How to Win an NIH/Kirschstein/F30-F31 Predoctoral Fellowship
-Nuts and Bolts-

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What are we talking about?

- Individual fellowships from the National Institutes of Health

- Who's eligible?
  - Must be a US citizen or permanent resident

- Fund up to 5-6 years of predoctoral training. For MD/PhDs – might pay for some Med school after PhD.
  - Years funded by other NIH training grants are subtracted
  - Up to 5 for straight PhDs; 6 for MD/PhDs

How to Start

- Give yourself plenty of time   ~6 weeks
  - More if you project involves animals or humans

Submission			
F30	April 8	August 8	December 8
F31	April 13	August 13	Dec 13
Scientific Merit Review	June - July	Oct - Nov	Feb - March
Advisory Council Review	Sept - Oct	Jan - Feb	May - June
Earliest Project Start Date	December	April	July

Program Announcements
grants.nih.gov/grants/guide/search_results.htm?year=active&scope=pa

- Can be confusing
- F31s
  - PA-11-111 Individual PhD Fellowships
  - PA-11-112 PhD or MD/ PhD Fellowships for under represented minority or disabled students
  - PAR-11-127 NINDS MD/PhD Fellowships
- F30s
  - PA-11-110 MD/PhD Fellowships
  - PA-11-125   NHLBI MD/PhD Fellowships

How to Start

- Read the Program Announcement CAREFULLY
- Why different PAs?
  - Not all Institutes participate in each PA
  - "Spin" your research to fit the Institute
- Download the Application Instructions
  - grants.nih.gov/grants/funding/424/index.htm
  - Individual Fellowship Application Guide SF424 (R&R)
  - Read it carefully – you don't need to read it all

How to Start

- Other useful documents – on the Grad College Web site

  - Power points from today

  - Guidance for Preparing and Submitting NIH Kirschstein Fellowship Applications through Grants.gov –prepared by OSPRA

  - NRSA Fellowship Application Checklist – prepared by Slauch

How to Start

- Contact your "Grants Administrator" in your Dept

  - Talk to your thesis advisor – who do they go to when filling out an NIH grant?

- The Grants Administrator should download the application package and fill out all the detailed stuff

  - www.grants.gov/applicants/apply_for_grants.jsp

Register in the ERA Commons

- All PIs need to interact with the NIH via the "Commons"

- Go to the OSPRA website and click on "Contact OSPRA"
  - Choose "Proposal-Submitting" from the subject picklist. In the text box – say:
  - Please register me as a PI in the ERA Commons
    - UIN
    - First & Last Name
    - Date of birth
    - Email

The Application

- The application is a fancy PDF file

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

OMB Number: 4040-0001
Expiration Date: 06/30/2011

3. DATE RECEIVED BY STATE | State Application Identifier

1. * TYPE OF SUBMISSION
☐ Pre-application ☐ Application ☐ Changed/Corrected Application

2. DATE SUBMITTED | Applicant Identifier

4. a. Federal Identifier
b. Agency Routing Identifier

5. APPLICANT INFORMATION * Organizational DUNS:
* Legal Name:
Department: | Division:
* Street1:
Street2:
* City: | County / Parish:
* State: | Province:
* Country: USA: UNITED STATES | * ZIP / Postal Code:

Person to be contacted on matters involving this application
Prefix: | * First Name: | Middle Name:
* Last Name: | Suffix:
* Phone Number: | Fax Number:
Email:

6. * EMPLOYER IDENTIFICATION *(EIN) or (TIN):*

7. * TYPE OF APPLICANT: Please select one of the following
Other (Specify):
Small Business Organization Type   ☐ Women Owned   ☐ Socially and Economically Disadvantaged

The Application

- ## The application is a fancy PDF file

APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

1. * TYPE OF SUBMISSION

☐ Pre-application ☐ Application ☐ Changed/Corrected Application

2. DATE SUBMITTED	Applicant Identifier

There are lots of directions for each item

1. Type of Submission

Check one of the Type of Submission boxes. If this submission is to change or correct a previously submitted "New" application, click the **Changed/Corrected Application** box and enter the Grants.gov tracking number in the Federal Identifier field. If this submission is to change or correct a "resubmission," "renewal" or "continuation" application, leave the Federal Identifier field as previously filled with the existing identifier (e.g., Award number). Do NOT insert the Grants.gov tracking number in these cases.

