**NIH F30/F31/F32 NRSA FELLOWSHIP PROPOSAL**

 **SUBMISSION REVIEW CHECKLIST - FORMS-I (FOR USE ON/AFTER 05/08/25)**

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| PI Name  |  | FOA  |  | Due Date |  |

**\* INDICATES DOCUMENT/SECTION IS REQUIRED IF APPLICABLE; IF NOT REQUIRED/APPLICABLE, DO NOT UPLOAD**

Initiate the proposal in [ASSIST](https://public.era.nih.gov/assist) using the FOA number and the PI’s eRA Commons Username.

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| GENERAL INFORMATION  |
|[ ]  11 points or larger. Recommended: black font, using Arial, Georgia, Helvetica, or Palatino Linotype |[ ]  Smaller text in figures/graphs/diagrams/charts allowed but must be legible  |
|[ ]  All files in PDF |[ ]  Doc names 50 characters or less |[ ]  0.5” inch margins |[ ]  No headers or footers |
|[ ]  No URLS except for citations in References Cited and Biosketch |[ ]  [No electronic signatures](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#electronicsignatures) |[ ]  [**NIH Formatting Requirements**](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm) Followed |[ ]  No Human Fetal Tissue (HFT) Research allowed |
| [ ]  | Parent Announcements:F30:[PA-25-425](https://grants.nih.gov/grants/guide/pa-files/PA-25-425.html) / [PA-25-426](https://grants.nih.gov/grants/guide/pa-files/PA-25-426.html) ; F31: [PA-25-422](https://grants.nih.gov/grants/guide/pa-files/PA-25-422.html) ; F32: [PA-25-423](https://grants.nih.gov/grants/guide/pa-files/PA-25-423.html) ; F33: [PA-25-424](https://grants.nih.gov/grants/guide/pa-files/PA-25-424.html) *(or institute-specific PAR number)* | [ ]  | Recommended file name convention: *PISurname\_DocumentTitle.pdf* |
|[ ]  For project start date, follow NIH Standard Due Dates unless FOA states otherwise:* + Due: 04/08 ; Earliest Start: 12/01
	+ Due: 08/08 ; Earliest Start: 04/01
	+ Due: 12/08 ; Earliest Start: 07/01
 | **Other Budget Notes**:* Work with OCG Proposal Analyst to develop internal Fellowship budget. When creating the budget, utilize NIH’s current stipend and budget category levels allowed. [FY24 rates available here ([**NOT-OD-24-104**](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-104.html))](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-104.html). FY25 rates expected to be released after 04/08 deadline.
* NIH Fellowship Budget Template is available on the [OCG Forms page](https://colorado.edu/ocg/forms).
* No detailed budget entered into ASSIST, but PA will need to enter total costs from internal budget on R&R Cover Page and enter only requested Tuition and Fees and childcare costs (if budgeted) on PHS Fellowship Supplement Form.
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|[ ]  **Letters of Reference** - due by proposal deadline & are submitted in eRA Commons. [Process detailed here](https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm). Fellow’s responsibility to request. New Letters must be submitted for Resubmission Proposals. | [ ]  | eRA Commons Account Required for Fellow (PI) - please contact Proposal Analyst if you need an eRA Commons ID & ask for PI role. **ORCID ID must be linked to eRA Profile.** |
|[ ]  **Click “Validate Application” button before submission to check for errors/warnings** | [ ]  | Ensure NIH Fellowship Assurance section of PSR has been completed and acknowledged.  |
| [R&R Cover Page](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.200-sf-424-%28r%26r%29-form.htm) |
|[ ]  Federal Identifier entered for resubmission/ renewal/revisions (*ex: enter MH123456 from 1R01MH123456-01 - found in eRA Commons*) |[x]  Person to be contacted: PA |[ ]  EIN: 1846000555A2  |
|[ ]  Type of Applicant: *H: Public/State Controlled Institution* |
|[ ]  [Type of Application](http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/type-of-application-submission.htm): | [ ]  [New](https://grants.nih.gov/grants/glossary.htm#NewApplicationawardgrant) [ ]  [Resubmission](https://grants.nih.gov/grants/glossary.htm#Resubmission) |

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|[ ]  Is application being submitted to other agencies?  | If Yes, list other agencies |
|[ ]  Descriptive Title of Application - *max length of 200 characters* | Click here to list title |

