

## NRSA Document Quick-sheet

Always check the program announcement instructions and the SF424 instructions.

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/fellowship-forms-f.pdf>

[http://grants.nih.gov/training/F\\_files\\_nrsa.htm](http://grants.nih.gov/training/F_files_nrsa.htm)

Document name	Limit	Where uploaded	Brief description
Project Summary	30 lines	Main Screen	Abstract of research. Provide very brief description of training goals and environment.
Project Narrative	3 sentences maximum (i.e. only 3 periods)	Main Screen	Explanation to lay person of your work.
References cited	No Maximum	Main Screen	To match those in your proposal.
Facilities & Other Resources	Usually 1-2 pages	>Resources	Detailed description of resources and space/lab you'll be using. Include relevant cores, graduate program resources, postdoc office etc. Don't just copy your mentors though it's a good place to start. It should be relevant to your proposal. Include a detailed description of the institutional facilities and resources available to support your project. Include career development resources. They read this carefully: "The information provided is of major importance in establishing the feasibility of the goals of the fellowship training plan."
Major Equipment	No maximum	>Resources	List of specialized equipment you'll be using. Can do "X piece of equipment: used for physiological studies" for example.
Biosketches	5 pages	>Personnel	<p>Pro tip: Use <a href="https://www.ncbi.nlm.nih.gov/sciency/">https://www.ncbi.nlm.nih.gov/sciency/</a> And <a href="https://www.ncbi.nlm.nih.gov/account/">https://www.ncbi.nlm.nih.gov/account/</a></p> <p>Keep as a living document (also do this for your CV); as you progress, you can choose which contributions are appropriate for different grants.</p> <p><b>Personal statement:</b> Goal is to provide context and explain why you're the right person for this project/an appropriate trainee for this project.</p> <p>Begin with defining your role. "As PI on this project, I am responsible for..." Then provide an overview of your expertise/research program as well as a few specific details outlining recent work. Describe training and background if relevant. If you have grant support, mention that here but be sure to explain why you're highlighting that support.</p> <p>Mention any breaks in productivity. (e.g. family leave)</p> <p>List out grants from past three years. But be sure to explain why you are highlighting.</p>

Document name	Limit	Where uploaded	Brief description
			<p>Optional: List up to 4 publications or research products. Cannot be “in preparation”            If you list these, explain to the reader why you’re listing them:            “The publications listed below demonstrate... “(a few possibilities)</p> <ul style="list-style-type: none"> <li>• You returned to productivity after a break</li> <li>• You have a track record of assembling collaborative teams (important for PI role for ESIs) especially if the authors on the publication are playing roles in the proposed project</li> <li>• You have the expertise to perform your role on the grant (e.g if you are a co-investigator on someone else’s grant)</li> </ul> <p>Positions, <i>Scientific Appointments</i>, and Honors</p> <p>List in <b>reverse</b> chronological order <b><i>all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).</i></b> High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.</p> <p><b>Contribution to science:</b>            If you changed your name, state that somewhere.            (“Previous name: Daisy Johnson”)</p> <p>Order: can be historical when you’re a trainee but starting with postdoc, should probably move to focus on relevance to the proposed project, frontloading the ones that are most relevant</p> <p>How to write:</p> <ul style="list-style-type: none"> <li>• Use a title that focuses on impact of contribution (not “Gene editing”; use a verb – developed, determined, established, discovered....)</li> <li>• Indicate historical background of the scientific problem, the central findings, the influence of those findings on scientific progress/application of those findings, and YOUR ROLE in them. It’s not the personal statement or biography.</li> </ul>

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			<ul style="list-style-type: none"> <li>Up to 5 contributions, with up to 4 ‘proof points’ under each; can be data sets, preprints, published meeting abstracts, papers in press but NOT papers in preparation.</li> <li>At the end, provide a link to My Bibliography—the only hyperlink allowed anywhere in the grant</li> </ul> <p>Interim research products have some specific requirements:  <a href="https://grants.nih.gov/faqs#/interim-research-product.htm?anchor=question54800">https://grants.nih.gov/faqs#/interim-research-product.htm?anchor=question54800</a></p> <p>You’ll need biosketch for applicant and each of your mentor/sponsors. Make sure your PI’s biosketch reflects the right role. Applicant to include Scholastic Performance in Section D BUT KEEP AN EYE OUT FOR CHANGES COMING IN 2022. SEE:  <a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html</a></p>
Cover letter	Usually 1 page	SF424 (R&R) – final field.	See instructions. Precise requirements. Ask your graduate program for letterhead. Individual fellowship applicants must include a cover letter that contains a list of referees (including name, departmental affiliation, and institution).
F31 diversity certification (if applicable)		Other Attachments	Scanned letter on OHSU letterhead certifying eligibility for program. Postdocs should work with department administrator. For Graduate Students ask Graduate Studies office.
ePPQ	Form in InfoEd	OHSU Internal Documents	Form is within InfoEd. There are instructions there. Don’t mark it complete until completely done with your grant.
PHS_Assignment Request form	Form in InfoEd	S2S Forms	Form to complete. Not required. Discuss with your mentor. Must select in Setup questions that you want one to have it show up as an option.

