sponsors are listed as Co-sponsor.
− Biosketches required for ALL persons listed in this Senior/Key Person Profile page. Fellow includes Scholastic Performance (Section D) in their biosketch:
  ➢ **Predoctoral applicants/candidates (including undergraduates and post-baccalaureates):** List by institution and year **all** undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.
  ➢ **Postdoctoral applicants:** List by institution and year **all** graduate scientific and/or professional courses with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade
− Unless the PA/RFA requires, do not provide "Current & Pending Support" at proposal time.

PHS 398 Fellowship Supplement

1. Introduction:
   - Use ONLY for Resubmission
   - Limited to ONE PAGE unless specified otherwise in FOA.
2. Applicant's Background and Goals Section – limit 6 pages.
   a. Doctoral Dissertation and Research Experience
   b. Training Goals and Objectives:
   c. Activities Planned Under this Award:
3. Specific Aims – Limited to one page
4. Research Strategy – Limited to 6 pages.
   a. Significance
   b. Innovation (*do not use unless specified in the FOA*)
   c. Approach
5. Respective Contributions – Limited to 1 page
   Describe the collaborative process between you and your sponsor/co-sponsor in the development, review, and editing of this research training plan. Discuss the respective roles in accomplishing the proposed research.
6. Selection of Sponsor and Institution – Limited to 1 page.
   Describe the rationale/justification for the selection of the sponsor and institution
7. Progress Report (leave blank)
8. Training in the Responsible Conduct of Research – limited to 1 page.
   - Must address the 5 required instructional components:
   1. Format
   2. Subject Matter
   3. Faculty Participation
   4. Duration of Instruction
   5. Frequency of Instruction
9. Sponsor and Co-Sponsor Statements – limited to 6 pages.
   A. Research Support Available
   B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees
   C. Training Plan, Environment, Research Facilities
   D. Number of Fellows/Trainees to be Supervised During the Fellowship
   E. Applicant's Qualifications and Potential for a Research Career
10. Letters of Support -limited to 6 pages
11. Description of Institutional Environment and Commitment to Training – limit 2 pages. Document a strong, well-established research program related to the candidate's area of interest. Describe opportunities for intellectual interactions with other individuals in training and other investigators, including courses offered, journal clubs, seminars, and presentations. Indicate the facilities and other resources that will be made available for both career enhancement and the research proposed in this application
    Additional Educational Information (required for F30 and F31 applications):
    o 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.
12. **Description of Candidate's Contribution to Program Goals – 2 page limit**
    Applicants to diversity-related FOAs (e.g., diversity-related F31): The "Description of Candidate's

Contribution to Program Goals" attachment is required.

All other Fellowship applicants: Skip the "Description of Candidate's Contribution to Program Goals" attachment, as it is not required.

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 in health-related research. Letter must be dates and signed by Institutional Official (i.e., dean or chairperson of department).

Other Research Training Plan (complete as needed)

13. Vertebrate Animals - required if answered "YES" to the question 'are vertebrate animals involved?
   a. Description of procedures
   b. Justifications
   c. Minimization of Pain and Distress
14. Select Agent Research – if yes, include attachment addressing the following 3 points:
   a. Identify select agents to be used
   b. Provide the registration status of all entities* where select agent(s) will be used.
   c. Provide a description of all facilities where the select agent(s) will be used.
16. Resource Sharing Plan – complete as applicable. NIH Fellowships are not subject to the DMSP.
17. Authentication of Key Biological and/or Chemical Resources - 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. A maximum of one page is suggested.

Additional Information Section (complete as needed)

21. Field of Training: drop down list, not 4-digit codes.
25. Citizenship – Provide information requested. ***Note:*** It is the responsibility of the sponsoring institution to determine and retain documentation indicating that the individual candidate's visa will allow him/her to reside in the proposed research.

Budget

27. Add tuition and fees or check box funds not requested.
28. If child care costs are included, the cost will be entered on this line. If asking for the full $2500 for 12 months of child care, see below.

28. Stipends/Salary During First Year of Proposed Fellowship:

	Amount	Number of Months
a. Federal Stipend Requested:		

	Amount	Number of Months
b. Supplementation from Other Sources:	2,500.00	12.00

Type (e.g., sabbatical leave, salary)
Childcare Costs

Source
NIH

Helpful Websites

Application Guidance

- [SF424 Instructions](#)
- [Fellowship Information](#)
- [Page limits](#)
- [Deadline dates](#)
- [Avoid common errors](#)

NOTE: *A common error is that the fellow is not affiliated with MIT in eRA Commons (as noted on page 1 of this checklist). Check the status in eRA Commons to ensure the fellow has PI status at MIT and the mentor is there too with role of sponsor!*