*checklist does not replace the solicitation. Please review program specific solicitation for compliance and completeness.

DUE DATE AND AWARD INFORMATION	
Internal deadline	**4 business days prior to sponsor deadline**
Budget period	Up to 5 years
Award notification	At least 6 months after sponsor deadline

FORMATTING INSTRUCTIONS	
Document format	PDF only; no headers or footers
Font type/size	✔ Arial, Helvetica, Palatino Linotype, or Georgia typeface ✔ 11 or larger ✔ Black font color
Line spacing	✔ No more than 6 lines of type within a vertical space of 1 inch ✔ Only single column formatting
Page size	8.5 x 11
Margins	0.5" all sides
Guidelines	http://grants.nih.gov/training/nrsa.htm
Instructions	PHS SF424 (R&R) Individual Fellowship Application Guide http://grants.nih.gov/grants/guide/url_redirect.htm?id=42000

PROPOSAL DOCUMENTS		
1	☐	**Proposal cover page – SF424 form – grants.gov**
2	☐	**Cover Letter**

		✔ Fellowship applicants are required to include a cover letter with the application. The cover letter will not be shared with peer reviewers. The cover letter must contain the list of at least 3 required referees (including name, degree, and institutional affiliation). It should also contain any of the following information that applies to the application:
		  o Application Title
		  o Funding Opportunity (PA or RFA) title of the NIH initiative.
		  o Request of an assignment (referral) to a particular awarding component(s) or Scientific Review Group (SRG). The PHS makes the final determination.
		  o List of individuals (e.g., competitors) who should not review your application and why.
		  o Disciplines involved, if multidisciplinary.

3	☐	**Proposal Summary (Abstract) -** No longer than 30 lines of text
		✔ State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project
4	☐	**Project Narrative -** No more than two or three sentences
		✔ Describe the relevance of this research to public health
5	☐	**Bibliography & References Cited -** No page limit
		✔ Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. ✔ When citing articles that fall under the Public Access Policy, http://publicaccess.nih.gov/policy.htm,

		were authored or co-authored by the applicant and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate "PMC Journal – In Process."
6	☐	**Facilities & Other Resources -** No page limit
		✔ Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other).
7	☐	**Equipment -** No page limit
		✔ List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.
8	☐	**Biographical Sketch -** Limited to 5 pages
		✔ Use current fellowship format, http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerC.pdf
		✔ Include Commons User Name
		✔ Must include sponsor's biosketch as well
9	☐	**Foreign Sponsorship, if applicable**
		✔ If applicable, the applicant is required to provide detailed justification for the foreign training, including the reasons why the facilities, the mentor, or other aspects of the proposed experience are more appropriate than in a domestic setting.
10	☐	**Collaborators and Dissertation Advisor(s), if applicable**
		✔ Attachments may be provided (if applicable) by collaborators, consultants, advisors, etc. Relevant information applicable to the fellow's planned research training and future goals may be provided by any contributor or advisor via an attachment.
11	☐	**Certification Letter for Predoctoral Fellowship to Promote Diversity, if applicable**
		✔ Required letter from institution certifying eligibility of applicant to apply for Individual Predoctoral Fellowships to Promote Diversity in Health-Related Research
12	☐	**Specific Aims -** Limited to one page
		✔ State the goals of the proposed research and summarize the expected outcome, including the impact the results of the proposed research will exert on the research field involved.
13	☐	**Research Strategy -** Limited to 6 pages total
		✔ **Significance**
		o Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
		o Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
		o Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed.
		✔ **Innovation**
		o Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
		o Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
		o Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
		✔ **Approach**
		o Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in the Resource Sharing Plan, include how the data will be collected, analyzed, and interpreted as

