

National Institutes of Health (NIH) – F Series – GRAMS 424 Submission Checklist

Please review program specific solicitation for compliance and completeness. **Guidelines in the solicitation may supplement or deviate from guidelines below.**

GENERAL INFORMATION	
UNT Internal deadline	6 business days prior to sponsor deadline
Grant Application Guide	Review the SF424 Application Guide for full detail on proposal preparation: SF424 Guide - Fellowship Instructions
eRA Commons Registration	✔ NIH requires ALL Senior/Key Personnel to have an eRA Commons User ID and a role affiliated with UNT. Contact your GCA Specialist if you do not have a User ID or need an affiliated role. ○ The fellowship candidate's eRA Commons User ID must have a UNT PI role. ○ The primary Sponsor's eRA Commons User ID must have a UNT Sponsor role, as outlined in NOT-OD-14-129. ✔ All Senior/Key Personnel are required to link their ORCID ID to their eRA Commons Personal Profile. This MUST match the ORCID ID linked to their sciENcv account and populated in the Biographical Sketch Common Form & Supplement. For information on linking an ORCID ID to the eRA Commons Personal Profile see the ORCID ID topic in the eRA Commons online help.
Budget Restrictions	See solicitation for budget requirements; Refer to the NIH Research Training and Career Development website for current stipend and other budgetary information. See the NRSA Stipends Summary page to locate the most current NRSA Budgetary Level.
Information	Reference Letters: If reference letters are required for your program, follow the instructions on NIH's Reference Letters page. Referees must submit reference letters through eRA Commons by the application due date. eRA Commons credentials are not required to submit reference letters

FORMATTING GUIDELINES	
Document formatting	✔ PDF attachments only ✔ No headers or footers ✔ Headings within the text of attachments are encouraged
Font type/size	✔ Arial, Georgia, Helvetica, Palatino Linotype are recommended ✔ Size 11 or larger (smaller font may be used for figures, charts, graphs)
Line spacing/Type Density	✔ No more than 6 lines of type within a vertical space of 1 inch ✔ No more than 15 characters (including spaces) per linear inch ✔ Only single column formatting; Multi-column format is discouraged
Page size	✔ 8.5 x 11
Margins	✔ At least 0.5" all sides
URLs	✔ Most sections do not allow for the inclusion of URLs unless specified in the funding opportunity announcement.

GRAMS 424 PROPOSAL DOCUMENTS	
A.	☐ SF424 RR (Proposal Cover Page) – fillable
	✔ Complete fields, including type of submission, proposed project dates (start date is typically at least 9 months after submission), project title (200 character limit), etc.

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	✓	GRAMS will auto-populate some of the sections for you.
	✓	The individual fellowship applicant is considered the PI for fellowship award programs.
1.	☐	Pre-application (not typically used for NIH or other PHS agencies)
2.	☐	Cover Letter - Required
	✓	Applicant must include a cover letter that contains a list of referees (including name, departmental affiliation, and institution).
	✓	<u>Cover Letter should not be used to communicate application assignment preference.</u>
	✓	Letter should be addressed to the Division of Receipt and Referral and should reference the Application Title and the Funding Opportunity (PA or RFA) title of the NIH initiative.
B.	☐	RR Performance Sites – fillable
	✓	Information on Primary location and any additional sites at which the training will be conducted
	✓	GRAMS 424 will auto-populate UNT as the Primary Site Location
	✓	Additional Locations can be added as needed
C.	☐	RR Other Project Information SF424 Guide, G.220
1-6.	☐	✓ Complete RR Other Project Information section containing questions about this project.
7.	☐	Project Summary/Abstract – 30 lines of text maximum
	✓	State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project.
	✓	Describe the research design and methods for achieving the stated goals.
	✓	Describe the fellowship training plan and the environment in which the research training will take place.
	✓	Do not include proprietary information; if funded the project summary will become public information.
	✓	Avoid descriptions of past accomplishments and the use of first person.
8.	☐	Project Narrative – 3 sentences, max
	✓	Describe the relevance of this research to public health
	✓	If funded, this public health relevance statement will be combined with the Project Summary and will become public information.
9.	☐	Bibliography & References Cited – no page limit
	✓	For Fellowship applications, include any references cited in the <i>PHS Fellowship Supplemental Form</i> and in the <i>PHS Human Subjects and Clinical Trials Information Form</i> .
	✓	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 (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate "PMC Journal – In Process."
	✓	Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference. <u>Active hyperlinks are not allowed.</u>
10.	☐	Facilities & Other Resources – no page limit
	✓	Review solicitation for requirements
	✓	Include a description of the organizational scientific and educational facilities and resources necessary and accessible to the fellowship candidate to complete the proposed research training plan.
	✓	This section may include text derived from organizational sources but should be limited to a description of the facilities and resources needed for the proposed research training plan and not a general description of facilities and resources at the applicant organization
11.	☐	Equipment – no page limit
	✓	List major items of equipment already available for this project and if appropriate, identify location and pertinent capabilities

