Overview:

This document is intended to help you complete a KC System to System (S2S) proposal submission for the Ruth Kirschstein National Research Service Awards (NRSA). It does *not* give step-by-step instructions on how to complete a proposal in Kuali Coeus.

****This guide highlights elements specific to the NRSA F opportunities, and will assist with many requirements of these solicitations. ***You will still need to refer to the SF424 (R&R) Fellowship Application Guide for NIH and AHRQ*****

Funding Opportunity Numbers:

PA-18-671
Individual Predoctoral Fellows (F31)

PA-18-666
Individual Predoctoral Fellows
to Promote Diversity (F31)

PA-18-670
Individual Postdoctoral Fellows (F32)

Kuali Coeus is the Institute's preferred mechanism for submission.

Specific Requirements and Restrictions for this NIH Opportunity

Complete Instructions at: http://grants1.nih.gov/training/F_files_nrsa.htm and http://grants.nih.gov/grants/funding/424/index.htm

NIH Application Due Dates	April 8, August 8 and December 8 annually
Allowable Proposal Types	**New** and **Resubmissions** are allowed Renewals are NOT permitted. Revisions are NOT permitted.

Project Periods	
Note: These are aggregate periods of support for ALL awards under the NRSA program. Please consider any prior support under the NRSA when determining your project period.	
F31	Maximum project period allowed for **F31** is five (5) years but is often limited to 2-3 years.
F32	Maximum project period allowed for **F32** is three (3) years.

eRA Commons account ID's	
To request an eRA commons account, or mange MIT affiliation or roles, email nih-help@mit.edu	
Applicant Fellow	The Fellow **MUST** be affiliated with MIT in NIH eRA Commons. The Fellow must have PI role in his/her eCommons profile.
Faculty Sponsor	The Faculty Sponsor **MUST** be affiliated with MIT in NIH eRA Commons. The Faculty sponsor should have the Sponsor role in his/her eCommons profile.

Funding Levels Applicants can refer to the NIH/OER Research Web site (http://grants.nih.gov/training/extramural.htm) for current stipend and other budgetary levels	
F31 Individual Predoctoral	**Stipend:** Rate determined at $23,844 year. (NOT-OD-17-084)
	Tuition and Fees: Request the full tuition; 60% of the level requested will be funded, up to $16,000 per year for those enrolled in a doctoral degree program; up to $21,000 per year for those enrolled in a dual degree.
	Institutional Allowance: $4,200 per year.
F32 Individual Postdoctoral	**Stipend:** Rates determined by NIH due to years of Postdoc **experience**. See http://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-003.html
	Tuition and Fees: Request the full tuition; 60% of the level requested, up to $16,000 per year for those in a formal degree-granting program.
	Institutional Allowance: $8,850 per year.

Citizenship

Citizenship eligibility must be confirmed IN ADVANCE of Deadlines

"By the time of award, the individual must be a citizen or a non-citizen national of the United States or have been lawfully admitted for permanent residence…"

Page Limits	Section of Application NOTE: if limit is different from FOA, the FOA supersedes
1	Introduction to Resubmission or Revision Application (when applicable)
6	Applicant's Background and Goals for Fellowship Training
1	Specific Aims
6	Research Strategy
1	Respective Contributions
1	Selection of Sponsor and Institution
1	Training in the Responsible Conduct of Research
6	Sponsor and Co-Sponsor Statements
6	Letters of Support from Collaborators, Contributors, and Consultants
2	Description of Institutional Environment and Commitment to Training
1	Applications for Concurrent Support (when applicable)
5	Biographical Sketch

User Attached Forms

PHS submissions include several Optional forms, some of which are not programmed to system data. The Fellowship opportunities include the optional form "PHS Assignment Request Form".

To include these forms as part of your KC system-to-system proposal, you will need to download the fillable form from the Grants.gov website, complete the form requirements, and upload as User Attached Forms to your KC proposal.

