ALL DOCS DUE TO JENNIFER KUNG 1 WEEK AHEAD OF DEADLINE

F30 Funding Opportunity: PA-18-668

You will need 3-5 letters of reference. These cannot be from a sponsor or co-sponsor. The referees cannot be involved directly in the application. Please see more information here. Additionally, please find attached instructions for you to send to your referees.

1. **Biosketches** for yourself and mentors, and any collaborators.
   - Blank biosketch: https://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format.docx
   - Instructions: https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm#Instructions
   - Sample for predocs: http://grants.nih.gov/grants/forms/predocfellowshipbiosample.docx
2. **PHS** ASSIGNMENT REQUEST FORM (optional)
   - Assign to institute: list up to 3 listed on Funding Opportunity Page
   - Do not assign to institute: list up to 3
   - Assign to study section: list up to 3 – https://public.csr.nih.gov/StudySections/Fellowship
   - Do not assign to study section: list up to 3
   - List individuals who should not review your application and why
   - Identify scientific areas of expertise needed to review your application – list up to 5, 40 characters max per field.

3. **Cover Letter** https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.200-sf-424-(r&r)-form.htm#21
   Individual fellowship applicants must include a cover letter that contains a list of Referees (including name, departmental affiliation, and institution). The cover letter is only for internal use and will not be shared with peer reviewers.

4. **Introduction** – only for resubmissions; more info here 1 page
5. **Project Summary** – no more than 30 lines of text
6. **Project Narrative** – no more than 3 sentences
7. **Bibliography & References** no page limit
8. **Facilities and Resources** – no page limit (standard template attached) 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
9. **Major Equipment** – no page limit

Fellowship Applicant Section

10. **Applicant's Background and Goals for Fellowship Training** – 6 page max
    Need 3 sections:
    1. Doctoral Dissertion/Research Experience
    2. Training Goals and Objectives
    3. Activities Planned under this award

    All instructions in the SF424 (R&R) Application Guide must be followed, with the following additional instructions:

Applicant's Background and Goals for Fellowship Training

Discuss how the proposed research project and activities enhance the applicant's development and relate to the applicant's career goals as a productive, independent physician-scientist or other clinician-scientist. Discuss

how the proposed, integrated research and clinical training plan will enhance his/her knowledge and technical, clinical and professional skills, and facilitate his/her transition to the next career stage.

Activities Planned Under This Award:
The applicant's research and clinical training plan, i.e. the activities planned under this award, should be individually tailored and well integrated with his/her research project. Describe the skills and techniques that the applicant intends to learn as well as any planned, non-research activities (e.g. those relating to professional development and clinical activities) during the award period. The applicant should provide a timeline for the entire duration of the dual-degree program in which he/she is matriculated. On the timeline, indicate the estimated percentage of time that will be devoted to clinical- and research-related activities each year of the fellowship award, and indicate where, on this timeline, the applicant is at the time of application. This timeline will complement the applicant's description of how he/she expects to divide his/her time between research and clinical training during each year of the award period.

Research Training Plan Section

11. **Specific Aims** – 1 page
12. **Research Strategy** – 6 page max. Please include the headings, "Significance, Approach"
13. **Respective Contributions** – 1 page
14. **Selection of Sponsor and Institution** – 1 page
15. **Training in Responsible Conduct of Research –** 1 page

Sponsor(S), Collaborator(S), And Consultant(S) Section

16. **Sponsor and Co-Sponsor Statements –** 6 pages
17. **Letters of Support from Collaborators, Contributors, and Consultants –** 6 pages

Institutional Environment and Commitment to training Section

18. **Description of Institutional Environment and Commitment to Training –** 2 pages, usually a letter from Margaret Baron
    Includes additional educational information:
    Describe the institution's dual-degree (F30) or graduate (F31) program in which the applicant is enrolled. This description should include the structure of the program, the required milestones and their usual timing, the number of courses, any teaching commitments or qualifying exams, and the average time to degree over the past 10 years. Describe the progress/status of the applicant in relation to the program's timeline, and the frequency and method by which the program formally monitors and evaluates a student's progress.

    For F30 applications specifically, describe any clinical tutorials during the graduate research years and any activities to ease transition from the graduate to the clinical years of the dual-degree program. Describe any research-associated activities during the clinical years of the dual-degree program.

    Include the name of the individual providing this information at the end of the description. This information is typically provided by the director of the graduate program or the department chair.

Human Subjects Section

IF NO TO HUMAN SUBJECTS:
Does the proposed research involve human specimens and/or data? (yes/no)
If Yes, provide an explanation of why the application does not involve human subjects research. This justification should include:

- information on who is providing the data/biological specimens and their role in the proposed research;

- a description of the identifiers that will be associated with the human specimens and data;
- a list of who has access to subjects' identities; and
- information about the manner in which the privacy of research participants and confidentiality of data will be protected.

IF YES TO HUMAN SUBJECTS

Study Population Characteristics

1. Conditions/Focus of Study
2. Eligibility Criteria
3. Age limits: min/max (max can be N/A)
4. Inclusion of Women, Minorities and children
5. Recruitment and Retention Plan (not required if exempt 4)
6. Recruitment Status – Choose one of the following: (not required if exempt 4)
    a. Not yet recruiting
    b. Recruiting
    c. Enrolling by invitation
    d. Active, not recruiting
    e. Completed
    f. Suspended
    g. Terminated (halted prematurely)
    h. Withdrawn (No Participants Enrolled)
7. Study Timeline (not required if exempt 4)
8. Enrollment of First Subject – Date (actual or anticipated) (not required if exempt 4)
9. Planned Enrollment Table OR cumulative enrollment table if it is an existing dataset. (not required if exempt 4)

10. Section 3 – protection of human subjects
    a. Protection of Human Subjects
    b. Is this a multi-site study that will use the same protocol to conduct non-exempt human subjects research at more than one domestic site? If yes, describe the single IRB plan
    c. Data Safety Monitoring Plan (only if clinical trial)
    d. Will a Data and Safety Monitoring Board be appointed for this study? (only if clinical trial)
11. Overall Structure of study team (only if clinical trial)
12. Section 4 – protocol synopsis (only if clinical trial)

Other Research Training Plan Information

19. **Select Agent Research** – if applicable
20. **Resource Sharing Plan** – if applicable
21. **Vertebrate Animals** – template available. Sample on last page: https://grants.nih.gov/grants/olaw/VAChecklist.pdf
22. **Human Ebryonic Stem Cells** – yes/no, list 4 digit registration of the specific cell line(s) from the NIH hESC Registry.