

# 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.