

NIH NRSA F31 / F32 Fellowship Checklist

*It is critical that applicants follow the Fellowship (F) instructions in the [SF424 \(R&R\) Application Guide](#) except where instructed to do otherwise (in the FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)). Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in [Section IV](#). When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. **Applications that do not comply with these instructions may be delayed or not accepted for review.***

Administrative
<ul style="list-style-type: none"> <input type="checkbox"/> Sponsor: Applicant must ID a sponsor to supervise the proposed mentored training experience <input type="checkbox"/> NOI: Submit a Notice of Intent with the Office of Sponsored Programs. <input type="checkbox"/> eRA Commons ID: Applicant must have an eRA Commons ID (OSP can help). ORICD ID must be linked to eRA Commons ID. <input type="checkbox"/> Grants.gov account: Create a Grants.gov account, apply for Fellowship, and create a Workspace. See Grants.gov instructions. <ul style="list-style-type: none"> <input type="checkbox"/> Correct Forms: Verify correct FORMS under Details Tab (i.e. FORMS-H – Use for due dates on or after Jan. 25 2023).
Formatting
<ul style="list-style-type: none"> <input type="checkbox"/> Flattened PDFs: use Print to PDF <input type="checkbox"/> Font Size: Must be 11 points or larger. Smaller text in figures, graphs, diagrams, and charts is acceptable, as long as it is legible when the page is viewed at 100%. <input type="checkbox"/> Font: Arial, Georgia, Helvetica, Palatino Linotype <input type="checkbox"/> Type density: Must be no more than 15 characters per linear inch (including characters and spaces). <input type="checkbox"/> Line spacing: Must be no more than six lines per vertical inch. <input type="checkbox"/> Text color: No restriction. Though not required, black or other high-contrast text colors are recommended <input type="checkbox"/> Margins: 1/2 in margins <p>NOTE: If you use 11pt. Arial at 1.15 spacing with ½ inch margins, you will meet the requirements.</p>
Reference Letters
<ul style="list-style-type: none"> <input type="checkbox"/> Reference Letters: 3 are required. Follow the instructions on NIH's Reference Letters page. Referees must submit reference letters through the eRA Commons by the application due date.
SF 424 (R&R) Form
<ul style="list-style-type: none"> <input type="checkbox"/> Fill out form information: OSP will fill out this information. Provide your contact with your project title and project dates. <input type="checkbox"/> Cover Letter: Individual fellowship applicants must include a cover letter that contains a list of referees (include name, departmental affiliation, and institution).
R&R Other Project Information Form
<p>Complete in consultation with your sponsor and your Office of Sponsored Programs contact.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Summary: Max 30 lines of text; In addition to summarizing 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. <input type="checkbox"/> Project Narrative: Max 3 sentences; Describe the relevance of this research to public health. <input type="checkbox"/> Bibliography & References Cited: Include any references cited in the PHS Fellowship Supplemental Form and the PHS Human Subjects and Clinical Trials Information form. <input type="checkbox"/> Facilities & Other Resources: Include a detailed description of the institutional facilities and resources available to the fellowship applicant. <input type="checkbox"/> Equipment: List major items of equipment already available for this project.
Project Performance Site Primary Location
<p>Indicate where the training described in the Research Training Plan will be conducted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> WPI Address: Worcester Polytechnic Institute, 100 Institute Road, Worcester MA 01609-2280 <input type="checkbox"/> UEI: HJNQME41NBU4 <input type="checkbox"/> Congressional District: MA-002

R&R Senior/Key Person Profile (Expanded) Form

List primary sponsor, co-sponsor(s). If applicable, collaborators, consultants, advisory committee members, and contributors.

- Credential, e.g. agency login:** All senior/key persons are required to have **eRA Commons IDs listed**.
- Project Role:** Identify the project role for each Key Personnel. Applicant should be PD/PI. Sponsor/Co-sponsor is listed under 'Other'.
- Degree Type / Degree Year:** List the highest degree type and the year it was obtained for each key personnel.
- Biosketch:** Include section 'D. Scholastic Performance'. You as the application, should use [Biosketch \(Fellowship\) format](#). All other key personnel, including your sponsor, should include also include a biosketch using Biosketch (non-Fellowship) format.

PHS Fellowship Supplemental Form

Introduction to Application

- Introduction to Application:** ONLY for resubmission application.

Fellowship Applicant Section

- Applicant's Background and Goals: Max 6 pgs., no hyperlinks.** Consult the [Fellowship Application Guide](#) for instructions.
- Specific Aims: 1 page limit.** State concisely the goals of the proposed research and summarize the expected outcome(s).
- Research Strategy: 6 page limit.** Consult the [Fellowship Application Guide](#) for instructions.
- Respective Contributions: 1 page limit.** Describe the collaborative process.
- Selection of Sponsor and Institution: 1 page limit.** Describe the rationale/justification for the selection of both.
- Progress Report Publication List:** ONLY for renewal applications.
- Training in the Responsible Conduct of Research: 1 page limit.** The plan must address the five required instructional components outlined in the NIH Policy on Instruction in the Responsible Conduct of Research (RCR).

Sponsor(s), Collaborator(s) and Consultant(s) Section

- Sponsor and Co-Sponsor Statements: 6 page limit.** Sponsor and Co-sponsor must provide statements.
- Letters of Support from Collaborators, Contributors, and Consultants: 6 page limit.** Attach letters 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. NOTE: These are different from the References letters mentioned above.

Institutional Environment and Commitment to Training Section

- Description of Institutional Environment and Commitment to Training: 2 page limit.** Includes "Educational Information" for F30 and F31 applications.
- Description of Candidates Contribution to Program Goals:** ONLY required for Diversity-related F31 applications.

Other Research Training Plan Section

- Vertebrate Animals Information Form:** Fill out form with the required information.
- Select Agent Research: No URLs or hyperlinks.** If your proposed activities involve the use of select agents at any time.
- Resource Sharing Plan: No URLs or hyperlinks.** See [Fellowship Application Guide](#) and [NIH Grants Policy Statement, Sec.8.2.3](#).
- Authentication of Key Biological and/or Chemical Resources: 1 page limit. No URLs or hyperlinks.** If applicable to the proposed science.

Additional Information

Fill out form with the required information.

Budget Section

Your OSP Pre-Award Contact with work with you to develop the appropriate budget and upload the information into Grants.gov. Let them **how many years you intend to request for the Fellowship**. NIH has specific stipend amounts for this Fellowship.

PHS Human Subjects and Clinical Trials Information

Fellowship applicants are permitted to conduct research involving human subjects; however, they are NOT permitted to lead an [independent clinical trial](#). Complete the PHS Human Subjects and Clinical Trials Information form after you have completed the R&R Other Project Information Form.

PHS Assignment Request Form (Optional)

This form is optional. Use it only if you wish to communicate specific awarding component assignments or review preferences. There is no requirement that all fields or all sections be completed. You have the flexibility to make a single entry or to provide extensive information using this form.