Complete instructions on how to manage User Attached forms is described in a Quick Card, located here: http://kc.mit.edu/quick-reference-cards in the Attached Forms section.

Reference Letters	
Reference letters must be submitted by proposal deadline by the *Referees!* **These letters are Not in your application, but submitted directly in NIH's eRA Commons!**	
Reference letters are submitted *by your referees directly through the eRA Commons.* Additional information about preparing for reference letters can be found here: http://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letter.htm Applicants for this fellowship must arrange to have at least three (but no more than five) letters of reference submitted on their behalf to the eRA Commons web site at https://commons.era.nih.gov/commons/reference/submitRefereeInformation.jsp	
F&A costs	**F&A costs NOT** permitted.
Certification/COI	Proposal Certification and potentially COI Disclosures are **required** for both the Fellow and Sponsor(s). Proposal certification answers will determine whether a full proposal disclosure is necessary. If so, system will prompt user into MY COI to disclose.
Special Note – for those who do not currently have an MIT Kerberos ID, one must be requested through IS&T using the form found on their website here: https://ist.mit.edu/guest-accounts	

Sections of the Kuali Coeus Proposal

1. Basics > Proposal Details

The Proposal Details screen is the default view when opening an existing proposal, or when creating a new proposal. Users can select **General Info** from the left navigation bar to return to this screen. Fields with a red asterisk (*****) are required to save and to generate a proposal number.

For detailed instructions on how to do this, please refer to the *Kuali Coeus S2S Proposal Development Training Guide.*

Proposal Type: Select **New** or **Resubmission**

Activity Type: Select **Fellowship –Pre Doctoral** or **Fellowship – Post Doctoral**

Sponsor: Enter **000340** for NIH

2. Basics > S2S Opportunity Search

Select **Find an Opportunity**.
In Search window (above) select a Search Domain of Grants.gov from drop down menu.
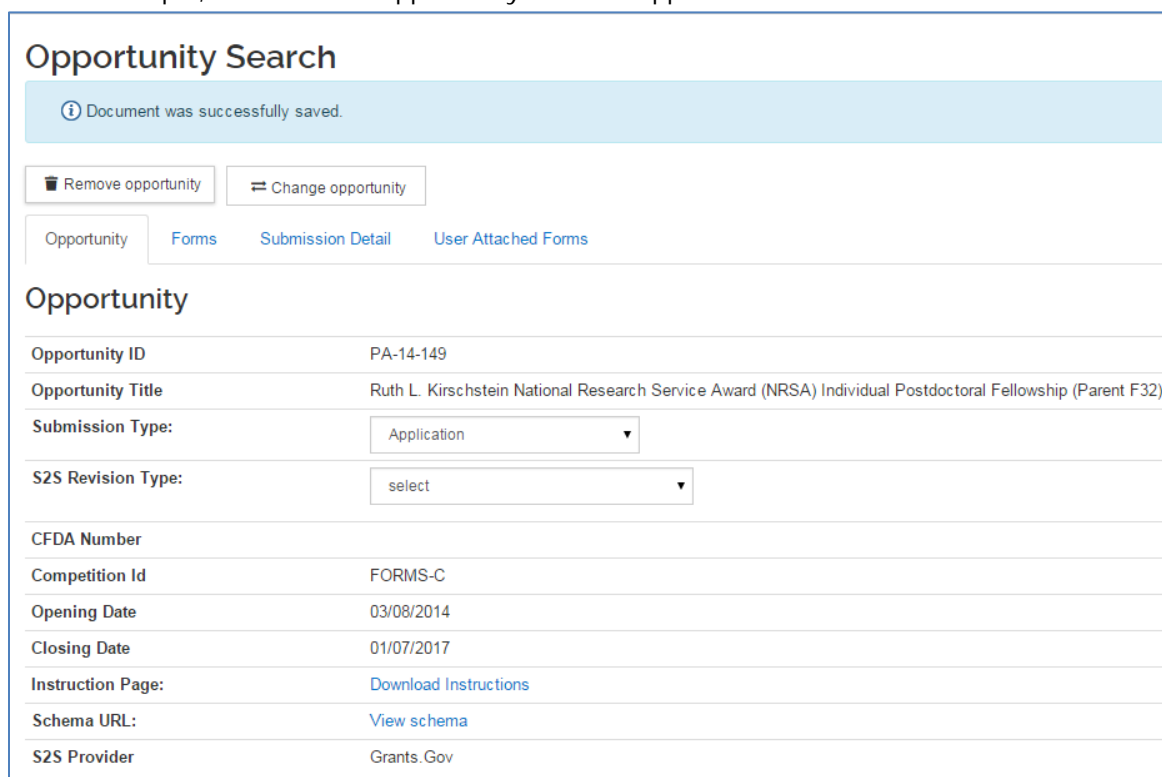Enter the Opportunity ID and click Search.

