

File Checklist for a NRSA Fellowship (All) Awards (E-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).	No page limit but normally not longer than two pages
Abstract*	The same one should be uploaded on the internal routing program	½ page or 30 lines
Narrative*	Should be in lay language	¼ page or 2-3 sentences
Facilities and other resources	The same one should be uploaded on the internal routing program	No limit
Equipment	The same one should be uploaded on the internal routing program. Can be include in facilities.	No limit
Bibliography & References Cited*		No limit (unless stated)
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 2020 You do not have to complete the Research Support section it should be replaced with 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. Also indicate the levels required for a passing grade.	5-page limit
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
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	The plan must address the five required instructional components 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:	6-page limit
Resource Sharing Plan		No Limit but normally not longer than a page
Authentication of key biological and / or chemical resources		No Limit
Introduction	Mandatory for resubmissions	1-page limit, unless otherwise stated

* Mandatory documents

+ 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.

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.

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: 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.