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12.	☐	Other Attachments – if applicable
✔ Attach additional files only in accordance with the FOA and/or agency-specific instructions		
D.	☐	RR Senior/Key Person Profile
✔ The Fellowship Candidate should be considered the PI. ✔ Multiple PD/PIs are not applicable to fellowship applications. ✔ Sponsor (required) and co-sponsors (optional) should be identified as senior/key personnel, even if they are not committing any specified measurable effort to the proposed project, and they must provide an eRA Commons username. ○ For sponsors and co-sponsors, enter "Other (Specify)" for the "Project Role" field, and enter the appropriate role (e.g., Sponsor) in the "Other Project Role Category" field. ✔ Applicants may wish to keep in mind that those listed as senior/key personnel on the application should <u>not be asked to provide reference letters</u> , as such letters are expected to be from individuals not directly involved in the application.		
1.	☐	Biographical Sketch – no page limit
✔ Must be included for all senior/key personnel and other significant contributors (OSCs) ✔ Applicants are required to use SciENcv to complete the Biographical Sketch Common Form and the NIH Biographical Sketch Supplement and generate a single PDF. ✔ Do NOT flatten this PDF attachment. A file must not be exported or opened and re-saved in another application. A generated PDF file can be renamed. ✔ The Persistent Identifier field on the Common Forms is required for NIH and must be populated with an ORCID iD. That ORCID iD must match the ORCID iD linked to the eRA Commons account of the senior/key person certifying the form(s). ✔ The date of the signature must be within the past 12 months from when the proposal is submitted. ✔ Refer to the Biographical Sketch Common Form and NIH Biographical Sketch Supplement Form Directory pages for detailed instructions and FAQs.		
E.	☐	PHS Fellowship Supplemental Form – Follow NIH Page Limit requirements.
✔ Upload documents listed below as applicable		
1.	☐	Introduction (for resubmissions only or if required by NOFO) – 1 page limit
✔ See specific instructions on the content of the Introduction on the NIH's Resubmission Applications page.		
Candidate Section (#2)		
2.	☐	Goals, Preparedness, and Potential – 3-page limit
✔ Required document that must be organized in the specified order listed in the SF424 Guide, G.430, Section 2 . ✔ Appropriate headings below must be used. ○ Overall Training Goals ○ Candidate's Preparedness ○ Candidate Self-Assessment ○ Scientific Perspective		
Research Training Plan Section (#3-7)		
3.	☐	Training Activities and Timeline – 3-page limit
✔ Required document that should address the content requirements outlined in the SF424 Guide, G.430, Section 3 . ✔ Planned activities should address the candidate's goals and identified areas for development. ✔ Describe the collaborative process between the candidate and the sponsor(s) in the development, writing, review, and editing of the research training plan, including the research training project aims and strategy.		
4.	☐	Research Training Project Specific Aims – 1-page limit

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	✓	State concisely the broader goals of the proposed research training project
	✓	List succinctly the specific objectives or aims of the research training project to be completed by the candidate during the funding period. Summarize the expected outcome(s).
	✓	Include the potential impact that the results of the proposed research training project will have on the research field(s) involved.
5.	☐	Research Training Project Strategy – 6-page limit
	✓	Organize the Research Strategy in the specified order and use instructions provided in the SF424 Guide, G.430, Section 5 unless otherwise specified in your specific solicitation. ○ Scientific Foundation and Rationale ○ Approach
6.	☐	Progress Report Publication List (for renewal applications only)
	✓	List the titles and complete references to all appropriate publications, manuscripts accepted for publication, patents, and other printed material that have resulted from the project since it was last reviewed competitively. See SF424 Guide, G.430, Section 6 for full details.
7.	☐	Training in the Responsible Conduct of Research – 1-page limit
	✓	Must address the five required components outlined in the NIH Policy on Instruction in the Responsible Conduct of Research (RCR), as more fully described in the NIH Grants Policy Statement, Section 11.2.3.5 Responsible Conduct of Research ○ Format ○ Subject Matter ○ Faculty Participation ○ Duration of Instruction ○ Frequency of Instruction
Commitment to Candidate, Mentoring, and Training Environment (#8-10)		
8.	☐	Sponsor(s) Commitment – 6-page limit
	✓	Required from each Sponsor and Co-Sponsor
	✓	The Sponsor and Co-Sponsor Statements must be appended together and uploaded as a single PDF file.
	✓	These statements should be completed as comprehensively as possible to that a meaningful evaluation of the training environment can be made by the reviewers
	✓	Create a heading at the top of the first page titled "Sponsor(s) Commitment" and organize each statement in the specified order as described in the SF424 Guide, G.430, Section 8 ○ Mentoring Approach and Candidate Mentoring Plan ○ Prior Commitment to Training and Mentoring ○ Commitment to the Candidate's Research Training Plan ○ Research Training Environment ○ Candidate's Potential
9.	☐	Letters of Support from Collaborators, Contributors, and Consultants – 6-page limit
	✓	Letters of Support are not Reference Letters, which are required from some applications.
	✓	Letters of support must be appended together and uploaded as a single PDF file.
	✓	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 here, describing their anticipated role and contribution.
Other Research Training Plan Section (#11-16)		
11.	☐	Are vertebrate animals euthanized? - fillable
	✓	An answer is required if you answered "Yes" to "Are Vertebrate Animals Used?" in the RR Other Project Information Section
	✓	Answer additional questions and provide justification as appropriate
12.	☐	Vertebrate Animals (if applicable) – no page limit