Enter **PA-18-671 for Individual Predoctoral Fellows (F31)**
Enter **PA-18-666 for Individual Predoctoral Fellows to Promote Diversity (F31)**
Enter **PA-18-670 for Individual Postdoctoral Fellows (F32)**

In **results** window click the select button to link proposal to this grants.gov application package. Opportunity Details will display similar to the view below.

1. Screenshot example, not a current opportunity. Current opportunities will have similar information.

Forms and **Submission Detail** tabs addressed later, and **User Attached Forms** tabs are addressed in later sections.

MIT OFFICE OF SPONSORED PROGRAMS

3. Basics > Sponsor & Program Information

2 Screenshot example, not a current opportunity. Current opportunities will have similar information

Sponsor & Program Information

ⓘ Document was successfully saved.

Sponsor deadline:	08/10/2015 5:00 PM
Sponsor Deadline Type:	select
Notice of Opportunity:	select
Opportunity ID:	PA-14-149
CFDA Number:	
Subawards:	☐ Yes, this proposal includes subaward(s)
Sponsor Proposal ID:	
Sponsor Div Code:	
Sponsor Program Code:	
NSF Science Code:	select
Anticipated Award Type:	select
Agency Routing Identifier:	
Prev Grants.Gov Tracking ID:	
Opportunity Title:	Ruth L. Kirchstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)

Automatically filled (pointing to Opportunity ID)

Automatically filled (pointing to Opportunity Title)

Fill out Sponsor deadline information, including the hour of 5PM.
Fill out remaining fields as required.

4. Basics > Organization & Locations

📄 **Basics** ⌄

Proposal Details

S2S Opportunity Search

Delivery Info

Sponsor & Program Information

Organization and Location

Organizations & Locations

| Applicant Organization | Performing Organization | Performance Site Locations | Other Organizations |

Applicant Organization

🖥 Details

Organization Name	Massachusetts Institute of Technology
Address Line 1	77 Massachusetts Ave.
Address Line 2	NE18-901
Address Line 3	
City	Cambridge
State	MA
Postal Code	021394307

➕ Add Congressional District

▸ MA-007

System maintained data for MIT will automatically populate this screen.

Performing Organization indicates the primary site where the work will be performed. **If a portion of the project will be performed at any other site(s), add the new organization/location on these tabs**.

For detailed instructions on how to add a location, please refer to the *Kuali Coeus S2S Proposal Development Training Guide*.

5. **Key Personnel** and **Notify** for **Certification**

- The Fellowship Applicant **must** be listed as the **PI**.

- The Faculty Sponsor will be designated as a Key Person with role of **Sponsor**. This Role is an application requirement.

For detailed instructions on how to enter this information, please refer to the *Kuali Coeus S2S Proposal Development Training Guide.*

- The NIH requires the Applicant to have an eRA Commons User ID. To obtain an eRA Commons ID, please contact nih-help@mit.edu. Please ask to have the PI role added for your fellowship application in your request for your ID, ID Affiliation to MIT, or updating your exiting ID.

NOTE:

The Candidate Fellow MUST have an eRA Commons account affiliated with MIT

The candidate's eCommons ID must have the **role of PI** for this submission.

