

# Individual NRSA Training Grants – “T” Series Admin Shell

## **SF424 R&R APPLICATION**

### **SF424 Application Page**

Cover Letter – *(Not required for Admin Shell)*

- If needed for approval to submit with \$500K DC

### **Other Project Information Page**

Facilities and Resources:

- Should include how applicant organization will support the program, financial or otherwise.

### **Senior/Key Person Profile**

- Program Director and Co-Directors
- Mentors and Training Faculty Members are generally not considered key.

### **PHS 398 Training Budget Form**

- Some programs do not allow all categories of trainees. Refer to the FOA regarding eligible trainee types.
- If applying to a specific institute, check allowable costs
- Most current NRSA stipend levels should be used
  - Stipend levels may not be increased in out years; NIH will award at current FY stipend level
- [Appropriate pre- or post-doc Training Related Expenses](#)
  - May not be increased in out years.
- Tuition and Fees – ask for actual; NIH will determine amount allowable at time of award
- Health Insurance - is considered part of Training Related Expense distribution and is not requested separately in the budget
- If costs are \$500,000 DC or more in any year, prior approval is needed from NIH
- Travel – costs may be limited by institute or FOA
- IDC rate is 8% - Tuition and Fees should be excluded
- Budget Justification should address categories in budget and should not address personnel.

### **Budget Justification**

Tuition and Fees - needs to be itemized in both the budget and justification (ex. Michigan Resident (in-state) v. Non-Michigan Resident (out-of-state) rates)

## PHS 398 Research Training Program Plan Form

Program Plan – 25 pages

- Program Administration
  - Description of Director and any Co-Directors should include proposed effort.
- Table 2 (Participating Faculty Members) and Table 4 (Research Support of Participating Faculty Members):
  - Compare tables – all participating faculty members should be listed on Table 4 even if they do not have research support (list “none”)
- Institutional Environment and Commitment to Training
  - Signed letter on institutional letterhead describing the organization’s commitment.
  - Review commitment language and make sure it is represented appropriately on the PAF.

Letters of Support

- Senior Administration Officials: Should be a signed letter describing the applicant institution’s commitment to the planned program.
- [Institutional Letter of Support in regard to Sexual Harassment Requirements](#)
  - Letter should describe and acknowledge institutional commitment as follows:
    - Ensure proper policies, procedures, and oversight are in place to prevent discriminatory harassment and other discriminatory practices
    - Respond appropriately to allegations of discriminatory practices
    - Adopt and follow institutional procedure for requesting NIH prior approval of change in status of PI or other senior/key personnel if administrative or disciplinary action is taken that impacts ability of PI to continue role on training grant.

## PAF

Proposal Type

- 16000 Research Training Grant

Commitments

- Be sure to include any commitments represented in the application in their appropriate section on the PAF.

UM Investigators

- Do not include Mentors on PAF

Proposed Budget

- Effort listed for the Program Director/Co-Program Director or other personnel in the application is either covered by the “Training Related Expenses” OR is listed as cost-sharing on the PAF.
- **Remember** - any [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.