Unless requested by the agency, applicants may not use this to submit changes after the closing date. This field is required.

Pre-Application: Unless specifically noted in a program announcement, the Pre-application option is not used by NIH and AHRQ.

Changed/Corrected Application: This box must be used if you need to submit the same application again because of corrections for system validation errors or if a portion of the application was lost or distorted during the submission process. This option is for correcting system validation errors only and may not be used to include last minute changes to any of the PDF attachments. When submitting a Changed/Corrected Application:

o If submitting after the submission date, include an explanation in the Cover Letter Component. Note that if you are submitting additional grant application materials after the submission date some special guidelines may apply. See NIH Guide Notice NOT-OD-08-082 (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-082.html) for the NIH Policy on Submission of Additional Grant Application Materials.

o When you check the Changed/Correct Application box, Item 4. Federal Identifier becomes a required field.

o When submitting a Changed/Corrected Application for a "New" Type of Application (Item 8 = New), in the Federal Identifier field (Item 4)) enter the Grants.gov tracking number for the previous application that you are correcting. If you are unable to recall the Grants.gov tracking number, enter "N/A."

o When submitting a Changed/Corrected Application for a "Resubmission" or "Renewal" Type of Application (Item 8 = Resubmission or Renewal), in the Federal Identifier field (Item 4) enter the IC and serial number of the previously assigned application/award number (e.g., CA987654).

o Do not use the Changed/Corrected Application box to denote a submission of a resubmission or amended application. That will be indicated in item 8. Type of Application.

The Application

- Some info is entered directly – the important stuff is uploaded

RESEARCH & RELATED Other Project Information

1. * Are Human Subjects Involved? ☐ Yes ☐ No

1.a   If YES to Human Subjects

Is the Project Exempt from Federal regulations? ☐ Yes ☐ No

If yes, check appropriate exemption number. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

If no, is the IRB review Pending? ☐ Yes ☐ No

IRB Approval Date: [_____]

Human Subject Assurance Number: [_____]

2. * Are Vertebrate Animals Used? ☐ Yes ☐ No

2.a.   If YES to Vertebrate Animals

Is the IACUC review Pending? ☐ Yes ☐ No

IACUC Approval Date: [_____]

Animal Welfare Assurance Number [_____]

3. * Is proprietary/privileged information included in the application? ☐ Yes ☐ No

4.a. * Does this project have an actual or potential impact on the environment? ☐ Yes ☐ No

4.b. If yes, please explain: [_____]

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? ☐ Yes ☐ No

4.d. If yes, please explain: [_____]

5. * Is the research performance site designated, or eligible to be designated, as a historic place? ☐ Yes ☐ No

5.a. If yes, please explain: [_____]

6. * Does this project involve activities outside of the United States or partnerships with international collaborators? ☐ Yes ☐ No

The Application

- Some info is entered directly – the important stuff is uploaded

Do NOT put page numbers on the PDFs you create, but do put titles

Letters of Recommendation

- Ask for your letters at least three weeks in advance (a month's notice is better).

- Provide your letter writers with a resume as well as a summary of your research interests. They don't need to see the proposal per se.

- The LORs are submitted electronically. Follow the instruction in section 5.4 of the "Application Guide".

- You are allowed 3-5 LORs – NOT your advisor.

- You must list the referees BOTH in Item 12 AND in the cover letter.

