DREXEL UNIVERSITY
Office of
Research

NIH Fellowship Grant Submissions

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Summer 2020

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

DREXEL UNIVERSITY
Office of
Research

NIH
National Institutes
of Health

Overview

Standard NIH Fellowship guidelines can be found
at https://grants.nih.gov/grants/funding/424/sf424_rr_guide_fellowship_verb.pdf

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

(1008) DUCOM Research Office				Hide
	Robertson, Noreen M	Approved	Comments	Attachments
	Simansky, Kenny J	Approved by other		
(1008) DUCOM Program Director				Hide
	May, Lauren E	Approved	Comments	Attachments
	Robertson, Noreen M	Approved by other		
(6126) Microbiology and Immunology				Hide
	Wigdahl, Brian	Approved by other		
	Sudhop, Peter	Approved	Comments	Attachments
(6126) ORA - Pre-Award Review for Content				Hide
	Maum, Kathleen	Approved	Comments	Attachments
	Sullivan, Robert J	Approved by other		
	Levy, Stacia C	Approved by other		
(6126) Investigators				Hide
	Artlett, Carol	Approved	Comments	Attachments
	Blankenhorn, Elizabeth P	Approved	Comments	Attachments

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 proposal data sheet

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)

Grants.gov - Download Application Package - Windows Internet Explorer

https://apply07.grants.gov/apply/forms_apps_idx.html

Convert Select

Favorites Grants.gov - Download Application Package

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DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install PureEdge Viewer / Adobe Reader, prior to downloading an Application Package.

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

Download Package

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the Find Grant Opportunities section to locate the grant opportunity and then return to this screen to enter the number.

Done Internet 100%

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 Pre Award Administrator early and often

Questions?