File Checklist for a NRSA Fellowship (All) Awards (H-forms)

	File Type	Comments	Page Limits
	Cover letter*	**Mandatory** Individual fellowship applicants must include a cover letter that contains a list of referees (including name, departmental affiliation, and institution). If you are including Human Fetal Tissue from elective abortions, you **MUST** include a statement regarding HFT involvement.	No page limit but normally not longer than two pages
	Human Fetal Tissue	If you answer yes to the use of Human Fetal Tissue obtained from elective abortions, it is mandatory that you upload two additional files: HFT Compliance Assurance and HFT Sample IRB Consent Form.	No limit
	Abstract*	The same one should be uploaded on the internal routing program	½ page or 30 lines. OPS is validating this limit and will send the package back for revisions if over.
	Narrative*	Should be in lay language	¼ page or 2-3 sentences, OPS is validating this limit and will send the package back for revisions if over.
	Facilities and other resources*	The same one should be uploaded on the internal routing program	No limit for latest up on SOM Core Facilities visit, https://osa.stonybrookmedicine.edu/caa/ChecklistandTemplates
	Equipment*	The same one should be uploaded on the internal routing program. Can be include in facilities.	No limit
	Bibliography & References Cited*	If you are, the author or co-author of the cited material the PMCI or PMC number needs to be included in the listed.	No limit (unless stated) Hyperlinks are not allowed in this section anymore
	Other attachments **Certification Letter for Pre-doctoral Fellowships (F31) to Promote Diversity**	You 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.	No page limit but normally not longer than two pages
	Bios*	Make sure using the most current form, expires in 2024 You do not have to complete the Research Support section. Scholastic Performance, list by institution and year all undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F-system; or a 0-4.0 scale. Indicate the levels required for a passing grade.	5-page limit The most recent form can be found at https://osa.stonybrookmedicine.edu/caa/forms

	Applicant's Background & Goals for Fellowship Training*	Should include in the following order: Doctoral Dissertation & Research experience+, training goals & objectives, activities planned under proposed project, and a timeline of professional development and clinical activities	6 page limit
	Specific Aims*		1-page limit
	Research Strategy*		6-page limit
	Respective Contribution*	Describe collaborative process between fellow and sponsor/mentor in the development and planned implementation of the proposed project	1-page limit
	Selection of Sponsor & Institution*	Describe rationale/justification for selection of both sponsor and institution. +	1-page limit
	Training in the Responsible Conduct of Research*	The plan must address the five required instructional components: format, subject matter, faculty participation, duration of instruction, and frequency of instruction; outlined in the NIH Policy on Instruction in the Responsible Conduct of Research (RCR), as more fully described in the NIH Grants Policy Statement, Section 11.2.3.4: Responsible Conduct of Research:	1-page limit
	Sponsor and Co-sponsor Statement*	This section must address for the sponsors prospective: research support available, previous fellow/trainees, training plan, environment & research facilities, number of fellows/trainees to be supervised at the same time, and fellow's qualifications & potential for research career.	6-page limit
	Description of Institutional Environment & Commitment to Training *	Document a strong, well-established research program related to the candidate's area of interest. Describe opportunities for intellectual interactions with other individuals in training and other investigators, including courses offered, journal clubs, seminars, and presentations. Indicate the facilities and other resources that will be made available for both career enhancement and the research proposed in this application.	2-page limit
	Description of Candidate's Contribution to Program Goals	<u>**Only need for diversity candidates**</u>. The Sponsor institution must provide a document on institutional letterhead that explains how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research. This document must be signed and dated by chair or dean of the candidates department	**Need limit**
	Vertebrate Animals	Should only be uploaded if working with Animals.	No limit but there are specific items that need to be addressed
	Letters of Support from Collaborators, Contributors & Consultants	Note that letters of support are not the same as letters of reference. Letters of support from collaborators, contributors, and consultants will be required for any such person who will contribute to the scientific	6-page limit

		development or execution of CDA application's proposed project.	
	Resource Sharing Plan	These are the tools you use in the process of doing your research; this includes Sharing Model Organisms and Research Tools. See notes below for more details	No Limit but normally not longer than a page
	Other Plans	Although NIH Data Sharing Policies are not applicable to fellowship applications, the attachments was added for potential future use with other plans	
	Authentication of key biological and / or chemical resources		No Limit
	Introduction	Mandatory for **resubmissions**	1-page limit, unless otherwise stated
	Other Attachments	#12 on the Other Project Information tab	This is limited to specific documents detailed in the program announcement
	Appendix	#12 on the Research Plan tab	Very rarely used anymore and only when specified in the program announcement

* Mandatory documents

NIH NO LONGER ALLOWS ACTIVE HYPERLINKS to be INCLUED IN ANY DOCUMENT.

