Fellowship Info Session
May 30, 2017

The Application
Primary mechanisms of graduate support in the biomedical sciences

Primary mechanisms of National Institutes of Health (NIH) support for full-time graduate students in the biomedical sciences

Types of NIH Predoctoral Fellowships

**F30** – For MD-PhD Students
Support for PhD years (post qualifier) & perhaps M3, M4 – capped at 6 years total, typically less; at least 50% of requested period of support must be for graduate training portion of program

**F31** – For PhD Students and MD-PhD students (for some Institutes if the program supported by MSTP T32)
Support for PhD years (post qualifier) – capped at 5 years total, typically less

**F31** – For Diversity PhD Students
Support for PhD years (post qualifier) – capped at 5 years total, typically less
## Institutes Supporting*

<table>
<thead>
<tr>
<th>F31 / Diversity F31</th>
<th>If your school has an MSTP T32</th>
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<tbody>
<tr>
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* Many institutes have special requirements
* Some institutes fund very few fellowships
Eligibility Requirements

- Enrolled as a full-time student in a PhD program (or MD-PhD program for F30)
- Have a thesis project and sponsor(s) [thesis advisor]
- Are a citizen of the US or permanent US resident
- Be at the dissertation research stage of training at the time of award
  - Dissertation research stage typically implies the following:
    - All or most course work completed
    - Qualifier passed
    - Preliminary data in place
Current Submission & Review Dates

F Series – F30 and F31

<table>
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<tr>
<th>Submission</th>
<th>Apr 8</th>
<th>Aug 8</th>
<th>Dec 8</th>
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<td>Review</td>
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<td>Award Date</td>
<td>Sept</td>
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All AIDS-related F applications

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<tr>
<th>Submission</th>
<th>May 7</th>
<th>Sept 7</th>
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Note that the Tufts internal deadline is a week prior to the NIH deadline.
Timeline for NIH Fellowship Preparation

3 months prior to submission
• Review the timing of your application with your thesis mentor.
• Contact the appropriate NIH program officer via email to discuss your application plans.

2 months prior to submission
• Notify Sara Abbott in the Sackler Dean’s Office of your intent to submit an application.
• Complete the Conflict of Interest training.
• Review the FOA for the program to which you plan to apply.
  o F31: PA-16-309
  o Diversity F31: PA-16-308
  o F30 for Institutions with an MSTP T32: PA-16-305
• Look at the Fellowship Instructions for SF424 (R&R) Application Packages.
Conflict of Interest Training

- Anyone who submits a federal grant from Tufts University must complete CITI FCOI training. The training is online and needs to be completed by the applicant and sponsor(s)/co-sponsor(s) prior to submitting the application.

- The FCOI training is valid for four years.

- Information about Tufts Conflict of Interest policy is available at http://viceprovost.tufts.edu/research-policies/conflict-of-interest/. Information specific to the training is found in the Preamble/Training Requirement section of the policy.
The Application Process & Sackler Assistance - I

- We will download the application package & instructions from grants.gov.
- The applicant needs an eRA Commons username with the PI role. If you need a username or an added role, we will contact ORA to have it set up.
- We will fill out the administrative items within the application, including the budget.
- We will email the applicant for administrative information that is unique to the applicant, and will update the responses in the application package.
- The applicant should work with his/her thesis advisor to write text attachments.
- Once attachments are final, the applicant should convert each file to PDF & send to Sackler Dean’s Office.
- We will attach the PDFs to the application package and complete the application.
• We will send the application package to the applicant for final review.

• The application must be finalized **one week** in advance of the NIH due date.

• Once approved, we will forward the completed application to the appropriate authorized signing official in the Office of Research Administration.

• ORA will review and may make suggestions.

• Once the application is determined to be finalized, it will be submitted by ORA to the NIH.

• The applicant will receive email confirmation of the application submission.

• The applicant can track the status in eRA Commons.
The application instructions are quite lengthy. Don’t panic!
Many of the instructions will not apply to you.

Areas of the instructions to focus on are:

- Formatting the text (font, margin, etc.)
- Page limits
- Descriptions of written pieces
- Information for referees
Application Package

• The opportunity # is automatically included when the application is downloaded from grants.gov.

• The application package is very formulaic and the Sackler Dean’s Office will fill the package out for you.

