

NRSA NIH Fellowship Application Checklist

Medical Scholars Program (MD/PhD)

Please Note: The NIH is transitioning to electronic grant submission. F30 and F31 grants will soon be submitted.. You must be registered on eRA Commons, with PI status, before submission. This might take several weeks to get registered. You have to go through the Office of Sponsored Programs & Research Administration (OSPRA): <http://www.ospra.uiuc.edu/>.

The following is a checklist and timeline of items you should complete in order to submit your NRSA Fellowship Application. There are two parts to this checklist: Part A. Completing the Application and Part B. Application Sign-Off. Please read through each part carefully.

Please help us improve this information. If you learn additional important issues or notice items that need expansion or clarification, please contact Amanda Cuevas at acuevas@uiuc.edu.

General information, forms, etc. for applying to the NIH can be found at <http://grants.nih.gov/grants/oer.htm> .

Tips on the process of grant writing can be found at http://grants1.nih.gov/grants/grant_tips.htm .

A. Completing the Application

The appropriate application form is called PHS416-1.
<http://grants.nih.gov/grants/funding/416/phs416.htm>

Make sure you are using the latest version which can be downloaded from the web site above.

Face page:

Block 3-Program Announcement/Request for Applications

Make sure that you put in a PA (Program Announcement) number which could be specific for your institute. You should use PA05-151 if you are applying for the (F30) at one of the following institutes: NIEHS, NIDCD, NINDS, NIDA, NIMH, NIAAA, NIA, & ODS. Applicants to the Predoctoral Fellowships for Minority Students (F31) should use PA 00-069.

Read these PA's carefully before applying. Sometimes these PA's have expired; however, the NIH still accepts applications. You should contact the appropriate person from your institute. Read the PA carefully to ensure that you are fulfilling all the requirements. Please contact the MSP office and we will help.

Block 8-Make sure you write MD/PhD, but the PA number in Block 3 is more important.

Cover letter: Make sure you have a cover letter. **The cover letter must clearly state that you are applying for an F30 MD/PhD Fellowship or F31 Minority Fellowship.** Ideally, you should direct the application to a specific and appropriate study section. This means that you have contacted the institute and contacted the appropriate official who will direct you to the proper study section. Let the MSP office know if you need help.

Letters of Recommendation: To ensure that you receive personalized letters of recommendation, ask for your letters at least three weeks in advance (a month's notice would be ideal). It is also helpful to provide your letter writers with a resume as well as a summary of your research interests.

B. Application Sign-Off

Please keep in mind that several university offices and officials must sign off on your application and you must therefore allow sufficient time for each of these entities to act.

- ❑ **Timing:** It's good to start this process at least 2 weeks before deadline, so you don't end up sprinting across campus several times daily in those last few days. To start the financial projection process, and the transmittal form process, you don't need to have finished your grant.
- ❑ **Financial Projection Chart Step:** Contact Jim Hall at jimhall@uiuc.edu or 333-8146 in the SA/MSP Office, MSB 125 at least one week prior to the deadline for a financial projection chart. Jim Hall will make your individual financial projection chart that will be included within your application.

Be sure to include in your e-mail the following information: your name; year in The program; current enrollment status (grad or med); residency status (in-state resident, or out-of-state resident); terms the fellowship will cover: fall, spring, summer and for how many years; estimated projection through program -- which year will be your final in M1, and when will you take M2-4. This is obviously your best guess and may not be exact. Upon receiving the projection, you may want to meet with Jim to be sure you understand the numbers.

Below is a sample e-mail as an example of what you might want to e-mail Jim Hall:

Dear Jim,

I am applying for the Ruth L. Kirschstein National Research Service NIH Underrepresented Minority Fellowship. The upcoming deadline is November 15th. The Student Affairs/Medical Scholars Program Office has told me to contact you to obtain preliminary information including the financial projection chart. The information that you will need for the projection chart is as follows:

Residency: Out-of-state resident
Initial enrollment status: 8/2003
Terms fellowship will cover: Fall, Spring, Summer
Years: 06/01/05-06/01/08
Enrollment status: currently grad

<u>Medicine</u>	<u>Grad</u>
	Fall 2004
	Spring 2005
	Summer 2005
	Fall 2005
	Spring 2006
	Summer 2006
Fall 2006	
Spring 2007	
Summer 2007	
Fall 2007	
Spring 2008	
Summer 2008	
Fall 2008	
Spring 2009	

Please let me know if you need any other information. I may be reached at jdoe@uiuc.edu. Once I hear back from you, I will schedule a time to meet with you for a review session to go over this information. Thank you in advance for your assistance.