The Candidate's Faculty Sponsor MUST have an eRA commons account affiliated with MIT, with the role of Sponsor added.

> Please send your requests to the MIT help desk for eRA accounts: nih-help@mit.edu

> Include that you are preparing a fellowship submission; and request the roles for the participants noted above.

- **Notify** individuals to answer Proposal Certification Questions.

  Based on answers to the certification questions, Investigators and PHS Key Persons may be directed to complete a required full COI disclosure in My COI.

For detailed instructions on certification and how to confirm COI disclosure status in a proposal, please refer to the Quick Reference Card Found here*:*
 http://coi.mit.edu/research/help-and-training/quick-reference-cards

Look in the Proposal Development Section under those for Aggregators, titled:
Adding NIH/PHS Investigators and Key Persons, Certification for subaward and multi-PI Proposals

6. Key Personnel > Extended Details, Citizenship Type

In many cases, the Citizenship response will be populated from MIT HR data fed to KC and will neither need to be entered nor be editable by the user.

To review the applicant's Citizenship status, go to the **S2S Opportunity Search** > **Forms** section and select **Create PDF** for the **PHS 398 Fellowship Supplemental Form.**

Please note that the form will not preview unless the minimum required narratives have been added, and the Fellowship questionnaire is complete.

If you receive an error that the citizenship type is not valid, do the following:

1. Navigate to the **Key Personnel screen** and expand the **Person Details** panel, and then select the **Extended Details** Tab.
2. Type in the **Visa Type** field with the Upper Case Letter code.

Code	Form Field Populated
C	U.S. Citizen or Non-Citizen National
N	Non-U.S. Citizen, With a Permanent U.S. Resident Visa
A	Non-U.S. Citizen, With a Temporary U.S. Visa
B	Non-U.S. Citizen, both "With a Temporary U.S. Visa" and "Has applied for permanent resident status and expect to hold a permanent resident visa by the earliest possible start date of the award"

Note: These are case sensitive, all entries should be Upper Case.

Also: for NRSA, "A" is only appropriate for certain submissions. (e.g., Fogarty International Center programs)

Note: If the Citizenship section populates with MIT HR data of **Non-U.S. Citizen**, **With a Temporary U.S. Visa** and it is confirmed that the applicant has indeed applied for permanent resident status, the **B** code can be entered in the **Visa Type** field to overwrite the MIT HR data.

Users *cannot* override HR supplied data of "U.S. Citizen or Non-Citizen National" or "Non-U.S. Citizen, With Permanent U.S. Resident Visa" by entering a different Visa Type.

Per solicitation: By the time of award, the individual must be a citizen or a non-citizen national of the United States or have been lawfully admitted for permanent residence (i.e., possess a currently valid Permanent Resident Card USCIS Form I-551, or other legal verification of such status).

7.Compliance

Inclusion of Human Subjects

If the proposed research involves human subjects, the applicant must be responsive to the instructions in the Fellowship Instructions for NIH and Other PHS Agencies and the specific Funding Opportunity Announcement. Read all the instructions in the Funding Opportunity Announcement (FOA) to ensure your application meets all IC-specific criteria. If you are proposing a clinical trial, make sure your FOA accepts clinical trials (i.e., 'clinical trial required' or 'clinical trial optional').

If your project includes Human Subjects, you must prepare the PHS Human Subjects and Clinical Trials Information form (HSCT). The HSCT form, together with the rest of your application, should include sufficient information for the evaluation of the project, independent of any other documents (e.g., previous application). Be specific, describe each study clearly, and avoid redundancies. Be especially careful to avoid redundancies with your research strategy. To include the **PHS HSCT form in your KC proposal**, please retrieve the **KC Quick Card** available at **kc.mit.edu** for the KC specific instructions to maintain this requirement. The HSCT form uploads in the **Compliance** screen in your KC proposal.

