

Individual NRSA Training Grants – “T” Series Admin Shell

SF424 R&R APPLICATION

SF424 Application Page

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

- Cover letter is needed if approval to submit with \$500K DC is required. Refer to Funding Opportunity Announcement (FOA).

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 may be needed from NIH unless stated otherwise in the announcement. This policy does not apply to applications in response to RFAs. See [NIH Grants Policy Statement 2.3.72](#) Acceptance for Review of Unsolicited Applications Requesting \$500,000 or More in Direct Costs.
- 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

- Program Administration
 - Description of Director and any Co-Directors should include proposed effort.
- Institutional Environment and Commitment to Training
 - Review commitment language and make sure it is represented appropriately on the PAF.

Data Tables

- 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. If they do not have research support (list “none”)

Letters of Support

- Senior Administration Officials: 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 or PI to continue role on training grant.

NOTE: Sometimes both letters are combined into one – **refer to the FOA for specific guidelines.**

PAF

Proposal Type

- 16000 Research Training Grant

Commitments

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

UM Investigators

- Typically, Mentors and Preceptors are not considered Key. They should not be listed on the PAF unless they are reflected as Key/Senior on the application.

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 as cost-share on the PAF.
- **Remember** - [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.