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|[ ]  Project Period | Enter Project Period |[ ]  Congressional District: CO-002 | **Note**: PI info may be updated on Sr/Key Person Profile |[ ]  Include total project costs from internal budget |
|[ ]  Is application subject to review by E.O. 12372? No | **Note**: No SFLLL | [ ]  | AOR info: PA |
| [ ]  | **Cover Letter** - Required * Addressed to Division of Receipt and Referral; Application Title; Title of FOA
* **Must list referees (including name, departmental affiliation, and institution)**
* See [FORMS-I Guide’s Cover Page Attachment](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.200-sf-424-%28r%26r%29-form.htm#21) for details on info to be provided.
* Additionally must provide additional info if: project has video, large-scale genomic data, [late application](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-039.html).

**Note**: Do not request assignment of proposal here; address in Assignment Request Form. |  *PISurname\_CoverLetter.pdf* |
| Click here to enter comments if needed. |
| [Project PERFORMANCE SITES](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.230-project-performance-site-location%28s%29-form.htm) |
| [ ]  | Provide CU Boulder information as the Primary Site: |
|  | [ ]  | UEI: SPVKK1RC2MZ3 | [ ]  | Congressional District: CO-002 | [ ]  |  Department Info/PI Campus Box |
| [ ]  | Include any sites where training may occur as described in Research Training Plan.  |
| [ASSIGNMENT REQUEST FORM](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.600-phs-assignment-request-form.htm) (Optional) |
| **Note**: Select “Assignment Request Form” after clicking the “Add Optional Form” button on far-left side of ASSIST app |
|[ ]  Upload if PI wants to identify requested Institute/Center, Study Section, or Reviewers not to include; provide PI with Assignment Request Form (available in KMS) and then manually input responses into ASSIST |
| [OTHER PROJECT INFORMATION](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.220-r%26r-other-project-information-form.htm) |
|[ ]  Human Subjects (HS)? |[ ]  IRB Pending? **Or** provide IRB approval date. |[ ]  Human Subjects: 00003492 |
|  |[ ]  [Exempt](https://grants.nih.gov/sites/default/files/exemption_infographic_v7_508c-3-21-19.pdf)? If yes, enter [exemption #](https://grants.nih.gov/sites/default/files/exemption_infographic_v7_508c-3-21-19.pdf)  |
|[ ]  Vertebrate Animals? |[ ]  IACUC Pending? **Or** provide IACUC approval date. |[ ]  Animal Subjects: D16-00388 |
|[ ]  Proprietary/Privileged Info?  |[ ]  Potential Impact? |[ ]  Historic Site? |
|[ ]  International Activities? **Note**: International conferences are not considered international collaboration | [ ]  | If yes, include Foreign Justification |
|[ ]  **Project Summary/Abstract** - 30 lines of text; description of proposed work & the fellowship training plan and the training environment | *PISurname\_Summary.pdf* |
|[ ]  **Project Narrative** - 3 sentences maximum; describe relevance to public health | *PISurname\_Narrative.pdf* |
|[ ]  **Bibliography & References Cited** - No limit; URLs allowed; Recommend including PMCIDs’ for all pubs listed in bio authored; recommend [PMCIDs](https://publicaccess.nih.gov/policy.htm)’ inclusion for all pubs authored or co-authored by applicant.  | *PILSurname\_References.pdf* |
|[ ]  **Facilities & Other Resources** - No limit; include a detailed description of the institutional facilities and resources available to the fellowship applicant | *PISurname\_Facilities.pdf* |