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	✓	Required if you answered “yes” to vertebrate animal use in the “RR Other Project Information” section
	✓	If live vertebrate animals are involved in the project, address each of the criteria described in the SF424 Guide, G.430, Section 12
13.	☐	Select Agent Research (if applicable) - no page limit
	✓	Required 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.
	✓	If activities involve a select agent that which have been excluded from the list per 42 CFR 73.3 , use this attachment to identify the strain(s) of the select agent that will be used and note that it has been excluded from this list.
	✓	Refer to the SF424 Guide, G.430, Section 13 for document content requirements
14.	☐	Resource Sharing Plan – no page limit
	✓	Individuals are required to comply with the instructions for the Resource Sharing Plan (Sharing Model Organisms) as provided in the SF424 Guide, G.430, Section 14
	✓	All applications where the development of model organisms is anticipated are expected to include a description of a specific plan for sharing and distributing unique model organisms or state why such sharing is restricted or not possible
15.	☐	Other Plan(s) – N/A
	✓	For NIH Fellowship Candidates, the Data Management and Sharing (DMS) Plan is not required.
16.	☐	Authentication of Key Biological and/or Chemical Resources – 1 page max suggested
	✓	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. SF424 Guide, G.430, Section 16
Additional Information Section (#17-24)		
17-24.	☐	✓ Answer additional questions about the fellowship applicant and this project
		Budget Section (#25-28) SF424 Guide, G.430 Budget Section - Refer to the NIH Research Training and Career Development website for current stipend and other budgetary information. See the NRSA Stipends Summary page to locate the most current NRSA Budgetary Level.
25.	☐	Tuition and Fees - fillable
	✓	Required to be completed for all Fellowship Applicants
	✓	Final stipend and institutional allowance will be determined at time of award
26.	☐	Childcare Costs – fillable
	✓	Only Ruth L. Kirschstein NRSA Individual Fellows and NIH Transition Award (F99/K00) fellows, may receive childcare costs, if applicable. For F99/K00 applicants, childcare costs are only allowed for the F99 phase.
27.	☐	Present Institutional Base Salary (IBS) - fillable
	✓	Only completed for <i>Senior</i> Fellowship Applicants
28.	☐	Stipends/Salary During First Year of Proposed Fellowship - fillable
	✓	Only completed for <i>Senior</i> Fellowship Applicants
29.	☐	Appendices (if applicable) - 10 PDF attachments max
	✓	Review your solicitation for special appendix instructions
	✓	If more than 10 allowable appendix attachments are needed, combine remaining into attachment #10
	✓	File names should be descriptive of content
	✓	Summary sheet is encouraged to be included in first appendix attachment summarizing items included in the Appendix.
	✓	Review SF424 Guide, G.430, Section 29 for allowable appendix material (i.e., blank data collection forms, blank informed consent forms)

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F.	☐	PHS Human Subjects and Clinical Trials Information
✔ Complete this form after you have completed the questions on the RR Other Project Information section. ✔ Required to be completed even if no human subjects are involved. ✔ Answer the question “Does the proposed research in the application involve human specimens and/or data? If you answer “yes”, provide explanation. Refer to SF424 Guide, G.500, Human Specimens and/or Data for additional information and content requirements ✔ If you answered “No” to “Are Human Subjects Involved?”, skip the rest of the form ✔ If you answered “Yes” to “Are Human Subjects Involved?”, proceed in completing the form as required and attach all required documents. Refer to SF424 Guide, G.500 when completing this section and the separate checklist for HSCTI content and documents. ✔ Please note, fellowship 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 standard instructions ○ Fellowship applicants who are proposing to gain clinical trial research experience under a sponsor’s supervision (i.e., NOT leading an independent clinical trial): Follow standard instructions but follow relevant Fellowship instructions where given. ▪ Ensure you are <u>applying to an NOFO that allows Clinical Trial Research Experience</u>. ▪ Sponsor is required to <u>include a statement</u> to document leadership on the clinical trial that includes the content outlined in the SF424 Guide, G.500. <u>This must be included in the “Sponsor(s) Commitment” document</u>. ▪ Important Notes: <u>Do NOT check box for “Anticipated Clinical Trial?”</u> and do NOT provide information in “Section 4 – Protocol Synopsis” or “Section 5 – Other Clinical Trial-related Attachments”		
G.	☐	PHS Assignment Request - optional
✔ Allows selection of a suggested awarding component assignment or review preference to the Division of Receipt and Referral (DRR) and to Scientific Review Officers (SROs). ✔ Also allows for identification of specific individuals who should not review your application and up to 5 types of expertise needed for the review of your application		