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

 **SUBMISSION REVIEW CHECKLIST - FORMS-H**

**Though FORMS-I is in effect, NIH is requiring FORMS-H for Fellowships due April to May 2025**

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

## \* indicates Document/section is required if applicable; if not, 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) | [**All NIH Formatting Requirements**](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm) |[ ]  No Human Fetal Tissue (HFT) Research allowed |
| [ ]  | Parent Announcements:F30:[PA-23-261](https://grants.nih.gov/grants/guide/pa-files/PA-23-261.html) / [PA-23-260](https://grants.nih.gov/grants/guide/pa-files/PA-23-260.html) ; F31: [PA-23-272](https://grants.nih.gov/grants/guide/pa-files/PA-23-272.html) / [PA-23-271](https://grants.nih.gov/grants/guide/pa-files/PA-23-271.html) ; F32: [PA-23-262](https://grants.nih.gov/grants/guide/pa-files/PA-23-262.html) ; F33: [PA-23-263](https://grants.nih.gov/grants/guide/pa-files/PA-23-263.html) *(or institute-specific PAR number)* | [ ]  | Recommended file name convention: PILastName\_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).
* NIH Fellowship Budget Template is available on the OCG Forms page.
* 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-h/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*) |[ ]  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) [ ]  [Renewal](https://grants.nih.gov/grants/glossary.htm#RenewalApplication) [ ]  Revision if [Competing Revision](http://grants.nih.gov/grants/competing-revisions.htm) / [Non-competing Supplement](http://grants.nih.gov/grants/administrative-supplements.htm) |

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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-H Application Guide’s Cover Page Attachment](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.200-sf-424-%28r%26r%29-form.htm#21) for details on information to be provided.
* Do not request assignment of proposal to specific NIH Institute here; address in Assignment Request Form.
* 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. |
| Click here to enter comments if needed.  |
| [Project PERFORMANCE SITES](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-5/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-h/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-h/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 | *PILastName\_Summary.pdf* |
|[ ]  Project Narrative - 3 sentences maximum; describe relevance to public health | *PILastName\_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.  | *PILastName\_References.pdf* |
|[ ]  Facilities & Other Resources - No limit; include a detailed description of the institutional facilities and resources available to the fellowship applicant | *PILastName\_Facilities.pdf* |
|[ ]  Equipment - No limit; if no equipment on project, upload document stating “No Equipment” (or similar) | *PILastName\_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.** | **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-h/general/g.240-r%26r-seniorkey-person-profile-%28expanded%29-form.htm) |

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| [ ]  | 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))) |

