

**Ruth L. Kirschstein National Research Service Award (NRSA)**  
**F30** - Individual Predoctoral NRSA for MD/PhD Fellowships  
**F31** - Predoctoral Individual National Research Service Grant Award  
**F31** - Diversity - Predoctoral Individual National Research Service Grant Award  
**F32** - Postdoctoral Individual National Research Service Award

**SUBMISSION CHECKLIST**

**Office of Sponsored Research and Programs  
(OSRP)**

**Fellow Applicant\***

<input type="checkbox"/> Review IIT's internal Cayuse Routing System and approval process prior to submission with fellow applicant named as Principal Investigator (PI)	<input type="checkbox"/> Review <i>Navigating NIH Peer Review to Get a Fellowship Grant</i> <a href="#">..\FellowshipBriefingFINAL_4Website.pptx</a>  <input type="checkbox"/> Select institute/center <ul style="list-style-type: none"> <li>• Contacting NIH staff is <i>strongly</i> encouraged</li> </ul> <input type="checkbox"/> Identify Sponsor(s)
<input type="checkbox"/> Note Fellowship Application Guide to applicant <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/fellowship-forms-d.pdf">https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/fellowship-forms-d.pdf</a> Forms Version D Series-Prior to 1/25/18 Forms Version E Series-On or After 1/25/18	<input type="checkbox"/> Identify Referees <ul style="list-style-type: none"> <li>• Applicant Instructions  <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm</a></li> <li>• Instructions to provide Referees  <a href="#">Instructions for Fellowship Applicant Referees</a></li> <li>• Monitor NIH eRA Commons of Referees upload of reference letters</li> <li>• Notify OSRP status of Referees upload into NIH eRA Commons</li> </ul>
<input type="checkbox"/> Review correct package selection with applicant PA 16-306 for F30 Predoc Dual-Degree PA 16-309 for F31 Predoc PA 16-308 for F31 Predoc Diversity PA 16-307 for F32 Postdoc	<input type="checkbox"/> Complete IIT required Investigator Conflict of Interest and Conflict of Commitment Disclosure Form <ul style="list-style-type: none"> <li>• <a href="http://web.iit.edu/general-counsel/resources/conflict-interest">http://web.iit.edu/general-counsel/resources/conflict-interest</a></li> </ul>
<input type="checkbox"/> Develop NRSA budget based on applicant's IIT completion date  <input type="checkbox"/> Review budget with applicant and primary sponsor	<input type="checkbox"/> Application Format <ul style="list-style-type: none"> <li>• 11 pt font, ½" margins</li> <li>• <a href="http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm">http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm</a></li> <li>• Assignment Request Form (optional)            Use it only if you wish to make specific assignment or review requests</li> </ul>
<input type="checkbox"/> All files uploaded as .PDF <a href="http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#filenames">http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#filenames</a>	<input type="checkbox"/> Cover Letter <ul style="list-style-type: none"> <li>• Address to Division of Receipt and Referral</li> <li>• Application Title</li> <li>• Funding Opportunity (PA or RFA) Title</li> <li>• List Referees (name, departmental affiliation, and institution)</li> <li>• Electronically sign cover letter on Department letterhead</li> </ul>

