Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)

PA-20-242 Parent Announcement

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1. GENERAL INFORMATION

This document is an overview of the requirements for your F32 application, but it is not comprehensive. For detailed guidance on the format and content of each section of the application, refer to the funding announcement PA-20-242 and the Fellowship Instructions for NIH and Other PHS Agencies Version F. Section 4 of this Word document contains page references to the Fellowship Instructions – your written application must follow the detailed instructions referenced by these page numbers as well as any supplementary instructions in the funding announcement, PA-20-242.

Deadlines, Review and Award Cycles

DEADLINES Fellowships (except F31 Diversity) *new, renewal, resubmission* Funding Cycle	April 8 Cycle I	August 8 Cycle II	December 8 Cycle III
Scientific Merit Review (aka Study Section)	June - July	October - November	February - March
Advisory Council Round	August or October *	January	May
Earliest Start Date	September	April	July

Sponsors (Mentors)

Before submitting the application, the applicant must identify a sponsor who will mentor and supervise the proposed mentored training and research experience. The primary sponsor should be an active investigator in the area of the

proposed research training and be committed both to the applicant's research training and to direct supervision of his/her research.

Award Project Period

Individuals may receive **up to 3 years of aggregate NRSA support** at the postdoctoral level, including any combination of support from institutional training grants (e.g., T32) and an individual fellowship award.

Level of Effort

At the time of award, individuals are required to pursue their research training on a **full-time** basis, normally defined as 40 hours per week

Eligibility

- By the **time of award**, the individual must be a citizen or a non-citizen national of the US or have been lawfully admitted for permanent residence (i.e., possess a currently valid Permanent Resident Card USCIS Form I-551, or other legal verification of such status).
- Before a NRSA postdoctoral fellowship award can be activated, the individual must have received a PhD, MD, DO, DC, DDS, DVM, OD, DPM, ScD, EngD, DrPH, DNSc, ND, PharmD, DSW, PsyD, or equivalent doctoral degree from an accredited domestic or foreign institution. Certification by an authorized official of the degree-granting institution that all degree requirements have been met is also acceptable.
- A NRSA fellowship may not be used to support the clinical years of residency training. However, these awards are appropriate for the research fellowship years of a residency program.
- Research clinicians must devote full-time to their proposed research training and confine clinical duties to those activities that are part of the research training program.

2. PRELIMINARY SET-UPS

eRA Commons-specific Instructions:

- All applicants must have an eRA Commons account with the role of "PI" assigned. If a User Name has not been assigned, the grant will not be able to be submitted.
- Your account must be affiliated with the University of Colorado Denver
- All Sponsors must be given a "Sponsor" designation in eRA Commons

If you do not have an eRA Commons ID, or it needs to be affiliated with the University of Colorado Denver, notify your grants specialist.

ORCID iD Requirement:

- Individuals support by research training, fellowship, research education, and career development awards must have an ORCID iD (Open Researcher and Contributor Identifiers) and link it with her or his eRA Commons account. See NOT-OD-19-109 for details and guidance on how to link these.

Conflict of Interest Disclosure

The University requires that all applicants complete a Conflict of Interest Disclosure prior to submission of any grants. Below are the steps to take:

1. Login in to Info Ed.
2. https://era.cu.edu
3. Choose the Denver campus when logging in
4. Select the tab on the left labeled, "Conflict of interest"
5. Click on the box on the left, "Submit/Update Conflict of Interest Disclosure"

Once inside the conflict of interest disclosure, answer each of the questions. Make sure you mark each page complete before you move on to another tab. On the final page mark complete AND do not forget to click the submit button on the bottom.

3. GENERAL FORMATTING NOTES

Fonts and Margins

- Use 11 pt. font; although other font styles are now approved, preferred fonts are Arial or Georgia
- ½" margins all around (sides, top and bottom)
- Only use 8 ½ x 11" paper size
- Do not use any headers or footers; no page numbers
- Turn off all hyperlinks, except those in biosketch with .gov url

Figures, Graphs and Diagrams

- Smaller font size is permissible, but it must be legible
- Black font is preferred with approved font typeface

4. APPLICATION COMPONENTS

NIH applications are divided into forms that are made up of various text fields, selections and attachments. Your grants consultant will collect all information required for text fields, drop down menus and other selections. You will prepare and send all attachments for your grants consultant to upload to the application. In the following section, all items in blue starting with an asterisk represent a written attachment to your application (*Like This)

4.1 COVER LETTER

**Cover Letter Attachment*

Page 28

Address your Cover Letter to the Division of Receipt and Referral. The cover letter is separated from the application before it is submitted to the reviewing institute or center. The cover letter must contain the following:

- Application Title
- Title of FOA (PA or RFA)
- List your 3-5 referees (including names, degrees, department affiliation, and institution). See Section 4.6 of this document for more information on references.

4.2 OTHER PROJECT INFORMATION

This contains general project information documents requested for all NIH applications.

**Project Summary/Abstract*

30 lines of text maximum, page 36

The project summary is a succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application).

**Project Narrative*

3 sentences maximum, page 37

Describe the relevance of this research to public health. In this section, use plain language that can be understood by a general, lay audience.

**Bibliography & References Cited*

No page limit, page 37

Follow specific instructions in the application guide for listing refences.

**Facilities & Other Resources*

No page limit, page 38

Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport).

**Equipment*

No page limit, page 39

List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.

4.3 SENIOR/KEY PERSONNEL (Biosketches for Applicant and Sponsor/Mentor)

**Biosketches for Applicant and Sponsor*

5 page limit each, page 48

Biosketches for all Fellows and Sponsors (an co-sponsors if applicable) are required. Detailed instructions, blank forms and samples of completed Biosketches for Postdoctoral Fellowships are available at https://grants.nih.gov/grants/forms/biosketch.htm

In addition, instructions on how to use ScienCV and integrate publications using My NCBI can be found at http://www.ncbi.nlm.nih.gov/sciencv/

4.4 PHS FELLOWSHIP SUPPLEMENTAL FORM (Research and Fellowship Documents)

This section contains the research and fellowship related documents for your application.

4.4.1 INTRODUCTION

**Introduction to the Revised Application (for resubmissions only, not included with new applications)*

1 Page limit, page 59

Also known as the Rebuttal or the Response to Reviewers' Comments, the Introduction should summarize the substantial additions, deletions, and changes of the application. The Introduction must also include responses to criticisms and issues raised in the summary statement for the previous application. Individual changes to the application do not need to be identified within other application attachments (do not highlight, color bold, italicize changes etc).

4.4.2 FELLOWSHIP APPLICANT SECTION

**Applicant's Background and Goals for Fellowship Training*

6 page limit, page 59

Organize this document in the following sections. See Research Instructions for detailed guidance.

- Doctoral Dissertation and Research Experience - Briefly summarize your past research experience, results, and conclusions, and describe how that experience relates to the proposed fellowship.
- Training Goals and Objectives- Describe your overall training goals for the duration of the fellowship and explain how the proposed fellowship will enable the attainment of these goals.
- Activities Planned Under this Award - Describe, by year, the activities (research, coursework, etc.) you will be involved in during the proposed award.

4.4.2 RESEARCH TRAINING PLAN SECTION

**Specific Aims*

1 Page limit, page 61

State the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

**Research Strategy*

6 Page limit, page 62

Describe a well-defined research project (typically hypothesis-driven) following guidance in the Research Instructions. If the applicant is proposing to gain experience in a clinical trial as part of his or her research training, describe the relationship of the proposed research project to the clinical trial.

**Respective Contributions*

1 Page Limit, see page 64

Describe the collaborative process between you and your sponsor/co-sponsor in the development, review, and editing of this research training plan. Discuss the respective roles in accomplishing the proposed research.

**Selection of Sponsor and Institution*

1 Page Limit, see page 64

Describe the rationale/justification for the selection of the sponsor(s) and institution. Explain why the sponsor, co-sponsor (if any), and institution were selected to accomplish the research training goals. If the proposed research training is to take place at a site other than the sponsoring organization, provide an explanation here.

**Progress Report Publication List (for renewal applications only, rarely required for F32 applications)*

see page 65

This is required only for renewal applications (rare) and lists the products resulting from the previous project.

**Training in Responsible Conduct of Research*

1 Page limit, page 66

The plan must address the five required instructional components:

1) Format
2) Subject Matter
3) Faculty Participation
4) Duration of Instruction
5) Frequency of Instruction

4.4.3 SPONSOR(S), COLLABORATOR(S), AND CONSULTANT(S) SECTION

**Sponsor and Co-Sponsor Statements*

6 page limit total (regardless of multiple sponsors), page 66

Complete these items as comprehensively as possible so that a meaningful evaluation of the training environment can be made by the reviewers.

A) Research Support Available
B) Sponsor's/Co-Sponsor's Previous Fellows/Trainees
C) Training Plan, Environment, Research Facilities
D) Number of Fellows/Trainees to be Supervised During the Fellowship
E) Applicant's Qualifications and Potential for a Research Career

The Sponsor should also describe the roles and responsibilities that both he/she and the fellow are undertaking, including contributions to the research plan, the portion of the research ideas and plan that originated with the applicant, and the relationship between the proposed research plan and funded or unfunded research projects previously devised by the sponsor.

