

NIH Fellowship Grant Submissions

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Objectives

NIH Fellowship application submission and completion workshop goals:

- How to create a Coeus record for your submission.
- How to complete your application
- How to activate your award





Overview

Standard NIH Fellowship guidelines can be found

at https://grants.nih.gov/grants/funding/424/s
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Non standard Items may be referenced in the solicitation.



Coeus continued

Tips and instructions

- Fellow is the PI. Mentor is Co-Investigator
- The activity type is "Fellowships"
- Upload Attachments requires FCOI forms

Budget items include:

- Stipend, listed in personnel section
 - https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-070.html
- Tuition listed in other direct costs
- Institutional allowance (includes health insurance) listed in other direct costs
- Fellowships do not collect IDC
- Effort is 100% Department may need to cost share if your salary is more than the stipend



Coeus Requirements

Completed Coeus record is required prior to submission





eRA Commons Registration

- Fellows must be designated as a PI
- Mentors must be designated as a Sponsor
- Contact your Pre-award administrator to create/update these accounts
- NIH recommends establishing this account 4 weeks prior to submission



Fellowship Types

Kirschstein- National Research Service Award Fellowships (NRSA) Activity Codes

- F30- Individual/Predoctoral Fellowships (M.D/Ph.D)
- F31- Individual/ Predoctoral Fellowships (Ph.D)
- F32- Individual/Postdoctoral Fellowships
- **F33** Senior Fellowships

Fellowship Activity codes





Proposals Preparation

Package retrieval

- Download the adobe package from grants.gov or NIH Assist
- Drexel has all required accounts for package submission
- Consult Office of Research <u>proposal data sheet</u>

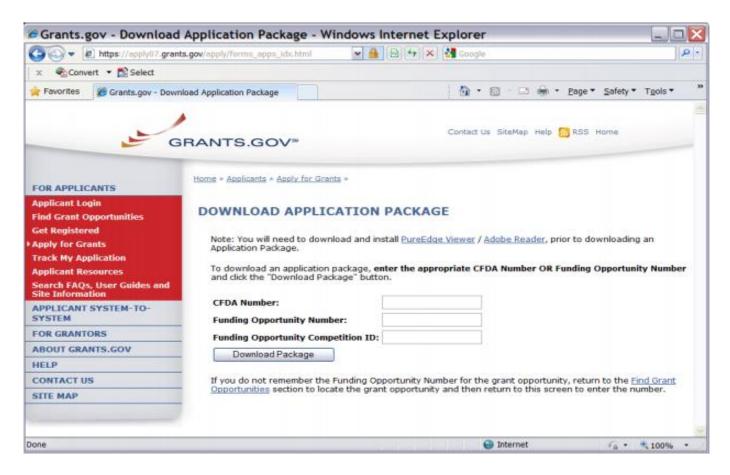


APPLICATION COMPONENTS:

SECTION OF APPLICATION	PAGE LIMITS (IF DIFFERENT FROM FOA, FOA SUPERSEDES
Introduction to Resubmission or Revision Application (when applicable)	1
Applicant's Background and Goals for Fellowship Training	6
Specific Aims	1
Research Strategy	6
Respective Contributions	1
Selection of Sponsor and Institution	1
Training in the Responsible Conduct of Research	1
Sponsor and Co-Sponsor Statements	6
Letters of Support from Collaborators, Contributors, and Consultants	6
Description of Institutional Environment and Commitment to Training Note: This page limit includes the Additional Educational Information required for F30 and F31 applications.	2
Applications for Concurrent Support (when applicable)	1
Biographical Sketch	5



Proposal Preparation (con't)





Cover Letter

- Required Document
- Include names of references
 - Maximum of 5 references
 - Excludes sponsor for this application
 - Electronic Submission directly by the reference
 - via the Fellowship Reference/eRA commons
 - Letters are due by application deadline
 - Status can be checked in eRa commons
 - Application title; Funding Opportunity (PA or RFA) title; Request of an assignment (referral) to a particular awarding component (e.g. NIH IC) or Scientific Review Group



Project Information

- Project Narrative: Describe the relevance of this research to public health.
- Project Summary/ Abstract: A self-contained description of the project. Should contain a statement of objectives and methods to be employed. Should be informative to other persons working in the same or related fields and understandable to a scientifically or technically literate lay reader.
- Specific Aims: State concisely the goals of the proposed research, summarize expected outcome(s), including impact on research field(s). List succinctly the specific objectives of the proposed research.
- Project Narrative: Describe the *relevance of this research to public health*. Be succinct and use plain language that can be understood by a general, lay audience.



Senior Key Personnel Section

Personnel:

- Student = Principal Investigator
- Sponsor = Other/Sponsor
- Co-Sponsor = Other/Co-Sponsor
- Biosketches required for listed personnel
 - Separate templates for fellows and mentors
 - Do not upload current and pending support
 - Page limit 5



Budget

- Total federal funds requested should be listed in box 15 of the cover page
 - Corresponds with the budget total in Coeus
 - This is the only place in the package where this amount is represented
- The budget in the package will include Tuition and fees (do not include your stipend or institutional allowance)



Institutional Allowance continued

Health Insurance

- For Individual Fellowships, health insurance is part of the institutional allowance
- Institutional Allowance
 - \$4,200 for predoctoral fellowships
 - \$7,850 for postdoctoral fellowships





Solicitation specific requirements

Additional attachments to be uploaded into the "other attachments" section may include:

- Collaborators and Dissertation Advisor(s)
- Additional Educational Information document must be labeled "Additional Educational Information"
- Certification Letter for Predoctoral Fellowships (F31) to Promote Diversity - must be labeled as "Diversity_Eligibility_Ltr"



Pre Award Submission

- Once Coeus and the package have been completed, Fellow sends to Pre-Award Program Administrator for review, comments, and submission by OR.
- Must submit completed proposal to OR at least 3 business days prior to the NIH deadline for a full review.
- Submission Deadline Procedure



Awards

Once NIH awards your Fellowship you need to complete acceptance

- All fellowships:
 - An activation notice is required
 - You will include a start date (this can differ from your proposal start date)
- F32 & F33 fellowship:
 - A Payback Assurance form is required

Pre Award administrator will submit these forms



Conclusion

Remember:

- Complete Coeus record
- Review your solicitation
- Assemble application package
- Include <u>Pre Award Administrator</u> early and often



Questions?