Letters of Recommendation

- Send an email to each letter writer. **Don't forget to attach the reference form.**

- Thank you for agreeing to write me a letter of recommendation for my NRSA application. The due date for my application is [August 8]. The letter must be submitted via the eRA Commons at: https://commons.era.nih.gov/commons/reference/submitRefereeInformation.jsp

- Please note that you must create a single PDF file that includes the Fellowship Reference Form that is attached. The additional information you need is:

  – PI Commons User ID: [Your Commons ID]

  – PI Last Name: [Your last name]

  – Funding Opportunity Announcement Number: [The appropriate PA number, eg, PA-10-107]

- Full instructions are pasted below: **Part B. Instructions for Referees:**

Stipend and Tuition Projection

- Your grant administrator will provide a projection of tuition and fees for the next six years. This will differ depending on your graduate program.

- You will also need to show this table to the Graduate College Fellowship Office. Note that this projection is your best estimate and you are not limited by what you say here. The Univ actually bills the NIH later based on real costs.

D. Budget

All Fellowship Applicants:

1. * Tuition and Fees:

☐ None Requested   ☐ Funds Requested:

Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6 *(when applicable)*	
Total Funds Requested:	

Choose a Study Section

- www.csr.nih.gov/Roster_proto/Fellowship_section.asp

Study Section	Description	Scientific Review Officer (SRO)
F01-F (20)	Brain Disorders and Related Neuroscience	VILEN MOVSESYAN
F02A-J (20)	Behavioral Neuroscience	KRISTIN KRAMER
F02B-M (20)	Sensory, Motor, and Cognitive Neuroscience	YUAN LUO
F03A-N (20)	Neurodevelopment, Synaptic Plasticity and Neurodegeneration	MARY SCHUELER
F03B-G (20)	Biophysical and Physiological Neuroscience	PAEK-GYU LEE
F04-A (20)	Chemistry, Biochemistry, Biophysics, and Bioengineering	ROSS SHONAT
Etc……….		

Get Feedback

- Your advisor!
- Others: Fellow students, post-docs, committee members…
- After your advisor has signed off on it:
  - Ken Vickery – Grad College

Application Sign-Off

- Several university officials must sign off on your application

- You must allow sufficient time for each of these entities to act.

- These individuals are not competent to judge the actual proposal. So although you need a "complete" application to get signatures, you can continue to make minor edits to the proposal and upload new PDF files into the master PDF UNTIL it is time to send it to OSPRA.

- The Grants Administrator should fill out a "Transmittal Form"

- For fellowship applications, the Grad College Fellowship Office also needs to sign off. This is not explicitly listed on the transmittal form; rather this is an "other signature if required."

- Submit completed application that has been reviewed by the appropriate offices (with help from your Grants Administrator) to OSPRA (at least 48 hours in advance).

COVER LETTER

Application title:

    Really cool stuff that you should fund

Funding Opportunity:

    PA-11-111   Ruth L. Kirschstein National Research Service Awards for Individual Predoctoral Fellows (Parent F31)

Please assign this application to the following:

    Institutes/Centers

        National Institute on Alcohol Abuse and Alcoholism – NIAAA
        National Institute on Drug Abuse - NIDA

    Scientific Review Groups

        Behavioral Neuroscience - F02A-J (20)

Explain why you asked for this Institute and study section. This could include a statement that you spoke to the Program Officer or SRO and agreed that this was the best fit. Simple example "The proposal is focused on the bacterial pathogen *Salmonella*, specifically related to the genetic and biochemical mechanisms of virulence regulation."

Letters of recommendation will be sent from:

    Lori Raetzman
    Dept of Molecular and Integrative Physiology
    University of Illinois

    Albert Einstein
    Institute for Advanced Study
    Princeton University

Thank you,

    Jane Doe, PI

Other Important Points

- This is a "training grant". The NIH training record of your thesis advisor matters.

- Ideally, your advisor is:
  - Tenured
  - NIH Funded
  - Has successful PhDs out in the world doing good

- If not, fear not
  - Seek out a "co-advisor" that meets the above criteria

Good Luck!