Note: On the NIH ASSIST package, your mentor(s) should be assigned the role of **<u>Sponsors</u>**. If you do not list as least one Sponsor, an error message generated.

+ Special instructions for Postdoctoral Fellows:
- In the **Background & Goals for Fellowship Training** section Postdoctoral fellowship applicants: Specify which areas of your proposed research were part of your Pre-doctoral thesis or dissertation and which, if any, were part of a previous Postdoctoral project
- In the **Section of Sponsor & Institution,** section Postdoctoral and Senior Fellowship Applicants requesting training at their Doctorate or Current Institution: Training is expected to broaden a fellow's perspective. Therefore, if you are requesting training at either your doctorate institution or any institution where you have been training for more than a year, you must explain why further training at that institution would be valuable. Individuals applying for senior fellowships who are requesting training at the institution at which they are employed should provide a similar explanation.
- Payback Service Requirement: For NRSA programs that include postdoctoral fellows, the program director must explain the terms of the payback service requirement to all prospective postdoctoral fellowship candidates. A complete description of the service payback obligation is available in the NIH Grants Policy Statement, Section 11.4.2: Implementation.

Note on Kirschstein-NRSA time limits for single degrees **(F31 & 32)**: An individual cannot receive more than five years of cumulative pre-doctoral Kirschstein-NRSA support and three years cumulative postdoctoral Kirschstein-NRSA support (the total of institutional grants and individual fellowships) without a waiver from the awarding component.

For Individuals applying for dual degrees **(F30)** they may receive up to 6 years of aggregate Kirschstein-NRSA support at the pre-doctoral level for dual degree training, including any combination of support from institutional training grants (e.g., T32) and an individual fellowship award. Over the total duration of F30 support,

at least 50% of the award period must be devoted to graduate research training leading to the doctoral research degree.

Budget

The budget is limited to three main cost plus childcare, see below, that are predetermined by NIH. They are Trainee Stipend, Trainee Other, also known as institutional allowance, see https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html for current levels, and Trainee Tuition.

Undergraduate and Predoctoral Trainees and Fellows: For individual fellowships (F30, F31), an amount per predoctoral trainee or fellow equal to 60% of the actual tuition level at the applicant institution, up to $16,000 per year, will be provided. If the trainee or fellow is enrolled in a program that supports formally combined, dual-degree training (e.g., MD/PhD, DO/PhD, DDS/PhD, AuD/PhD, DVM/PhD), the amount provided per trainee or fellow will be 60% of the actual tuition level, up to $21,000 per year. **Keep in mind, you request the full tuition amount and when awarded you will get 60% up to the cap. If your request 60% of the cost you will only get 60% of that amount.**

Postdoctoral Trainees and Fellows: For individual fellowships (F32, F33), an amount per postdoctoral trainee or fellow equal to 60% of the actual tuition level at the applicant institution, up to $4,500 per year, will be provided. If the trainee or fellow is enrolled in a program that supports postdoctoral individuals in formal degree-granting training, an amount per postdoctoral trainee or fellow equal to 60% of the actual tuition level at the applicant institution, up to $16,000 per year, will be provided.

NIH now allows childcare cost to be included as follows

The NRSA childcare costs apply to full-time NIH-NRSA-supported fellowship positions. Each fellow is eligible to receive $2,500 per budget period for costs for childcare provided by a licensed childcare provider. For households where both parents are NRSA fellows, each parent is eligible to receive $2,500.

Childcare costs are permitted for dependent children living in the eligible fellow's home from birth under the age of 13, or children who are disabled and under age 18. Childcare costs do not apply to elder or non-child dependent care costs.

Note: You should always read the specific FA to see if it deviates from the standard requirements. You should also see if any other files or appendix material are allow or required. If it is not specified these items should not be included. Contact The Office of Clinical Award Administration 8-4490/SOMCAA@stonybrookmedicine.edu, if you have any questions on what is required for a complete submission.

Fellowship (F) Announcements

Activity Code(s)	Title	Announcement Number	Issuing Organization
F30	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Fellowship for Students at Institutions Without NIH-Funded Institutional Predoctoral Dual-Degree Training Programs (Parent F30)	PA-21-050	NIH
F30	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Fellowship for Students at Institutions with NIH-Funded Institutional Predoctoral Dual-Degree Training Programs (Parent F30)	PA-21-049	NIH
F31	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship to Promote Diversity in Health-Related Research (Parent F31-Diversity)	PA-21-052	NIH
F31	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship (Parent F31)	PA-21-051	NIH
F32	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)	PA-21-048	NIH
F33	Ruth L. Kirschstein National Research Service Award (NRSA) Individual Senior Fellowship (Parent F33)	PA-21-047	NIH