Sincerely,
Jane Doe
MD/PhD Candidate

- ❑ **Departmental Net Financial Projection Step:** Contact the coordinator for research programs or financial officer of your graduate program to schedule a meeting for creating a net financial projection. Again, the grant does not have to be finished to initiate financial review. Bring your numbers from Jim Hall, and work together to create the total financial projection.
- ❑ **Transmittal Form Step:** Obtain a copy of a “Proposal Transmittal Form” from Office of Sponsored Programs and Research Administration (OSPRA) (formerly known as Grants and Contracts) (<http://www.med.uiuc.edu/msp/Students/05TFS.doc>). The entire application does not need to be completed at this point. Fill out the transmittal form using the net numbers.
- ❑ **Department Head Signature Step:** When your grant is mostly finished, turn in three copies of your proposal and transmittal forms to the head of your department for a signature.
- ❑ **Graduate College Step:** Submit required copies of your completed application, including the necessary copies of the transmittal form

<http://www.med.uiuc.edu/msp/Students/05TFS.doc>, to the Graduate College Fellowship Office, 204 Coble Hall for review and approval sign-off at least 72 hours in advance of the deadline. Please provide your name and preferred method of contact (i.e. cell phone number, e-mail, lab number, etc.) along with your completed application in the event that the Graduate College Fellowship Office needs to reach you.

The next step is getting your application from the Graduate College to the Office of Sponsored Programs and Research Administration (OSPRA), for review and final sign-off. Here are the optional steps that you may choose:

1) If you included the required number of copies of both the transmittal form and the proposal in the packet you submitted to the Graduate College, you may either request that the Graduate College forward your materials to OSPRA in the Research Park once the transmittal forms have been signed (there are daily runners to OSPRA from Coble Hall) **OR** you may request that the Graduate College Fellowship Office contact you so that you can pick up and deliver the materials yourself to the OSPRA, 1901 S. 1st Street, Suite A, Champaign, in the Research Park.

2) If you **did not** include the required number of copies of both the transmittal form and the proposal in the packet you submitted to the Graduate College, you must request that the Graduate College Fellowship Office contact you so that you can pick it up and deliver the materials yourself to OSPRA, 1901 S. 1st Street, Suite A, Champaign.

The exact number of copies that the NIH requires to be submitted is found in the fellowship guidelines <http://grants.nih.gov/grants/guide/pa-files/PA-05-151.html>. **OSPRA requires that you provide them with one additional copy for their files.**

If you have questions regarding this step, please contact the Graduate College Fellowship Office, at 204 Coble Hall or 333-0036.

- **OSPRA Step:** Submit the required number of copies of completed application that has been reviewed and signed-off by the appropriate contacts/offices to the Office of Sponsored Programs and Research Administration (OSPRA), 1901 S. 1st Street, Suite A, Champaign (located in the Research Park) at least 48 hours in advance of the deadline. Please provide your name and preferred method of contact (i.e. cell phone number, e-mail, lab number, etc.) along with your completed application in the event that OSPRA needs to reach you.

You can either request that OSPRA send out the application directly, in which case you must provide the mailing label, a FOPAL account number (Please note: you may not use a grants account; typically, a general fund account is used to pay

for shipping.), your letters of recommendation, and required copies of application including one extra copy for the OSPRA **OR** you may request that the OSPRA contacts you when the application is ready, if you prefer mail the application packet yourself.

To mail it out yourself: make the necessary copies, attached your letters, and ship it out. You can request FedEx mailing labels from your home department. (Note: the “home department” for Neuroscience students is your advisor’s home department.)

If you have any questions, contact OSPRA at 333-2187 or gcoaward@uillinois.edu. Ask for the NIH NRSA Fellowship Proposal Coordinator assigned to your proposal.

□ **A Note on the NIH “Commons”:**

The NIH Commons web page (<https://commons.era.nih.gov/commons/>) is NIH’s relatively new paperless system to be used for all grant management from the initial reviews by the study section to individual grant updates, etc. In order to see any information about a particular grant, one needs explicit authority. This authority must be initially granted by the Institution. When you receive an email from the NIH telling you to check status or enter info via the commons, forward this email to OSPRA and they will, after obtaining your UIN, email address, etc, give you authority. Request a log-in and password. Don’t be surprised if they are slightly reluctant to give PI status to a student, but the email from the NIH should convince them that you are the PI.

If you have additional questions, please contact Jim Hall (jimhall@uiuc.edu) or Amanda Cuevas (acuevas@uiuc.edu) in the SA/MSP Office, MSB 125.