|[ ]  **Equipment** - No limit; if no equipment on project, upload document stating “No Equipment” (or similar) | *PISurname\_Equipment.pdf* |
| [ ]  | **Other Attachments** - Do not upload anything **unless** FOA has special requirements **and/or** if international collaboration/research travel (not conference travel) is a part of the proposal. If international collaboration/research travel, include required **Foreign Justification,** provide description of how foreign training is more appropriate than in a domestic setting. | **If including Foreign Justification, required file name is:***Foreign Justification.pdf* |
| [SENIOR/Key Personnel Profile](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.240-r%26r-seniorkey-person-profile-%28expanded%29-form.htm) |
| [ ]  | Complete for all [Senior/Key Personnel](https://grants.nih.gov/grants/glossary.htm#Senior/KeyPersonnel) - PI (Fellow), Sponsors/Co-Sponsors, and Other Significant Contributors ([OSCs](https://grants.nih.gov/grants/glossary.htm#OtherSignificantContributors(OSCs))) |
| [ ]   | Name | [ ]  | Organization Name | [ ]  | Address Fields | [ ]  | Email |
| [ ]  | Role  | [ ]  | **No Co-PD/PI** | [ ]  | The fellow is identified as “PI”; for Sponsor/Co-Sponsor(s) select “Other” and enter “Sponsor” or “Co-Sponsor” into the Other Project Role Category. Identify “Other Significant Contributors” (OSCs) roles as applicable. |
| [ ]  | Degree Type and Year of Highest Degree | [ ]  | eRA Commons ID - Required for all listed in Sr/Key Personnel, must match biosketch. [**Fellow’s ID must be linked to ORCID in eRA Commons**](https://era.nih.gov/erahelp/Commons/default.htm#orcid.htm%3FTocPath%3D_____29) |
| [ ]  | **Biosketch** - Required for PI, Sponsors/Co-Sponsors, OSCs: * 5-page limit; [Instructions here](https://grants.nih.gov/grants/forms/biosketch.htm)
* Fellow/PI: [Template here](https://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format-rev-10-2021.docx) or [use SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/)
* Sponsor/Co-Sponsor/OSC: [Template here](https://grants.nih.gov/grants/forms/biosketch-blank-format-rev-10-2021.docx) or [use SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/)
* SciENcv to be required for 05/25/25 and after deadlines
* Education/Training: List in **chronological** order.
 | [ ]  |  *Sr/KeySurname\_Biosketch.pdf* |
|  |  | [ ]  | C. Contributions to Science* 5 Contributions to Science **max** per Biosketch
* 4 products **max** per Contribution. *Recommend* [*PMCIDs*](https://publicaccess.nih.gov/policy.htm)*’ inclusion for all pubs listed in biosketch.*
* URL allowed to full list of publish work, must be a Federal site. NIH’s [My Bibliography](http://www.ncbi.nlm.nih.gov/books/NBK53595/) is recommended.
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|  | [ ]  | A. Personal StatementInclude Personal Statement. Optional to also include:* Select Ongoing/Completed Research Projects from Past 3 years
* Products *-* 4 products max
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|  |  |  | [ ]  | D. Scholastic Performance * **DO NOT INCLUDE**. No longer required and this section must not be included.
* No Research Support section included.
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|  | [ ]  | B. Positions, Scientific Appointments, and Honors* Positions and Scientific Appointments (both domestic & foreign): List in **reverse chronological** order.
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| **Other Support not required unless specified by FOA.**  |
| Click here to enter comments if needed. |

