



BROWN

Division of Biology
and Medicine

NIH Fellowship Checklist – Forms F

Before you begin:

- **READ THE PA/RFA Solicitation.** Pay attention to the “Application and Submission Information” section
 - Individual NIH PA/RFA take precedence over *NIH SF424 Fellowship Guidelines*; the *NIH SF424 Application Guide* takes precedence over this document
 - Proposals MUST be submitted on or before 5:00pm Local time on the Deadline Date. If an NIH “standard deadline” falls on a weekend or **Federal** Holiday, the deadline is extended to the following business day. For RFAs with specific deadline dates, the deadline is fixed and does NOT change.
 - ***Reminder*** Postdoctoral Research Associates (PDRA) applying for grants, including F32 applications and K-awards, cannot be supported 100% from external grants during the proposal development period. PDRA effort devoted to developing the proposal must be charged to a non-grant account.
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- [Cover Letter \(generally 1 – 2 pages\)](#)
 - [Project Summary/Abstract \(30 lines of text\)](#)
 - [Project Narrative \(2 or 3 sentences\)](#)
 - [Bibliography & References Cited](#)
 - [Facilities & Other Resources](#)
 - [Equipment](#)
 - [Biographical Sketch \(5 page limit\)](#)
 - [Introduction to Application \(resubmission applications, 1 page limit\)](#)
 - [Applicant’s Background and Goals for Fellowship Training \(6 page limit\)](#)
 - [Specific Aims \(1 page limit\)](#)
 - [Research Strategy \(6 page limit\)](#)
 - [Respective Contributions \(1 page limit\)](#)
 - [Selection of Sponsor and Institution \(1 page limit\)](#)
 - [Training in the Responsible Conduct of Research \(1 page limit\)](#)
 - [Sponsor and Co-Sponsor Statements \(6 page limit\)](#)
 - [Letters of Support from Collaborators, Contributors, and Consultants \(6 page limit\)](#)

- [Description of Institutional Environment and Commitment to Training](#) (2 page limit)
- [Description of Candidate's Contribution to Program Goals \(Diversity-Related FOAs Only\)](#)
- [Vertebrate Animals](#)
- [Select Agent Research](#)
- [Resource Sharing Plan](#)
- [Authentication of Key Biological and/or Chemical Resources](#) (generally 1 page)
- [Appendix](#)
- [Assignment Request Form](#)

Cover Letter Attachment (no page limit but generally 1 – 2 pages)

Attach the cover letter, addressed to the Division of Receipt and Referral, in accordance with the FOA and/or instructions on [Full instructions pages F-31 and F-32](#). Individual fellowship applicants must include a cover letter that contains a list of referees (including name, departmental affiliation and institution).

Project Summary/Abstract (30 lines of text)

State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the agency). Describe the research design and methods for achieving the stated goals. In addition to summarizing the research project to be conducted under the fellowship award, describe the fellowship training plan and the environment in which the research training will take place. [Full instructions pages F-39 and F-40](#).

Project Narrative (2 or 3 sentences)

Describe the relevance of this research to public health in, at most, three sentences. [Full instructions page F-40](#).

Bibliography & References Cited

When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant, and arose from NIH support, provide the NIH Manuscript Submission reference number or the PubMed Central (PMC) reference number for each article. [Full instructions pages F-40 and F-41](#).

Facilities & Other Resources

Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). If there are multiple performance sites, describe the resources available at each site. Describe any special facilities used for working with biohazards and any other potentially dangerous substances. Include a detailed description of the institutional facilities and resources available to the fellowship applicant. The information provided is of major importance in establishing the feasibility of the goals of the fellowship training plan. [Full instructions pages F-41 and F-42](#).

Equipment

List major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities. [Full instructions page F-42](#).

Biographical Sketch

For all fellowship applications, the applicant is considered the PD/PI. [Full instructions begin on page F-51](#). An NIH Predoc Biosketch Reference Sheet can be found [here](#). A sample NIH Predoc biosketch can be found [here](#). An NIH Postdoc Biosketch Reference Sheet can be found [here](#). A sample NIH Postdoc biosketch can be found [here](#).

