

Sponsored Programs Administration

Buzz Session


March 22, 2023

12:10 PM – 1:00 PM




Agenda

- NIH Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Programs (Fs)
- Q&A



NIH NRSA Fellowship Programs – Standard Due Dates

Cycle	Due Date	Earliest Project Start Date
I	April 8	September or December* <i>*Cannot start in October or November</i>
II	August 8	April
III	December 8	July



NIH NRSA Fellowship Programs – UNMC “Three-day Rule”

Notification to SPA re: Intent to Submit	Application available for review in Cayuse ADIS Internal Forms in “SPA Review”	Due Date
Monday, March 27	Close of business Wednesday, April 5	Monday, April 10



Resources



NIH NRSA Fellowship Programs – Resources

Funding Opportunity Announcement (FOA)	
Notice of Special Interest (NOSI), if applicable	
FOA Table of IC-Specific Information, Requirements, and Staff Contacts	
Application Guide	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/fellowship-forms-h.pdf
Grants Policy Statement	https://grants.nih.gov/grants/policy/nihgps/H-TML5/section_11/11.2_individual_fellowships.htm
Budgetary Levels notice	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html



NIH NRSA Fellowship Programs – FOAs (pre- and post-doctoral)			
Activity Code - Title	Description	For More Information	Parent FOA
F30 - Individual Pre-doctoral NRSA for M.D./Ph.D. Fellowships	Individual fellowships for pre-doctoral training which leads to the combined M.D./Ph.D. degrees	https://researchtraining.nih.gov/programs/fellowships/f30	For Students at Institutions Without NIH-Funded Institutional Pre-doctoral Dual-Degree Training Programs https://grants.nih.gov/grants/guide/pa-files/PA-21-050.html For Students at Institutions with NIH-Funded Institutional Pre-doctoral Dual-Degree Training Programs https://grants.nih.gov/grants/guide/pa-files/PA-21-050.html
F31 – Pre-doctoral Individual National Research Service Award	To provide pre-doctoral individuals with supervised research training in specified health and health-related areas leading toward the research doctoral degree (e.g., Ph.D.)	https://researchtraining.nih.gov/programs/fellowships/f31 https://researchtraining.nih.gov/programs/fellowships/f31-diversity	Individual Fellowship https://grants.nih.gov/grants/guide/pa-files/PA-21-051.html Individual Fellowship to Promote Diversity in Health-Related Research https://grants.nih.gov/grants/guide/pa-files/PA-21-052.html
F32 – Post-doctoral Individual National Research Service Award	To provide post-doctoral research training to individuals to broaden their scientific background and extend their potential for research in specified health-related areas	https://researchtraining.nih.gov/programs/fellowships/f32	Individual Fellowship https://grants.nih.gov/grants/guide/pa-files/PA-21-048.html

NIH NRSA Fellowship Programs – NOSIs

Related Notices

See [Notices of Special Interest](#) associated with this funding opportunity.

NOT-OD-23-012 Reminder: FORDS-in Grant Application Forms and Instructions Must be Used for Due Dates On or After January 25, 2023 - New Grant Application Instructions Now Available

NOT-OD-22-190 - Adjustments to NIH and AHRQ Grant Application Due Dates Between September 22 and September 30, 2022

June 28, 2022 - Notice of Participation of IRADG in NOT-OD-22-126, Notice of Special Interest (NOSI), Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Awards to Support Training in Research Related to Down Syndrome as Part of the INCLUDE Project. See Notice [NOT-OD-22-090](#)

October 28, 2021 - Reminder: FORDS-in Grant Application Forms & Instructions Must be Used for Due Dates On or After January 25, 2022 - New Grant Application Instructions Now Available. See Notice [NOT-OD-22-012](#)

September 13, 2021 - Updates to the Non-Discrimination Legal Requirements for NIH Recipients. See Notice [NOT-OD-21-151](#)


August 5, 2021 - New NIH "FORDS-in" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2022. See Notice [NOT-OD-21-150](#)

August 5, 2021 - Update: Notification of Upcoming Change in Federal-wide Unique Entity Identifier Requirements. See Notice [NOT-OD-21-110](#)

April 29, 2021 - Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel. See Notice [NOT-OD-21-109](#)

See [Notices of Special Interest](#) related to this opportunity.

