Individual NRSA Fellowships Applications – "F" Series Admin Shell

Application Guide and Instructions
- Applicants for Fellowship Awards (G series) should follow the "Fellowship Instructions"
- Refer to Funding Opportunity Announcement for specific guidelines.

SF424 R&R APPLICATION
Per NOT-OD-19-109, ORCID identifiers are REQUIRED at time of application for individual fellowship and career development awards. eRA system validations will check whether applicants have ORCID iDs and applications will not be accepted unless an ORCID iD is linked to the PD/PI's eRA Commons Personal Profile.

SF424 Application Page
Estimated Project Funding (Total Federal Funds Requested and Total Federal & Non-Federal Funds)
- This section includes the applicable stipend amount, **actual** tuition and fees and the institutional allowance.
- Be sure to check against most recent NRSA stipend and other budgetary levels.

Cover Letter *(Not required for Admin Shell)*
- Required for submission. Should include a list of referees (including name, departmental affiliation, and **institution**). Additional information regarding Reference Letters.

Other Project Information Page
Facilities and Resources:
- Include a detailed description of the institutional facilities and resources available to the fellowship applicant.

Senior/Key Person Profile
Key Personnel
For applications due on or after January 25, 2022, an eRA Commons ID must be entered into the "Credential agency login" field for all Senior/Key Personnel as defined in NIH GPS 1.2.) Senior/Key Personnel

Applicant/Candidate
- The candidate is considered the PI of the application.
- The candidate's eRA Commons Username must be provided in the "credential" field.
- The eRA Commons account must have a role of PI and be affiliated with the application organization.
- Biosketch – *(Not required for Admin Shell)*
  - Confirm that the applicant's biosketch is in fellowship format.

Mentor (Sponsor)
- Sponsor and Co-sponsors must be identified as senior/key personnel.
- Sponsor's eRA Commons Username must be provided in the "credential" field.
Project Role: "Other (Specify)" and appropriate role (e.g. Sponsor) in the "Other Project Role Category" field.

PHS Fellowship Supplemental FormFellowship Applicant Section

Updated 3/16/2022

Applicant's Background and Goals for Fellowship Training – 6 pages **(section A required for Admin Shell)**

- **Section A**. Activities Planned Under this Award
  - Should include a time distribution of activities that totals 100% by year
  - Cross check information reflected in this document with the "Sponsor/Co-Sponsor Statement"

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

Sponsor and Co-Sponsor Statements – 6 pages **(sections A and C required for Admin Shell)**

- **Section A**. Research Support Available
- **Section C**. Training Plan, Environment, Research Facilities

Institutional Environment and Commitment to Training Section

Description of Institutional Environment and Commitment to Training – 2 pages (*This page limit includes the Additional Educational Information required for F30 and F31 applications*)

- F30/F31 should include "Educational Information" (not something we need to see, but was previously in a different area)

  Per the SF424 Fellowship guidelines, *"Include the name of the individual providing this information at the end of the description. This information is typically provided by the director of the graduate program or the department chair"*

Description of Candidate's Contribution to Program Goals - **Diversity F31s only** *(Not required for Admin Shell)*

- An explanation on institutional letterhead on how the candidate's contribution will further goals of the fellowship program to promote diversity. See the Notice of NIH's Interest in Diversity.
- Per the SF424 (R&R) Version G Fellowship Guidelines, *"The Description of Candidate's Contribution to Program Goals attachment must be dated and signed by an institutional official. In most cases, this will be the dean or the chairman of the department. The signature must appear over the signer's name and title at the end of the statement."*

Additional Information Section

Degree Sought During Proposed Award

- Expected Completion Date – the date that the applicant expects to complete the degree sought during the proposed award.

Current or Prior NRSA support

- If yes, check against max allowable years of support
  - Predoc max 5 years
  - Predoc MD/PhD max 6 years
  - Postdoc 3 years

Budget Section

- It is suggested that the applicant request a full final year for the fellowship versus cutting it short based on the expected completion date. The NIH Issues grants in 1-year blocks and you don't want to run short if you need extra time.
- The stipend and institutional allowance amounts are determined annually by the NIH. See NRSA stipend and other budgetary levels.
- Tuition and Fees Requested
  - If requested, indicate "Funds Requested" with the annual tuition amounts requested. Request **actual anticipated** tuition costs.
  - If tuition is not requested, reflect "None Requested" in the Budget Section.
- Present Institutional Base Salary - Senior Fellowship Applicants Only (F33)
- Stipends/Salary During First Year of Proposed Fellowship - Senior Fellowship Applicants Only (F33)
- New "Childcare Costs" section: each fellow is eligible for $2500 in childcare costs per budget period. See NOT-OD-21-074 and FAQs for more information.
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Updated 3/16/2022

- If a specific institute is requested, check against participating organizations on the Funding Opportunity Announcement (FOA) as not all institutes accept all types of F awards. Refer to the "Table of IC-Specific Information" on the FOA to view institutes requirements.

PAF

Proposal Type
- 16000 Research Training Grant

UM Investigators
- Applicant must be listed as the "UM Sponsor Principal Investigator" on the PAF
- The primary sponsor must be listed as the "UM Principal Investigator" on the PAF
- UM Sponsor PI (Candidate) and UM PI (Sponsor) **must both sign** the PAF prior to Unit Approval.

Proposed Budget
- Make sure you can come up to the exact amount represented in the application and PAF
- Check the most recent NRSA stipend and institutional allowance rates on NIH website
- **Remember** - any tuition shortfall that will be covered by Rackham (Dept ID 493000) must be noted as either an Other U-M Commitment (if a reference is made within the proposal documentation being submitted) or an Internal UM Agreement (if no reference is made within the proposal documentation being submitted) on the PAF. Rackham will only commit to cover the shortfall IF they approve the PAF prior to submission.
- Request **actual** Tuition and fees; sponsor will confirm actual tuition costs at JIT and will provide 60% of actual tuition, up to $16,000 per year.
- Fellowship awards do not include indirect costs.
- Be sure to include any commitments represented in the application in the appropriate section on the PAF

If commitments are stated in the proposal documentation, and will be used to specifically support the candidate's project, use the following as a guide:

- If the support is from UM funds (i.e., discretionary funds), please add the commitment as a UM Other Commitment and indicate the type of funds.
- If the support will be from and provide a **direct benefit to** sponsored funds (i.e., R01), please add a statement to the PAF Budget Comment section including the grant number and date that the support is through.