Note for studies involving only the secondary use of identifiable biospecimens or data: For studies where the only involvement of human subjects is the use of identifiable biospecimens or data originally collected for another purpose, follow the KC Quick Card Instructions for the PHS Human Subjects and Clinical Trials Information form on how to maintain the attachment in your proposal.

Care and Use of Vertebrate Animals in Research

If live vertebrate animals are involved in the project, you will add an **Animal Use** entry in the **KC proposal's Compliance** screen, and address each of the following criteria in your narrative attachment:

1. **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. If dogs or cats are proposed provide the source of the animals.

2. **Justifications**: Provide justification that the species are appropriate for the proposed research. Explain why the research goals cannot be accomplished using an alternative model (e.g., computational, human, invertebrate, in vitro).

3. **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.

Each of the criteria must be addressed. Failure to adequately address the criteria may negatively affect the application's impact score. In addition to the 3 criteria above, you should also:

Identify all project performance (or collaborating) sites and describe the proposed research activities with vertebrate animals that will be conducted at those sites.

Explain when and how animals are expected to be used if plans for the use of animals have not been finalized.

See the following pages for more information:

NIH's Office of Laboratory Animal Welfare website https://grants.nih.gov/grants/olaw/olaw.htm

8.   Attachments

All uploads follow the same guidelines as all other NIH submissions with the exceptions/additions noted below.

Proposal Attachments Specific to NIH Fellowship Form:

Narrative name	KC Narrative Attachment Type	Limit
Introduction to Application *(resubmision only)*	PHS_Fellow_IntroductionToApplication	1
Applicant's Background and Goals for Fellowship Training	PHS_Fellow_BackgroundAndGoalsForTraining	6
Specific Aims	PHS_Fellow_SpecificAims	1
Research Strategy	PHS_Fellow_ResearchStrategy	6
Respective Contributions	PHS_Fellow_RespectiveContributions	1
Selection of Sponsor and Institution	PHS_Fellow_SelectionSponsorInstitution	1
Progress Report Publication List (renewals only)	PHS_Fellow_ProgressReport_PubList	
Training in Responsible Conduct of Research *No award will be made if an application lacks this component.*	PHS_Fellow_ResponsibleConductResearch Every fellow must receive instruction in the responsible conduct of research.	1
Sponsor and Co-Sponsor Statements	PHS_Fellow_Sponsor_CoSponsor_Info	6
Letters of Support from Collaborators, Contributors, and Consultants	PHS_Fellow_Letter_Collab-Contrib-Consult	6
Description of Institutional Environment and Commitment to Training	PHS_Fellow_InstitutionEnviron-Commitment	2
Vertebrate Animals *(Required if 'Yes' to vertebrate animals)*	PHS_Fellow_VertebrateAnimals	
Select Agent Research	PHS_Fellow_SelectAgentResearch	
Resource Sharing Plan(s)	PHS_Fellow_ResourceSharingPlan	
Authentication of Key Biological and/or Chemical Resources	PHS_Fellow_Auth_KeyBio-Chem_Resources Refer to the FOA to determine if required.	
Upload if appropriate	PHS_Fellow_ConcurrentSupport	1
Appendix Maximum of 10 uploads, or combine the files.	PHS_Fellow_Appendix Refer to the FOA to determine whether there are any special appendix instructions for your application. **NOT USUALLY ACCEPTED!**	

Proposal Attachments for the RR Other Project Information Form:

Narrative name	KC Narrative Attachment Type	Limit
Project Summary / Abstract	**ProjectSummary**	30 lines of text
Project Narrative (Public Health Relevance Statement)	**Narrative** Using no more than two or three sentences, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.	2-3 sentences
Bibliography	**Bibliography** (any references cited in the project narrative)	
Facilities & Other Resources	**Facilities**	
Equipment	**Equipment**	
Other Attachments	**Other** Attach any other project information not provided above or in accordance with the announcement and/or agency-specific instruction. **The Diversity F31 requires an institutional letter certifying the applicant eligibility. Attach that document here.**	

