

# Individual NRSA Fellowships Applications – “F” Series Admin Shell

## SF424 R&R APPLICATION

### 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

Other Attachments – **Diversity F31s only**

Institutional Certification Letter (*Not required for Admin Shell*)

- Letter from the institution explaining how the candidate’s participation will further the goals of the predoctoral fellowship program to promote diversity in health-related research.
- The letter must be on institutional letterhead.
- Name the PDF letter “Institutional\_Ltr.pdf”
- Institutional approval – MS reviewer posts comment for regular ORSP rep and their support staff person attaching document (Dept provides letter signed by appropriate dept administration) and ask them to co-sign and post back to the PAF so it can be included in application.

Facilities and Resources:

- Include a detailed description of the institutional facilities and resources available to the fellowship applicant.

### Senior/Key Person Profile

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.
  - The Primary 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.
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## **PHS Fellowship Supplemental Form**

### **Fellowship Applicant Section**

Applicant's Background and Goals for Fellowship Training – 6 pages

- 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

- Research Support Available
- 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)

### **Additional Information Section**

Degree Sought During Proposed Award

- Expected Completion Date – the date that the application 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)

### **PHS Assignment Request Form**

- If a specific institute is requested, please 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 mentor must be listed as the “UM Principal Investigator” on the PAF

### 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
- Fellowship awards do not include indirect costs.
- Be sure to include any commitments represented in the application in their appropriate section on the PAF

### Additional Certification

- PDF of [Additional Certification](#) signed by applicant needs to be uploaded to the PAF only.