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| [PHS Fellowship Supplemental Form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.430-phs-fellowship-supplemental-form.htm) |
|[ ]  1**. Introduction to Application**\* - 1-page limit; summarizes substantial additions, deletions, & changes to the application; only applicable for resubmission/revision, or if FOA requirement | *PISurname\_Introduction.pdf* |
| **Candidate Section –** [Review detailed document instructions for this section here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.430-phs-fellowship-supplemental-form.htm#Fellowship). |
|[ ]  2. **Goals, Preparedness and Potential** – 3-page limit; Must include following sections: A. Overall Training Goals; B. Candidate’s Preparedness; C. Candidate’s Self-Assessment; D. Scientific Perspective | *PISurname\_Goals.pdf* |
| **Research Training Plan –** [Review detailed document instructions for this section here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.430-phs-fellowship-supplemental-form.htm#Research). |
|[ ]  3. **Training Activities and Timeline** – 3-page limit; Activities should address the candidate’s goals and identified areas for development.  | *PISurname\_Training.pdf* |
|[ ]  4. **Research Training Project Specific Aims** – 1-page limit; state goals of proposed research & summarize expected outcome. | *PISurname\_SpecificAims.pdf* |
|[ ]  5. **Research Training Project Strategy** – 6-page limit; Sections **must** have headers: 1. Scientific Foundation and Rationale; 2. Approach | *PISurname\_ResStrategy.pdf* |
| **n/a** | 6. **Progress Report Publication List** – Not applicable for fellowships as they are not renewable; no upload. (Only for renewals) |
|[ ]  7. **Training in the Responsible Conduct of Research** – 1-page limit; The plan must address the five required components: 1. Format, 2. Subject Matter, 3. Faculty Participation, 4. Duration of Instruction, 5. Frequency of Instruction. | *PISurname\_RCRTraining.pdf* |
| **Commitment To Candidate, Mentoring And Training Environment –** [Review doc instructions for this section here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.430-phs-fellowship-supplemental-form.htm#Sponsor). |
|[ ]  8. **Sponsor(s) Commitment** – 6-page limit; Sponsor + Co-Sponsor Statements must be appended together; each statement must address the following sections: A. Mentoring Approach and Candidate Mentoring Plan; B. Prior Commitment to Training and Mentoring; C. Commitment to the Candidate’s Research Training Plan; D. Research Training Environment; E. Candidate’s Potential ; include information on Clinical Trial Training (if applicable/proposed) | *PISurname\_Commitment.pdf* |
|[ ]  9. **Letters of Support from Collaborators, Contributors, and Consultants** - 6 page limit (combined); all letters of support in single PDF document; [electronic signatures must be flattened](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#electronicsignatures). Include Letters for Collaborators/Consultants/Advisors that are expected to contribute to fellow’s project & training.  | *PISurname\_SupportLetters.pdf* |
| **n/a** | 10. **Description of Candidate's Contribution to Program Goals** – Not required, **do not upload**.  |
| **Other Research Training Plan Section –** [Review detailed document instructions for this section here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.430-phs-fellowship-supplemental-form.htm#Other). |
|[ ]  11. Are vertebrate animals euthanized? *If yes, is method consistent with AVMA?* *(If no to AVMA, include method and justification)* |
|[ ]  12. **Vertebrate Animals** - Required if Animal research; no page limit; Provide sections: 1. Description of Procedures, 2. Justifications (for use), 3.Minimization of Pain and Distress | *PISurname\_Vertebrate.pdf* |
|[ ]  13. **Select Agent Research**\* - Required if [activities involve use of select agents](http://www.selectagents.gov/); no page limit; should identify select agents, registration status, & description of facilities to use select agents | *PISurname\_SelectAgent.pdf* |
|[ ]  14. **Resource Sharing Plan(s)**\* - No page limit; Required if required by FOA, or if research includes Sharing Model Organisms or Development of Research Tools. Data Sharing Plan not required.  | *PISurname\_ResourceSharing.pdf* |
| **n/a** | 15. **Other Plan(s)** – Data Management & Sharing (DMS) Plan not required, **do not upload**.  |
|[ ]  16. **Authentication of Key Biological and/or Chemical Resources**\* - No page limit, recommend 1 page; describe methods to ensure the identity & validity of key biological and/or chemical resources | *PISurname\_Authentication.pdf* |
| **Additional Information Section –** [Review detailed document instructions for this section here](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.430-phs-fellowship-supplemental-form.htm#Addtional). |
| ***Fellow-Specific Questions - Fellow Must Complete Questions 17-24 in ASSIST*** |
|[ ]  17. Does the proposed project involve human embryonic stem cells (hESC)? *If yes, complete rest of Stem Cell section.*  |
|[ ]  18. Alternate Phone Number |[ ]  19. Degree Sought During Proposed Award *- Degree Type & Completion Date* |
|[ ]  20. Field of Training for Current Proposal  |[ ]  21. Current or Prior Kirschstein-NRSA Support? - If yes, identify prior support*.* |
|[ ]  22. Applications for Concurrent Support? --- **if Yes, attach the following**: |[ ]  Description of Concurrent Support  | *PISurname\_ConcurrentSupport.pdf* |
|[ ]  23. US Citizen? - *Fellow must be US citizen or non-citizen national of US* |[ ]  24. Change of Sponsoring Institution |
|[ ]  25. **Tuition and Fees** - Provide estimated **full/total costs of tuition and fees** by budget year for predoc fellows. NIH will award set stipend/allowance & 60% of tuition/fees requested, but full costs from budget template must be included. **No other budget details provided unless childcare; see below.** |
|[ ]  26. **Childcare Costs** - Choose “None Requested” or “Funds Requested”. If requesting funds, then list by year the amount of childcare costs requested, up to $2500/year for childcare costs provided by licensed childcare provider for children up to 13 (or 18 if disabled).  |
| ***Senior Fellowship Applicants Only:*** |
|[ ]  27. Present Institutional Base Salary & Stipends/Salary During First Year\* - Required **only** for senior fellowships.  |
|[ ]  28. Stipends/Salary During First Year of Proposed Fellowship - Required **only** for senior fellowships. |
|[ ]  29. **Appendix** - FOA will specify if any appendix instructions; review [NIH Appendix Policy](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-098.html) | *PISurname\_DescriptiveName.pdf* |