Proposal Attachments for the SF 424 R&R Form:

Narrative name	KC Narrative Attachment Type	Limit
Cover Letter	**RRSF424_Cover_Letter**	

Personnel Attachments for Senior/Key Person Profile form:

Narrative name	KC Narrative Attachment Type	Limit
Biographical Sketch	**Biosketch** *Required for Fellowship Applicant and Faculty Sponsor*	**5**

User Attached Forms (optionally required):

PHS Assignment Request Form	The optional form may be used to communicate specific application assignment and review request to the Division of Receipt and Referral and to Scientific Review Officers. Refer to the quick card for how to upload in your proposal http://kc.mit.edu/quick-reference-cards

Special Form Uploads PHS HSCT (Optionally Required):

Form name	KC > Compliance > Human Subjects Detail entry
PHS Human Subjects And Clinical Trial Information Form	Required upload for applications involving human subjects. Refer to the quick card for how to upload in your proposal http://kc.mit.edu/quick-reference-cards

9. Questionnaire

3 Screenshot example displays prior form version questionnaires. Updated questionnaires will present in your proposal.

Both the **Grants.gov S2S Questionnaire** and the **PHS Fellowship Supplemental Form** Questio nnaires will display in the proposal when the proposal has been linked to the S2S Opportunity and the Activity Type of Fellowship-PreDoctoral or Fellowship-PostDoctoral has been selected on the Proposal Details screen.

These questionnaires are mapped to the Grants.gov forms and directly populate the forms based on the answers provided.

All Questions must be answered in order to complete the proposal. These can begin being answered, saved and completed later, if necessary.

If you need any further explanation of the questions, please click "i" icon on the right hand side. It may provide a more details.

Once complete the questionnaire status will update and a Green Checkmark will show on the Questionnaire's tab:

10. Budget

The KC budget module must contain the **non-personnel** line items noted below.

Applicants should refer to the NIH/OER Research Web site (http://grants.nih.gov/training/extramural.htm) for current stipend and other budgetary levels.

Enter the total amount being requested for the entire period of support. This amount includes the applicable **stipend** amount, the actual **tuition and fees**, and the **standard institutional allowance**.

For non-NRSA programs, applicants should refer to the specific FOA for budget information.

Predoctoral Fellowship Applications

Expense Type	KC selection
Stipend	Non-Personnel > **Participant Support** > Stipends-Not MTDC (GL 422315)
Institutional Allowance	Non-Personnel > **Participant Support** > Cost Part Rel Programs – Not MTDC (GL 420144)
Tuition and Fees	Non-Personnel > **Other Direct** > Tuition –Other-not MTDC (GL 422311)*

*Enter *FULL current tuition* expense amount
Tuition and Fees: 60% of the level requested;

Grantees are reminded that these formulas are for award calculation purposes only. Grantees should continue to request full needs in all competing applications; the formula will be applied at the time of the award; up to $16,000 per year for those enrolled in a doctoral degree program; up to $21,000 per year for those enrolled in a dual degree

Postdoctoral Fellowship Applications

Expense Type	KC selection
Stipend	Non-Personnel > **Participant Support** > Stipends-Not MTDC (GL 422315)
Institutional Allowance	Non-Personnel > **Participant Support** > Cost Part Rel Programs – Not MTDC (GL 420144)
Tuition and Fees	Non-Personnel > **Other Direct** > Tuition –Other-not MTDC (GL 422311)*

*Enter *actual tuition* expense amount
Tuition and Fees: 60% of the level requested; up to $4,500 per year; or up to $16,000 per year for those in a formal degree-granting program. *(This is very rare)*.

NOTE: DO NOT USE 400315 for stipend for Postdocs or Graduate Students.
This G/L is for Senior Fellow (F33) applications only. MIT is not currently using this G/L or applying to F33's.

Before submitting a proposal for approval routing, the budget *must be marked as* **Complete** and **For Submission**.