### S2S Form - Fellowship Supplemental Form

	Title	length	Notes
1	Introduction to Application	1 page	Only if you’re doing a resubmission. Address reviewer comments.
2	Applicants Background & Goals for Fellowship Training	6 pages	<p>To include sections on: a) Doctoral dissertation &amp; research experience; b) Training Goals &amp; Objectives; c) Activities Planned under this award.</p> <p>Under Training Goals &amp; Objectives, describe the following: (new for Forms F):</p> <ul style="list-style-type: none"> <li>Describe your overall training goals for the duration of the fellowship and how the proposed fellowship will enable the attainment of these goals.</li> </ul>

			<ul style="list-style-type: none"> <li>Identify the skills, theories, conceptual approaches, etc., to be learned or enhanced during the award, including, as applicable, expertise in rigorous research design, experimental methods, quantitative approaches, and data analysis and interpretation, as applicable.</li> <li>Discuss how the proposed research will facilitate your transition to the next career stage.</li> </ul> <p>Activities planned under this award: Describe, by year, the activities (research, coursework, professional development, clinical activities, etc.) you will be involved in during the proposed award. Estimate the percentage of time to be devoted to each activity. The percentage should total 100 for each year.</p> <ul style="list-style-type: none"> <li>Describe the research skills and techniques that you intend to learn during the award period.</li> <li>Provide a timeline detailing the proposed research training, professional development, and clinical activities for the duration of the fellowship award.</li> </ul>
3	Specific Aims	1 page	Standard research specific aims.
4	Research Strategy	6 pages	Follow suggested headings in NIH Application Guide.
5	Respective Contributions	1 page	Describe collaboration between you and your sponsor/mentor in developing your training plan.
6	Selection of Sponsor & Institution	1 page	Describe rationale for selection of sponsor/mentor & institution.
8	Training in Responsible Conduct of Research	1 page	Must address the five, required instructional components outlined in NIH policy. See application guide for more information.
9	Sponsor & Co-Sponsor Statements	6 pages	Follow headings from NIH application guide. These have changed recently. Doublecheck them. Make sure the training plan is consistent with your training plan.
10	Letters of Support from Collaborators, Contributors & Consultants	6 pages	On letter headed paper, signed & dated. This is people who are contributing to your research, not a reference for you. Could include letters from Core directors if you're using their resources. Optional.
11	Description of Institutional Environment & Commitment to Training	2 pages	Sponsoring institution must document a well-established research program related to candidate's area of interest. Need to include Additional Educational Information on programs for F30 & F31 applications. One page comes from your graduate program or MD/PhD program (they'll include graduate program information as relevant), other comes from you. Give your program plenty of time to prepare.
15	Protection of Human Subjects	Usually 1-2 pages. No max.	See special instructions. If you answer No to human subjects, you don't need to include documents saying not relevant.
16	Data Safety Monitoring Plan	1 page	Required if proposal includes a Clinical Trial—yours shouldn't.
17	Human Subjects & Clinical Trials	Form	See special instructions. Required if including human subjects. Unusual for an F award.
18	Inclusion of Women	no max.	See special instructions. Required if including human subjects
19	Inclusion of Children	no max.	See special instructions. Required if including human subjects
20	Vertebrate Animals	no max.	Describe procedures, justify use and method to minimize pain & distress.
21	Select Agent Research	no max.	Complete if using hazardous biological agents.

22	Resource Sharing Plan	1 page	When NIH funding creates research resources explain how you will make them available—use your PI's standard one.
23	Authentication of Key Biological and/or Chemical Resources	1 page	Describe how you are going to ensure consistency and reproducibility of essential biological and/or chemical resources. Your PI should have this.  Key biological and/or chemical resources may or may not have been generated with NIH funds and: 1) may differ from laboratory to laboratory or over time; 2) may have qualities and/or qualifications that could influence the research data; and 3) are integral to the proposed research. These include, but are not limited to, cell lines, specialty chemicals, antibodies, and other biologics.  Standard laboratory reagents that are not expected to vary do not need to be included in the plan. Examples are buffers and other common biologicals or chemicals. (NEWLY REQUIRED UNDER FORMS F)
24	Applications for Concurrent Support	1 page	List of other grants pending to support research training, probably none.
25	Description of Candidate's Contribution to Program Goals	1 page (see instructions)	Only for applicants to diversity-related FOAs (e.g., diversity-related F31). The sponsoring 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. Must be dated and signed by an institutional official. In most cases, this will be the dean or the chairman of the department. The signature must appear over the signer's name and title at the end of the statement. (New for Forms F)
	Budget Section		Use Budget Template on Bridge site, ask your department grants person for assistance or if they'll do it.

### Other Forms or Attachments

S2S Form	PHS Inclusion Enrollment form	1 page	Required when human subjects are involved.
Appendix	Appendix		Check allowable materials: <a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-098.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-098.html</a>
eRA Commons	Letters of reference	3-5 letters	Follow instructions, ask early. Must submit by grant deadline. Submitted directly to eRA commons by Referees