• There are several pieces of information that we will need from each applicant to complete the application package. We will email you about this information.
APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

1. TYPE OF SUBMISSION
   - [ ] Pre-application  [X] Application  [ ] Changed/Corrected Application

2. DATE SUBMITTED
   
   3. DATE RECEIVED BY STATE
   
   State Application Identifier

4. a. Federal Identifier

   b. Agency Routing Identifier

   c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION

   Legal Name: Tufts University
   Department: Research Administration
   Division: Vice Provost for Research
   Street1: 136 Harrison Avenue
   Street2: 
   City: Boston
   County / Parish: Suffolk
   State: MA: Massachusetts
   Country: USA: UNITED STATES
   ZIP / Postal Code: 02111-1817

   Person to be contacted on matters involving this application
   Prefix: Ms.
   First Name: Karen
   Middle Name: 
   Last Name: Zhu-Raymond
   Suffix: 
   Position/Title: Research Administration Coordinator
   Street1: 136 Harrison Avenue
   Street2: 
   City: Boston
   County / Parish: Suffolk

Organizational DUNS: 039318308
# PHS Fellowship Supplemental Form

**Introduction**

1. Introduction (RESUBMISSION)

**Fellowship Applicant Section**

2. * Applicant's Background and Goals for Fellowship Training

   Applicants Background and Goals v0

3. * Specific Aims

   Specific Aims.pdf

4. * Research Strategy

   Research Strategy v080116.pdf

5. * Respective Contributions

   Respective Contributions v080116.pdf

6. * Selection of Sponsor and Institution

   Selection of Sponsor and Institution

7. Progress Report Publication List (RENEWAL)

8. * Training in the Responsible Conduct of Research

   Training in Responsible Conduct of

**Sponsor(s), Collaborator(s), and Consultant(s) Section**

9. Sponsor and Co-Sponsor Statements

   Sponsor Statement.pdf
Information You Will Need to Provide

• Descriptive Title of Project
• Proposed Project Dates – Note that the earliest start date for each application cycle is set by NIH and can be found on the NIH website.
• Are human subjects involved?
• Are vertebrate animals used?
• Is proprietary/privileged information included in the application?
• Does the project have an actual or potential impact on the environment?
• Does this project involve activities outside of the US or partnerships with international collaborators?
• Are human embryonic stem cells used?
• Field of Training for Current Proposal – There is a dropdown list of choices for this.
• Current or prior Kirschstein-NRSA support
• Institute, study section assignment requests
Prior NRSA Support

• The applicant’s prior NRSA support (if any) is listed in the application package.

• If you have previous NRSA support (for example if you have been appointed to a training grant), then you would need to consider how many years of eligibility you have remaining when you are deciding on the project period for your fellowship application.

• NRSA support is capped.
  o F31 – five year NRSA limit
  o F30 – six year NRSA limit
Text Attachments - I

- Cover Letter – this is not shared with reviewers
- Project Summary/Abstract
- Project Narrative
- Bibliography & References Cited
- Facilities & Other Resources
- Equipment
- Diversity Certification Letter (for Diversity F31 only – request this from the Sackler Dean’s Office)
• Biosketches – Applicant & Sponsor(s)/Co-Sponsor(s)
  o New NIH biosketch format is now required. We encourage using NIH’s biosketch tool, SciENcv.
  o The Applicant’s biosketch will include section D. Scholastic Performance, which is a listing of all undergraduate & graduate courses and grades.
  o All publications accepted on or after April 7, 2008 should list a PMCID. (This is not the PMID)

• Introduction (Resubmissions only)

• Applicant’s Background and Goals for Fellowship Training
  o Doctoral Dissertation and Research Experience
  o Training Goals and Objectives
  o Activities Planned Under this Award
Text Attachments - III

• Specific Aims

• Research Strategy
  o Significance
  o Innovation
  o Approach
  o Preliminary Studies

• Respective Contributions

• Selection of Sponsor & Institution

• Training in the Responsible Conduct of Research (Sackler has RCR content you can use)
Text Attachments - IV

• Sponsor(s) & Co-Sponsor(s) Statements
  o Research Support Available
  o Sponsor(s) & Co-Sponsor(s) Previous Fellows/Trainees
  o Training Plan, Environment, Research Facilities
  o Number of Fellows/Trainees to be Supervised During the Fellowship
  o Applicant’s Qualifications and Potential for a Research Career

• Letters of Support from Collaborators, Contributors, and Consultants (if applicable)

• Description of Institutional Environment and Commitment to Training (written by Program Director, with input from Sponsor)
Text Attachments - V

- Protection of Human Subjects (if applicable)
- Data Safety Monitoring Plan (if applicable)
- Inclusion of Women & Minorities (if applicable)
- Inclusion of Children (if applicable)
- Vertebrate Animals (if applicable)
- Select Agent Research (if applicable)
- Resource Sharing Plan
- Applications for Concurrent Support (if applicable)
Letters of Reference

Letters of reference are an extremely important part of your application and it is important to allow adequate time to obtain the letters.