11. Proposal Data Validation

From the proposal's header menu select Data Validation and Turn On.
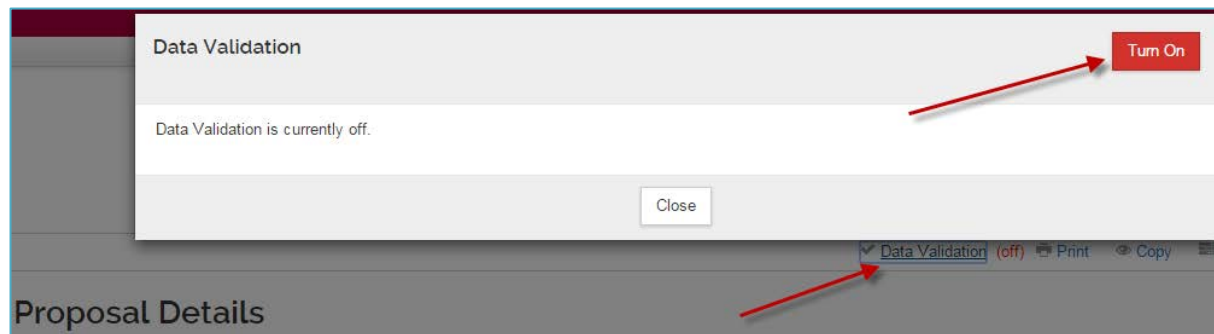
Validations help you verify that your proposal is complete and ready to be submitted for approval. Review any messages that appear and verify that appropriate files have been uploaded, questions answered, investigators certified, etc.

Area	Section	Description	Severity	Actions
Error				
Attachments	Proposal Attachments	Proposal Attachment Status Codes must be set to "Complete".	Error	Fix It
Budget		The budget is incomplete. Please update the status.	Error	Fix It
Proposal Details	null	Original IP is missing and is required for this proposal type	Error	Fix It
Questionnaire	Changed/Corrected Questionnaire	You must complete the questionnaire "Changed/Corrected Questionnaire"	Error	Fix It
Grants.Gov Error				
S2S Opportunity Search	Opportunity	/GrantApplication/Forms/RR_Budget10_1_3/BudgetJustificationAttachment is not valid in RR_Budget10_1_3	Grants.Gov Error	Fix It

If your application is to be submitted electronically via Grants.gov and you've selected and saved a valid opportunity, the S2S validation check will always be performed at the Submit action. Make any corrections, additions, or changes as required and then perform the validation again. Once you pass the validations, you are ready to submit your application for approval routing.

12. Print/Preview proposal

To preview your application, go to Basics > S2S Opportunity Search, Forms tab to generate a PDF file, which can be viewed on-screen, printed to paper, or saved to your local computer.

All required fields and uploaded attachments must be completed prior to print-previewing the Grants.gov forms. The Grants.gov validations are run against the form(s) selected during the print request.

4. Screenshot example is from a prior funding opportunity. The process to select and print/preview is still valid.

*NOTE: Try selecting *individual forms* to preview instead of **All Included** when you are in the beginning stages of preparation.

To Print-Preview from the Grants.gov screen:

1. **Select All** will select all "Included" forms will supply checks in the boxes in the **Select** column for the Mandatory and marked to include forms.

2. Alternatively, click in the available white boxes in the **Select** column for the individual form or forms to preview. Then select **Create PDF**. A new browser window will open to display the PDF file. Use your browser functions to Print or Save the file to your local computer, as desired.

   *NOTE: Since there are so many uploads in F32s you should verify all the Attachments uploaded to Attachment sections that are intended to be part of the submission display in the PDF preview. If an incorrect Attachment type is used a component may not get submitted.

Getting Help

To request an eRA Commons account email nih-help@mit.edu

For questions about Conflict of Interest please refer to http://coi.mit.edu/research/ or email COI-help@mit.edu

For questions or problems using this Quick Reference Card, email the Support Team at RA-help@mit.edu

Include your **Name**, **Contact Information**, and the **Proposal Number**.