Fellowship awards require a primary sponsor, and there may also be co-sponsor(s). Sponsors and co-sponsors should be identified as senior/key personnel and biosketches provided, even though they are not committing any specified measurable effort to the proposed project.

Introduction to Application (resubmission applications, 1 page limit)

Resubmission Applications: See specific instructions on the content of the introduction on the NIH's [Resubmission Application page](#). [Full instructions page F-62](#).

Applicant's Background and Goals for Fellowship Training (6 page limit)

Organize the Applicant's Background and Goals for Fellowship training attachment in the following specified order: (A) Doctoral Dissertation and Research Experience; (B) Training Goals and Objectives; (C) Activities Planned Under this Award. [Full instructions pages F-62 and F-63](#).

Specific Aims (1 page limit)

State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved. [Full instructions pages F-64 and F-65.](#)

Research Strategy (6 page limit)

Start each section with the appropriate heading – Significance, Approach. [Full instructions begin on Page 65.](#)

Respective Contributions (1 page limit)

Describe the collaborative process between you and your sponsor/co-sponsor(s) in the development, review, and editing of the Research Training Plan. Also discuss your respective roles in accomplishing the proposed research. [Full instructions page F-67.](#)

Selection of Sponsor and Institution (1 page limit)

Describe the rationale/justification for the selection of both the sponsor and the institution. [Full instructions pages F-67 and F-68.](#)

Training in the Responsible Conduct of Research (1 page limit)

The plan must address the following five required instructional components: (1) Format; (2) Subject Matter; (3) Faculty Participation; (4) Duration of Instruction; (5) Frequency of Instruction. [Full instructions page F-69.](#)

Sponsor and Co-Sponsor Statements (6 page limit)

Start each section with the appropriate section heading: Research Support Available; Sponsor's/Co-Sponsor's Previous Fellows/Trainees; Training Plan, Environment; Research Facilities; Number of Fellows/Trainees to be Supervised During the Fellowship; and Applicant's Qualifications and Potential for a Research Career. [Full instructions begin on page F-69.](#)

Letters of Support from Collaborators, Contributors, and Consultants (6 page limit)

If any collaborators, consultants, or advisors are expected to contribute to the scientific development or execution of the fellow's planned project and research training, attach letters of support from those individuals describing their anticipated role and contributions. [Full instructions pages F-71 and F-72.](#)

Description of Institutional Environment and Commitment to Training (2 page limit)

Document a strong, well-established research program related to the candidate's area of interest. Describe opportunities for intellectual interactions with other individuals in training and other investigators, including courses offered, journal clubs, seminars and presentations.

F30 and F31 applications: Describe the institution's dual-degree (F30) or graduate (F31) program in which the applicant is enrolled. [Full instructions pages F-72 and F-73.](#)

Description of Candidate's Contribution to Program Goals

Applicants to diversity-related FOAs (e.g., diversity-related F31): The sponsoring institution must provide a document on institutional letterhead that explains how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research. For NIH's Interest in Diversity, see the Notice of NIH's Interest in Diversity, [NOT-OD-20-031](#).

Signatures: The "Description of Candidate's Contribution to Program Goals" attachment must be dated and signed by an institutional official. In most cases, this will be the dean or the chairman of the department. The signature must appear over the signer's name and title at the end of the statement. [Full instructions page F-73.](#)

Vertebrate Animals

If live vertebrate animals are involved in the project, address each of the following criteria: 1) Description of Procedures; 2) Justifications; 3) Minimization of Pain and Distress. [Full instructions begin on page F-73.](#)

Select Agent Research

Include a Select Agent Research attachment if your proposed activities involve the use of select agents at any time during the proposed project period, either at the applicant organization or at any performance site. [Full instructions pages F-75 and F-76.](#)

Resource Sharing Plan

See the NIH [Data Sharing Policy](#). An NIH Data Sharing Plan template can be found [here](#). [Full instructions pages F-76 and F-77.](#)

Authentication of Key Biological and/or Chemical Resources

If applicable to the proposed science, briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. [Full instructions page F-77.](#)

Human Subjects and Clinical Trial Information

Pre and Post-Doctoral applicants are permitted to conduct research involving human subjects; however, they are NOT permitted to lead an independent clinical trial.