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete R&amp;R Cover Page             <ul style="list-style-type: none"> <li>• Title length 200 characters max</li> </ul> </li> <li><input type="checkbox"/> Verify Other Project Information             <ul style="list-style-type: none"> <li>• Human Subjects?</li> <li>• Animals?</li> <li>• Research Materials?</li> <li>• Environment?</li> <li>•</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Other Project Information Attachments             <ul style="list-style-type: none"> <li>• Project Summary/Abstract (30 lines of text)</li> <li>• Project Narrative (2-3 sentences)</li> <li>• Bibliography &amp; References Cited (no limit – do not use et. al)</li> <li>• Facilities &amp; Other Resources (no limit)</li> <li>• Equipment (no limit)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Project Performance Sites</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Senior/Key Person Profile – Fellow &amp; Sponsors             <ul style="list-style-type: none"> <li>• <i>Fellow</i> - Biographical Sketch (5 page limit)                  Instructions - <a href="#">MS WORD</a>                  Blank Format - <a href="#">MS WORD</a>                  Predoctoral Sample - <a href="#">MS WORD</a>                  Postdoctoral Sample - <a href="#">MS WORD</a></li> <li>• <i>Sponsor(s)</i> - Biographical Sketch (5 page limit)                  Instructions - <a href="#">MS WORD</a>                  Blank Format - <a href="#">MS WORD</a>                  Sample - <a href="#">MS WORD</a></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Senior/Key Person Profile             <ul style="list-style-type: none"> <li>• Fellow has eRA Commons ID</li> <li>• Sponsor(s) – List Project Role in eRA Commons as Sponsor</li> <li>• List Sponsor(s) on Senior Key Person Profile as Sponsor and Co-Sponsor</li> </ul> </li> <li><input type="checkbox"/> Fellowship Supplemental Form             <ul style="list-style-type: none"> <li>• Budget: Check current Predoctoral/Postdoctoral</li> <li>• Stipend, Tuition, Fees, Institutional allowance</li> <li>• Indirect Cost is not allowable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fellowship Supplemental Form                  Page Limits <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm#fell">https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm#fell</a>                   NIH NIAID <i>sample</i> F31 predoctoral fellow application  <a href="https://www.niaid.nih.gov/grants-contracts/smalls-mantey-sample-f31-application-summary-statement">https://www.niaid.nih.gov/grants-contracts/smalls-mantey-sample-f31-application-summary-statement</a>                   NIH NIGMS F32 postdoctoral FAQs  <a href="#">NRSA Individual Postdoctoral Fellowships FAQs (F32) - National Institute of General Medical Sciences</a> <ul style="list-style-type: none"> <li>• Background, Goals for Training and Career (6 page limit)</li> <li>• Specific Aims (1 page)</li> <li>• Research Strategy (6 pages)</li> <li>• Respective Contributions (1 page)</li> <li>• Selection of Sponsor and Institution (1 page)</li> <li>• Training in Responsible Conduct of Research (1 page)</li> <li>• Sponsor and Co-Sponsor Statements (6 pages)</li> <li>• Letters of Support from Collaborators, Contributors, and Consultants (6 pages)</li> <li>• Description of Institutional Environment, Commitment to Training (including “additional Educational Information required for F30 and F31 applications”) (2 pages)</li> <li>• Human subjects (if applicable)</li> <li>• Vertebrate Animals (if applicable)</li> <li>• Resource Sharing Plan (if applicable)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check package for errors and warnings</li> <li><input type="checkbox"/> Receive email from Fellow Applicant w/Sponsor that proposal is ready for submission.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional Information             <ul style="list-style-type: none"> <li>• Human Stem Cells</li> <li>• Select Agents</li> <li>• Fellowship Applicant information complete</li> <li>• Appl. For Concurrent Support (if applicable)</li> <li>• Citizenship status selected</li> </ul> </li> </ul>

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<input type="checkbox"/> OSRP Authorized Institutional Official submits proposal	<input type="checkbox"/> Other Project Information Inclusion Enrollment Report (if applicable)
<input type="checkbox"/> Discuss with applicant any required additional information only in accordance with the FOA and/or agency-specific instructions from the NIH Institute Center	<input type="checkbox"/> <b>F31 Diversity Predoctoral Only</b> <ul style="list-style-type: none"> <li>• Certification Letter for Predoctoral Fellowships (F31) to Promote Diversity Applications submitted for individual predoctoral fellowships (F31) to promote diversity in health-related research are required to attach a certification letter (titled Diversity_Eligibility_Ltr) from the institution certifying eligibility of the fellowship applicant for the program. The letter should avoid revealing sensitive personal information, such as the candidate's specific racial/ethnic background or type of disability. The certification letter must be on institutional letterhead and scanned so that an institutional official signature is visible.</li> </ul> <input type="checkbox"/> <b>F32 Postdoctoral Only</b> <ul style="list-style-type: none"> <li>• As specified in the NIH Revitalization Act of 1993, Kirschstein-NRSA recipients incur a service payback obligation for the first 12 months of postdoctoral support. Policies regarding the Kirschstein-NRSA payback obligation are explained in the <a href="#">NIH Grants Policy Statement</a>; applicants may also wish to review <a href="#">Frequently Asked Questions</a> for more details. The taxability of stipends is described in the <a href="#">NIH Grants Policy Statement</a>.</li> <li>• <a href="#">What does NIH mean by payback for Kirschstein-NRSA support?</a> Payback means that you will perform qualified research or teaching activities for a length of time equal to the period of NRSA support you received. Receiving 12 months of postdoctoral training support obligates you to perform 12 months of qualified research or teaching activities as payback. Only the first year of training incurs a payback obligation; the second year of training pays back the first year, with each month of qualifying payback activity paying back one month of NRSA support. If you receive two full years of NRSA training, you will have completed your payback obligation. In general, payback activity must involve at least 20 hours per week and be conducted over 12 consecutive months. Special exceptions to these requirements may be considered on a case-by-case basis.</li> </ul>

*\* Any applicant fellow with the skills, knowledge, and resources necessary to carry out the proposed research as the Program Director/Principal Investigator (PD/PI) is invited to work with his/her sponsor and organization to develop an application. By definition, NIH defines the PI as the individual responsible for the overall scientific and technical direction of the project. The PI is responsible to review all funding opportunity and fellow applicant guidelines related to the application. If you have questions, please contact the Office of Sponsored Research and Programs.*