- Must have at least 3 letters of reference (but no more than 5).
- The sponsor/co-sponsor cannot be counted as a reference. The sponsor’s recommendation is included within the Sponsor Statement section of the application.
- Letters are submitted by the referee directly to eRA Commons. The applicant does not see the letter.
- Letters are due by 5pm on the NIH application due date.
- The applicant will receive an electronic notification when a letter is uploaded for you in Commons. Be sure to track that all your referees have submitted letters for your application.
Internal Forms

There are 3 internal forms required by ORA & can be found on their website at [http://viceprovost.tufts.edu/researchadmin/forms/](http://viceprovost.tufts.edu/researchadmin/forms/)

- **Internal Sponsored Coordination form** – Completed with each grant application. The Sackler Dean’s Office will start this form for you, and complete the budget and administrative information. The dates the applicant, sponsor(s), and co-sponsor(s) completed the CITI FCOI training is included on this form.

- **FCOI Disclosure form** – Completed annually by each person (student & advisor).

- **Agreement on Ownership of Intellectual Property form** – One-time form filled out by the student, the original hard copy is returned to the Office for Technology Licensing and Industry Collaboration.
After Submission

Once your application is submitted to the NIH by the Office of Research Administration, you will be able to track your application in Commons. You can obtain information related to:

- The status of your application
- The Scientific Review Group to which your application has been assigned, including the roster and the date they will meet
- Your application’s score
- The Summary Statement
Understanding the Status Page in eRA Commons

**Status Information**

**1 F31 DC016774-01**

**Status:** Scientific Review Group review pending. Refer any questions to the Scientific Review Administrator.

**Project Title:** Promoting cellular convalescence: the role of 
Np63 in neuro-competent olfactory stem cells

**PI Name:**

**NIH Appl. ID:** 9467962

**Application ID:** 1 F31 DC016774-01

**Status:** Scientific Review Group review pending. Refer any questions to the Scientific Review Administrator.

**Last Status Update Date:** 04/14/2017

**PI Name:**

**Institution Name:** Tufts University Boston

**School Name:** School of Medicine

**School Category:** Schools of Medicine

**Division Name:** None

**Department Name:** Developmental, Molecular and Chemical Biology

**Proposal Receipt Date:** 04/06/2017

**Proposal Title:** Promoting cellular convalescence: the role of Np63 in neuro-competent olfactory stem cells

**Project Period Begin Date:** 05/01/2017

**Current Award Notice Date:**

**Project Period End Date:**

**Application Source:** Grants.gov

**eApplication Status:** Submission Complete

**FOA:** [PA16-308] - Ruth L. Kirschstein National Research Service Award Individual Predoctoral Fellowship to Promote Diversity in Health-Related Research (Parent F31 - Diversity)

**OTHER RELEVANT DOCUMENTS**

- e-Application
- eSubmission Cover Letter
- eSubmission-PHS Assignment Request Form
### Understanding the Status Page in eRA Commons

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<tr>
<th>Application</th>
<th>Study Section</th>
<th>Advisory Council (AC)</th>
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<tbody>
<tr>
<td><strong>Award Document Number:</strong> FDC016774A</td>
<td><strong>Scientific Review Group:</strong> ZDC1 SRB-Y (58)</td>
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<tr>
<td><strong>FSR Accepted Code:</strong> N</td>
<td><strong>Council Meeting Date (YYYY/MM):</strong> 2017/10</td>
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<tr>
<td><strong>Snap Indicator Code:</strong></td>
<td><strong>Meeting Date:</strong> 06/22/2017</td>
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<tr>
<td><strong>Review Outcome Available:</strong> No</td>
<td><strong>Meeting Time:</strong> 11:00</td>
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<td><strong>Summary Statement Available:</strong> No</td>
<td><strong>Study Roster:</strong> View Meeting Roster</td>
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<td><strong>Early Stage Investigator Eligible:</strong> No</td>
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<td><strong>New Investigator Eligible:</strong></td>
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<td><strong>Eligible for FFATA Reporting:</strong> Yes</td>
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Questions?