- June 17, 2021** - Notice of Change to NOT-OD-21-031. See Notice [NOT-OD-21-036](#).
- June 8, 2021** - Notice of Participation of IRADG in PA-21-050. See Notice [NOT-OD-21-054](#).
- January 28, 2021** - Notice of IRADG Participation in PA-21-049 and PA-21-050. See Notice [NOT-OD-21-011](#).



NIH NRSA Fellowship Programs – FOA Table

Section VII. Agency Contacts

We encourage inquiries concerning this funding opportunity and welcome the opportunity to answer questions from potential applicants. Because of the difference in individual Institute and Center (IC) program requirements for this FOA, prospective applicants **MUST** consult the [Table of IC-Specific Information, Requirements, and Staff Contacts](#) to make sure that their application is responsive to the requirements of one of the participating NIH ICs. Prior consultation with NIH staff is strongly encouraged.

Application Submission Contacts

eRA Service Desk (Questions regarding ASSIST, eRA Commons registration, submitting and tracking an application, documenting system problems that threaten submission by the due date, post-submission issues)
Finding Help Online: <http://grants.nih.gov/support> (preferred method of contact)
Telephone: 301-402-7469 or 866-504-9032 (Toll Free)
Grants.gov Customer Support (Questions regarding Grants.gov registration and submission, downloading forms and application packages)
Contact Center Telephone: 800-518-4726
Email: support@grants.gov
GrantsInfo (Questions regarding application instructions and process, finding NIH grant resources)
Email: grantsinfo@grants.gov (preferred method of contact)
Telephone: 301-637-3015

Scientific/Research Contact(s)


[Table of IC-Specific Information, Requirements, and Staff Contacts](#)

Peer Review Contact(s)

Examine your eRA Commons account for review assignment and contact information (information appears two weeks after the submission due date)

Financial/Grants Management Contact(s)

[Table of IC-Specific Information, Requirements, and Staff Contacts](#)



NIH NRSA Fellowship Programs – Application Guide

▶ Additional Instructions for Fellowship:

Additional fellowship instructions will be denoted by a gray call-out box with orange color coding and with the heading "Additional Instructions for Fellowship" throughout these application instructions.

Some differences with R01s

- PHS Fellowship Supplemental Form
- Cover letter
- ORCID ID



NIH NRSA Fellowship Programs – Grants Policy Statement

Some differences with R01s

- Not provided as a condition of employment
- Activation, payback, and termination
- Rebudgeting, carry-forward



NIH NRSA Fellowship Programs – Budgetary Levels notice

- Stipends
- Tuition and Fees
- Institutional Allowance

15. ESTIMATED PROJECT FUNDING

- | | |
|--------------------------------------|----------------------|
| a. Total Federal Funds Requested | <input type="text"/> |
| b. Total Non-Federal Funds | <input type="text"/> |
| c. Total Federal & Non-Federal Funds | <input type="text"/> |
| d. Estimated Program Income | <input type="text"/> |



Application



NIH NRSA Fellowship Programs – Budgets

Line-Item	Formula	Application	Notes
Stipend	<ul style="list-style-type: none"> Based on training level 	PHS Fellowship Supplemental Form <ul style="list-style-type: none"> 30. Stipend - <i>Only complete for Senior Fellowships</i> 	<ul style="list-style-type: none"> In most cases, full-time training
Tuition and Fees	60% of actual tuition <ul style="list-style-type: none"> Up to \$16,000 Up to \$21,000 for dual-degree 	PHS Fellowship Supplemental Form <ul style="list-style-type: none"> 27. Tuition and Fees 	<ul style="list-style-type: none"> Actual tuition and fees, NOT requested amount https://catalog.unmc.edu/genera-information/tuition/
Institutional Allowance	<ul style="list-style-type: none"> Predoctoral: \$4,550 Postdoctoral: \$12,200 	N/A	<ul style="list-style-type: none"> Includes Health Insurance
Childcare Costs	<ul style="list-style-type: none"> \$2,500 	PHS Fellowship Supplemental Form <ul style="list-style-type: none"> 28. Childcare Costs 	<ul style="list-style-type: none"> Must be provided by a licensed childcare provider Recipients must maintain all supporting documentation
F&A	<ul style="list-style-type: none"> 0% 	N/A	

NIH NRSA Fellowship Programs – Budgeting in ADIS

- Salaries (Wage Code Type # 1016)
 - Use applicable stipend amount as IBS
 - