**NRSA F31 Checklist for Final Submission to Sponsor**

**Documents:**

* Cover Letter (*must include*: Title, Funding Opportunity Number **PA-20-246**, List of 3-5 references)

Key Personnel

* Key Personnel

\_\_\_ [Applicant’s Biosketch](biosketch-blank-fellowship-format.docx) (5-page limit per biosketch)

\_\_\_ Applicant’s eRA Commons ID

\_\_\_ Sponsor’s Biosketch (5-page limit)

Other Project Info

* Project Summary (30 Lines of Text Max)
* Project Narrative (2-3 Sentences Max)
* Bibliography & References Cited
* Facilities and Other Resources
* Equipment

Fellowship Supplemental Form

* Applicant’s Background and Goals for Fellowship Training. (6 pages Max), needs to include the following sections:

\_\_\_ A) Doctoral Dissertation and Research Experience

\_\_\_ B) Training Goals and Objectives

\_\_\_ C) Activities Planned Under this Award

Research Training Plan

* Specific Aims (1-page limit, PDF format)
* Research Strategy (6-page limit, PDF format)
* Respective Contributions (1-page limit)
* Selection of Sponsor and Institution (1-page limit)
* Training in Responsible Conduct of Research (1-page limit)
* Introduction to Application (for Resubmission only)
* Progress Report Publication List (for Renewals only)

Sponsor Section

* Sponsor and Co-Sponsor Information (6-page limit)
* Letters of Support from Collaborators (optional; no page limit)

Institutional Environment

* Description of Institutional Environment and Commitment to Training (2-page limit)

Other Research Training Plan Section

* Vertebrate Animals (must include: Description of Procedures, Justification of Use, Minimization of Pain and Distress, if no to AVMA, describe method & justify)
	+ Are animals euthanized? Y/N
	+ If Yes, is method consistent with AVMA guidelines? Y/N
* Select Agent Research (If applicable)
* Resource Sharing Plan (this is a standard template document that your Sponsor may be able to supply for you)
* Authentication of Key Biological and/or Chemical Resources (if applicable)

**Reference Letters**

1. Fellow requests a minimum of 3, no more than 5 letters of reference (mentors cannot serve as referee letter writers)
2. Choose people who will be timely in their submission and be aware of their schedules and your due dates
3. Reference letters are due on or prior to the application due date
4. Send an email to your referees and olease include the following information in your requests for a letter:

·         PD/PI (Fellowship applicant) Commons User ID

·         PD/PI’s Last Name, as it appears on the PD/PI’s Commons account

·         Funding Opportunity Announcement Number: PA-20-246

1. *It is important to note that neither the sponsor nor any co-sponsor of this application can be counted as a confidential reference*
2. Referees must upload their letters here: [eRA Commons Submit Reference Letter link](https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new)

Applications lacking the appropriate required reference letters will not be reviewed. This is a separate process from submitting an application electronically. Reference letters are submitted directly through the [eRA Commons Submit Reference Letter link](https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new) and not through Grants.gov.