If the applicant is proposing to gain experience in a clinical trial as part of his or her research training, the sponsor or co-sponsor must include a statement to document leadership of the clinical trial including source of funding, NCT# and appropriate expertise to guide the applicant in any proposed clinical trials research experience.

**Letters of Support from Collaborators, Contributors And Consultants*

6 page limit total, page 68

These are not the same as Reference Letters. 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 contributions.

4.4.4 INSTITUTIONAL ENVIRONMENT AND COMMITMENT TO TRAINING SECTION

**Description of Institutional Environment and Commitment to Training*

2 Page limit, page 69

Document a strong, well-established research program related to the candidate's area of interest. Describe opportunities for intellectual interactions with other individuals in training and other investigators, including courses offered, journal clubs, seminars, and presentations.

4.4.6 OTHER RESEARCH TRAINING PLAN SECTION

**Vertebrate Animals (IF APPLICABLE)*

No Page Limit, page 71

If Vertebrate Animals are involved in the project, address each of the four points: Description of Procedures; Justifications; Minimization of Pain and Distress; If No to AVMA guidelines for euthanasia, describe method and provide a scientific justification (If following AVMA guidelines, note that here)

**Select Agent Research (IF APPLICABLE)*

No Page Limit, page 72

If any of the activities proposed in your application involve the use of select agents at any time during the proposed project period, either at the applicant organization or at any other performance site, address the following three points for each site at which select agent research will take place.

**Resource Sharing Plan (IF APPLICABLE)*

No Page Limits, page 73

NIH considers the sharing of unique research resources developed through NIH-sponsored research an important means to enhance the value and further the advancement of the research. Review this section to see if you should include a Resource Sharing Plan.

**Authentication of Key Biological and/or Chemical Resources (IF APPLICABLE)*

No Page Limits, page 74

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. A maximum of one page is suggested.

4.4.6 ADDITIONAL INFORMATION SECTION

**Applications for Concurrent Support (IF APPLICABLE)*

1 Page limit, page 76

If you have applications for concurrent support, you must provide a description of the concurrent support. Include the type, dates, source(s), and amount in the attachment.

4.4.7 BUDGET SECTION

Not an attachment, page 78

The budget for Fellowship applications is made up of the applicable stipend amount, actual tuition and fees and the standard institutional allowance. You will work with your grants consultant to determine the budget request for your circumstances.

4.4.8 APPENDIX

**Appendix (IF APPLICABLE)*

10 PDF attachment maximum, page 79

Only specific items are allowed in the appendix. Review the Fellowship Instructions and funding announcement to determine if you can include appendix materials.

4.5 PHS Human Subjects and Clinical Trials Information

This is an extensive section requiring an additional form with text fields, selections and attachments. Review the requirements carefully starting on page 81 of the Fellowship Instructions.

If your project includes human subjects research, you will include a Human Subjects Study Record for each proposed study involving human subjects using the Study Record: PHS Human Subjects and Clinical Trials Information form. This form contains various text fields, narrative text boxes and attachment fields. We can provide the form as a PDF for you to complete the various fields, and you can send each written section below as a separate document:

**Inclusion of Individuals Across the Lifespan*

No Page Limit, see page 94

**Inclusion of Women and Minorities*

No Page Limit, see page 95

**Recruitment and Retention Plan*

No Page Limit, see page 97

**Study Timeline*

No Page Limit, see page 97

**Protection of Human Subjects*

No Page Limit, see page 103

This will also include an Inclusion Enrollment Report, contained in the PHS Human Subjects and Clinical Trials Information form. See page 98 for detailed information.

If you anticipate conducting research involving human subjects but cannot describe the study at the time of application (i.e., your study is a delayed onset human subject study), enter a Delayed Onset Study Record as instructed on page 88 of the Fellowship Instructions.

If you are proposing to gain clinical trial experience under a sponsor's supervision, you will include the following attachments. These are optional for all other human subjects research:

**Data and Safety Monitoring Plan*

No Page Limit, see page 108 and note special instruction for Fellowship applicants

**Overall structure of the Study Team*

No Page Limit, see page 110

4.6 Referees

Fellowship applications require the submission of reference letters by the referee. Referees must submit these letters by the application deadline in order to be considered as part of the application. Applications that have fewer than the required numbers of reference letters will not be reviewed. Detailed instructions for the applicant and referees are available at https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm. Applications lacking the appropriate required reference letters will not be reviewed. This is a separate process from applying electronically. Reference letters are submitted directly through the era Commons Submit Reference Letter link by your referees and not through Grants.gov.

Your grants consultant can advise on the reference letter process, but it is the applicant's responsibility to request reference letters and follow up with referees.