		well as any resource sharing plans as appropriate.
		o Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
		o If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
		o Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
14	☐	**Human Subjects Section, if applicable** – Refer to <u>SF424 Guide, Part II</u>
		✔ No page limit. This section is required for applicants involving human subjects
15	☐	**Human Subjects Involvement Indefinite?** Yes or No
16	☐	**Clinical Trial?** Yes or No
17	☐	**Inclusion of Women and Minorities, if applicable**
18	☐	**Targeted/Planned Enrollment Table, if applicable** - <u>available here</u>
19	☐	**Inclusion of Children, if applicable** – all individuals under 18 are considered children
		✔ Provide either a description of plans to include children, or if children will be excluded from the proposed research, application, or proposal.
20	☐	**Other Research Training Plan Sections** – No page limit. Refer to the <u>SF424 Guide, Part II</u>
		✔ Are vertebrate animals used? - Yes or No
21	☐	**Vertebrate Animals Use Indefinite?** Yes or No
22	☐	**Vertebrate Animals** – Refer to the <u>SF424 Guide, Part II</u>
		✔ If the involvement of animals is indefinite, provide an explanation and indicate when it is anticipated that animals will be used.
23	☐	**Select Agent Research**
24	☐	**Resource Sharing Plan**
		✔ When resources have been developed with NIH funds and the associated research findings published or provided to NIH, it is important that they be made readily available for research purposes to qualified individuals within the scientific community.
25	☐	**Respective Contributions** – limited to 1 page
26	☐	**Selection of Sponsor and Institution** – limited to 1 page
27	☐	**Responsible Conduct of Research** – limited to 1 page
28	☐	**Additional Information**
		✔ Does the proposed project involve embryonic stem cells? – Yes or No
		✔ Fellowship Applicant – answer questions 2 – 5
		✔ Applications for Concurrent Support? Yes or No; if yes, limited to 1 page
		✔ Goals for Fellowship Training and Career – limited to 1 page
		✔ Activities Planned Under this Award – limited to 1 page
		✔ Doctoral Dissertation and Other Research Experience – limited to 2 pages
		✔ Citizenship – check the correct box
		✔ Institution – as applicable
29	☐	**Sponsor(s) and Co-Sponsor(s)** – limited to 6 pages
30	☐	**Other Attachments**
		✔ List of Referees
		o At **least three references** are required. (The sponsor/co-sponsor of this application cannot be counted as a reference)
		✔ Sponsor and any Co-Sponsor(s) (if any) Information (Limit to 6 pages)
		o Research Support Available.
		▪ In a table, list all current and pending research and research training support specifically available to the applicant for this training experience. Include

funding source, complete identifying number, title of the research or training program, and name of the principal investigator, dates, and amount of the award. Include this information for any co-sponsor as well.

- Sponsor's/Co-Sponsor's Previous Fellows/Trainees <u>PHS SF424 (R&R) Individual Fellowship Application Guide Part I:</u> Instructions for Preparing and Submitting an Application
  - Give the total number of predoctoral and postdoctoral individuals previously sponsored. Select five that are representative and, for those five, provide their present employing organizations and position titles or occupations. Include this information for any co-sponsor as well.
- Training Plan, Environment, Research Facilities
  - Describe the research training plan that you have developed specifically for the Fellowship applicant. Include items such as classes, seminars, and opportunities for interaction with other groups and scientists. Describe the research environment and available research facilities and equipment. Indicate the relationship of the proposed research training to the applicant's career goals. Describe the skills and techniques that the applicant will learn. Relate these to the applicant's career goals.
- Number of Fellows/Trainees to be Supervised During the Fellowship
  - Indicate whether pre- or postdoctoral. Include for any co-sponsor as well.
- Applicant's Qualifications and Potential for a Research Career
  - Describe how the Fellowship applicant is suited for this research training opportunity based on his/her academic record and research experience level, including how the research training plan, and your own expertise as the sponsor will assist in producing an independent researcher.

31	☐	**Budgets**
		✔ **Tuition and Fees**
		○ NIH will contribute to the combined cost of tuition and fees at the rate in place at the time of award. The most recent tuition and fees levels are described on the Kirschstein-NRSA webpage, http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-048.html
		✔ Senior Fellowship applicants have additional budgetary requirements. See instructions.
32	☐	**Appendix** – no page limit

INSTITUTIONAL DOCUMENTS		
1	☐	**Conflict of Interest Disclosure**
2	☐	**CITI Training Documentation**