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| [PHS Human Subjects and Clinical Trials Information](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.500-phs-human-subjects-and-clinical-trials-information.htm) \* |
|[ ]  Human Specimens  and/or Data? *If yes, include:* | ***Note****:* Proposals with or without Human Subjects (HS) may still have Human Specimens/Data; to determine whether PI’s research is classified as HS research or not, use [Research Involving Private Information or Biological Specimens flowchart](https://grants.nih.gov/grants/policy/hs/private-information-biospecimens-flowchart.pdf). **If flowchart indicates human subjects research, then mark “no” to Human Specimens/Data.** |
|  |[ ]  Explanation for Use of Human Specimens and/or Data not considered to be Human Subjects Research |
|[ ]  Human Subjects (HS) Study Record *-* Required for all HS-research proposals; please send the HS Study Record to the PI for PI to complete and upload all necessary documents as this minimizes errors/issues, **or** have PI complete directly in ASSIST record.  |
|  |[ ]  File Names under 50 characters in length |[ ]  Study titles under 600 characters in length |
|  |[ ]  Prior to uploading Study Record into ASSIST HS page, select the “Check Form for Errors” button |
| ***Notes****:* | * **Fellows are not permitted to lead an independent Clinical Trial (CT),** [**FAQs on Clinical Trial-specific FOAs**](https://grants.nih.gov/grants/policy/faq_clinical_trial-specific_FOAs.htm). Fellow can gain CT experience under sponsor supervision but cannot lead CT; Fellow gaining CT experience must follow below CT requirements.
* PIs are encouraged to group studies that use the same HS population & same research protocols into one Study Record; if more than one study, separate Study Records will need to be uploaded
* Ensure FOA matches HS requirements
 |
| ***Required Study Record Sections based on Type of Research:***  | ***Human Subjects, Exemption 4*** | ***Human Subjects, no Clinical Trial*** | ***Clinical Trial (CT)*** |
|  |[ ]  Section 1 - Basic Information - Complete Entire Section (but do not provide an NCT# in Section 1, item 1.5) | Required | Required | Required |
|  |[ ]  Section 2 - Study Population Characteristics - Complete Entire Section, and upload the following documents: | Not Required | Required | Required |
|  |  |[ ]  **Inclusion of Individuals Across the Lifespan** - No page limit | Not Required | Required | Required |
|  |  |[ ]  **Inclusion of Women and Minorities** - No page limit | Not Required | Required | Required |
|  |  |[ ]  **Recruitment and Retention Plan** - No page limit | Not Required | Required if study involves human participants | Required |
|  |  |[ ]  **Study Timeline** - No page limit | Optional | Optional | Required |
|  |  |[ ]  **Inclusion Enrollment Report** - PI will need to select button to have Inclusion Enrollment Report appear within the record for completion | Not Required | Required | Required |
|  |[ ]  Section 3 - Protection and Monitoring Plans - Complete Entire Section, and upload the following documents: | Required – only Protection doc | Required | Required |
|  |  |[ ]  **Protection of Human Subjects** - No page limit | Required | Required | Required |
|  |  |[ ]  **Single IRB Plan** – Do not include, will be addressed at JIT (though yes/no response should be indicated) | Select N/A | Required **at JIT** only if Multi-Site Study | Required **at JIT** only if Multi-Site Study |
|  |  |[ ]  **Data and Safety Monitoring Plan** - No page limit; if CT under Sponsor, only provide:* Names of individuals/group responsible for trial monitoring (i.e. lead investigator of trial)
* If applicable, name of independent safety monitor or data safety monitoring board.
 | Optional | Optional | Required |
|  |  |[ ]  **Overall Structure of the Study Team** - No page limit | Optional | Optional | Optional |
|  |[ ]  Section 4 - Protocol Synopsis - Not required for fellowships; do not provide | Do not complete | Do not complete | Do not complete |
|  |[ ]  Section 5 - Other Clinical Trial-related Attachments - Not required for fellowships; do not provide | Do not complete | Do not complete | Do not complete |
|[ ]  Delayed Onset Study(ies) - Include if HS research, but cannot describe the study at the time of application |
|  |[ ]  Add Study Title |[ ]  Do not check Anticipated CT box |[ ]  Delayed Onset Study Justification - Info for a delayed onset study is not available at the time of proposal, so no full Study Record allowed |