

ALL DOCS DUE TO JENNIFER KUNG 1 WEEK AHEAD OF DEADLINE

F31 Checklist

Funding Opportunity: <https://grants.nih.gov/grants/guide/pa-files/PA-18-671.html>

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.

1. **Biosketches** for yourself and mentors, and any collaborators. Please follow the fellowship format for your biosketch.
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
 - Do not assign to study section: list up to 3
 - Study Sections: <https://public.csr.nih.gov/StudySections/Fellowship/Pages/default.aspx>
 - 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** – 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 **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 available)** 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 Dissertation/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:

Training Goals and Objectives:

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**

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.

Other Research Training Plan Section

- 19. Human Subject Sections (if applicable) –**

Study Population Characteristics

1. Conditions/Focus of Study
2. Eligibility Criteria
3. Age limits: min/max (max can be N/A)
4. Recruitment Status – Choose one of the following:
 - 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)
- 5. Enrollment of First Subject – Date (actual or anticipated)

Create separate attachments for each; no page limit.

- a. Protection of Human Subjects
- b. Inclusion of Women, Minorities and children
- c. Recruitment and Retention Plan
- d. Planned Enrollment Table
- e. Study Timeline
- f. Data Safety Monitoring Plan (only if clinical trial)

20. Vertebrate Animals – **template available**. if applicable, no page limit NIH changes – description of vet care is no longer required, justification for # of animals has been eliminated, and description of euthanasia method is only required if the method is not consistent with AVMA guidelines
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-006.html>

Other Research Training Plan Information

21. Select Agent Research – if applicable

22. Resource Sharing Plan – if applicable