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| [ ]   | Name | [ ]  | Organization Name | [ ]  | Address Fields | [ ]  | Email |
| [ ]  | Role  | [ ]  | **No Co-PD/PI** | [ ]  | The fellow should be identified as “PI” and Sponsor/Co-Sponsor(s) identified as “Other” with “Sponsor” or “Co-Sponsor” entered 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)
* Sponsor/Co-Sponsor/OSC: [Template here](https://grants.nih.gov/grants/forms/biosketch-blank-format-rev-10-2021.docx)
* Education/Training: List in **chronological** order.
 | [ ]  |  *SKPLastName\_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 * **Only required for Pre/Postdoc Fellows (PIs).** List by institution and year all undergrad/ graduate courses and grades. If postdoc, list only grad courses.
* 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-h/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 | *PILastName\_Introduction.pdf* |
|[ ]  2. Applicant’s Background and Goals for Fellowship Training - 6 page limit; Must include following sections: A. Doctoral Dissertation and Research Experience; B. Training Goals and Objectives; C. Activities Planned Under this Award | *PILastName\_Background.pdf* |
|[ ]  3. Specific Aims - 1 page limit; state goals of proposed research & summarize expected outcome. | *PILastName\_SpecificAims.pdf* |
|[ ]  4. Research Strategy - 6 page limit; Sections **must** have headers: 1. Significance; 2. Approach | *PILastName\_ResearchStrategy.pdf* |
|[ ]  5. Respective Contributions - 1 page limit; describe collaborative process between PI & Sponsor/ Co-Sponsors in the development/review/editing of Research Training Plan and roles in accomplishing proposed research.  | *PILastName\_Contributions.pdf* |
|[ ]  6. Selection of Sponsor and Institution - 1 page limit; describes the rationale/justification for the selection of both the sponsor and the institution | *PILastName\_Selection.pdf* |
| **n/a** | 7. Progress Report Publication List\* - Not applicable for fellowships as they are not renewable; no upload. (Only for renewals)  |
|[ ]  8. Training in the Responsible Conduct of Research - 1 page limit; The plan must address the 5 required components: 1. Format, 2. Subject Matter, 3. Faculty Participation, 4. Duration of Instruction, 5. Frequency of Instruction. | *PILastName\_RCRTraining.pdf* |
|[ ]  9. Sponsor and Co-Sponsor Statements – 6 page limit (combined); Requires statements from each Sponsor/Co-Sponsor within the total 6-page limit. If leading Clinical Trial (CT) research, sponsor must document leadership of CT. Header must say “Sponsor and Co-Sponsor Statements” & must include following sections: A. Research Support Available; B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees; C. Training Plan, Environment, Research Facilities; D. Number of Fellows/Trainees to be Supervised During the Fellowship; E. Applicant's Qualifications and Potential for a Research Career | *PILastName\_SponsorStatement.pdf* |
|[ ]  10. 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.  | *PILastName\_SupportLetters.pdf* |
|[ ]  11. Description of Institutional Environment and Commitment to Training - 2 page limit; Details research program, opportunities for intellectual interactions and training with other investigators. Include facilities/resources available for career enhancement and proposed research. ***F30/F31*:** Must provide Educational Information section that describes graduate program, structure of program, required training milestones, number or courses, teaching commitments, clinical requirements, qualifying exams, and average time to degree over past 10 years. Describe applicant progress, and method program monitors student progress. Usually provided by Dept Chair or Graduate Program Director; name of person providing information must be included. | *PILastName\_Environment.pdf* |
|[ ]  12. Description of Candidate's Contribution to Program Goals\* - Required for diversity-related Fellowship proposals only; Fellow requests this letter from the [Director of CU’s Colorado Diversity Initiative](https://www.colorado.edu/initiative/cdi/about-us) as soon as possible. Should be on institutional letterhead & explain how the candidate’s participation will further the goals of the fellowship program to promote diversity in health-related research. Letter should **NOT** reveal racial/ethnic background or disability.  | *PILastName\_ProgramGoals.pdf* |
|[ ]  13. Are vertebrate animals euthanized? *If yes, is method consistent with AVMA?* *(If no to AVMA, include method and justification)* |
|[ ]  14. 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 | *PILastName\_Vertebrate.pdf* |
|[ ]  15. 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 | *PILastName\_SelectAgent.pdf* |
|[ ]  16. 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.  | *PILastName\_ResourceSharing.pdf* |
| **n/a** | 17. Other Plans - Not applicable for fellowships at this time. |
|[ ]  17. 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 | *PILastName\_Authentication.pdf* |
| ***Fellow-Specific Questions - Fellow Must Complete in ASSIST*** |
|[ ]  18. Does the proposed project involve human embryonic stem cells (hESC)? *If yes, complete rest of Stem Cell section.*  |
|[ ]  19. Alternate Phone Number |[ ]  20. Degree Sought During Proposed Award *- Degree Type & Completion Date* |
|[ ]  21. Field of Training for Current Proposal  |[ ]  22. Current or Prior Kirschstein-NRSA Support? - If yes, identify prior support*.* |
|[ ]  23. Applications for Concurrent Support? --- **if Yes, attach**: |[ ]  Description of Concurrent Support  | *PILastName\_ConcurrentSupport.pdf* |
|[ ]  24. US Citizen? - Fellow must be US citizen or non-citizen national of US |[ ]  25. Change of Sponsoring Institution |
|[ ]  26. 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.** |
|[ ]  27. 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:*** |
|[ ]  28. Present Institutional Base Salary & Stipends/Salary During First Year\* - Required **only** for senior fellowships.  |
|[ ]  29. Stipends/Salary During First Year of Proposed Fellowship - Required **only** for senior fellowships. |
|[ ]  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) | *PILastName\_DescriptiveName.pdf* |

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| [PHS Human Subjects and Clinical Trials Information](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/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.
* 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*** |
|  |[ ]  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 |