Fellowship applicants who are not proposing a clinical trial: Follow the standard instructions to complete the PHS Human Subjects and Clinical Trials Information form. [Full instructions beginning on page F84.](#)

Fellowship applicants who are proposing to gain clinical trial research experience under a sponsor's supervision (i.e., you will not be leading an independent clinical trial): You will generally follow the standard instructions to complete the PHS Human Subjects and Clinical Trials Information form, but follow relevant Fellowship instructions where they are given. Make sure you are applying to a FOA that allows Clinical Trial Research Experience (this is noted in "Section II. Award Information" of the FOA). Additionally, the sponsor or co-sponsor is required to include a statement to document leadership of the clinical trial. The statement must include the following:

- Source of funding
- ClinicalTrials.gov identifier (e.g., NCT87654321), if applicable;
- A description of how the sponsor or co-sponsor's expertise is appropriate to guide the applicant in any proposed clinical trials research experience; and
- A statement/attestation that the sponsor will be responsible for the clinical trial
- The sponsor must have primary responsibility for leading and overseeing the trial and must describe how she/he will provide this oversight (be careful not to overstate the fellow's responsibilities).
- Include details on the specific roles/responsibilities of the fellow and sponsor, keeping in mind that the terms of a fellowship award do not permit the fellow to lead a clinical trial.

This statement must be included in the "Sponsor and Co-Sponsor Statements" attachment of the F.430 - PHS Fellowship Supplemental Form.

Appendix

Refer to the FOA to determine whether there are any special appendix instructions for your application. See the NIH Guide Notice on the [Appendix Policy](#). [Full instructions pages F-82 and F-83.](#)

PHS Assignment Request Form

The Assignment Request Form may be used to communicate specific application assignment and review requests to the Division of Receipt and Referral. [Full instructions begin on page F-121](#)

Additional NIH Information

- Fellowship applicants and sponsors are strongly encouraged to speak with a PHS Program Official for Institute- or Center (IC)-specific guidance before preparing an application. Refer to the Table of IC-specific Information, Requirements, and Staff Contacts in the FOA.
- In many instances, the fellow will be participating in research supported by a research project grant for which the IRB review of human subjects is already complete or an exemption has been designated. This review or exemption designation is sufficient, provided that the IRB determines that participation of the fellow does not substantially modify the research.

- In many instances, the fellow will be participating in research supported by a research project grant for which the IACUC review has been completed and approval obtained. This review is sufficient, provided that participation of the fellow does not substantially modify the research.
- After submission of an application, there is a two-day application viewing window. Prior to the due date, you may submit a change/corrected application. Submitting a change/corrected application will replace the previous submission and remove the previous submission from consideration.
- Descriptive Title of Applicant's Project: The descriptive title is limited to 200 characters, including spaces and punctuation. For resubmission and renewal applications you should normally have the same title as the previous grant or application. However, if the specific aims of the project have significantly changed, choose a new title.

Additional NIH Links

[How To Apply - Application Guide](#)

[F Kiosk](#)

[Research Training and Career Development](#)

[Selecting the Correct Application Instructions](#)

[Parent Announcements \(for unsolicited or investigator-initiated applications\)](#)

[Understand Funding Opportunities](#)

[Types of Applications](#)

[Submission Policies](#)

[Write Your Application](#)

[Format Attachments](#)

[Page Limits](#)

[Application Due Dates](#)

[Frequently Asked Questions \(FAQs\)](#)

[Frequently Asked Questions - Applying Electronically](#)

[Frequently Asked Questions - Resubmissions](#)

[Glossary & Acronym List](#)

[Payback Requirements](#)

Additional BMRA Links

[Brown Proposal Submission \(5 Day Rule\) Policy](#)

[BMRA Proposal Deadline Exception Request Form](#)

[Pre-Award Frequently Asked Questions](#)

[Institutional Facts and Reference Documents](#)

[Request a User ID for NIH eRA Commons](#)

[Request an ORCID ID](#)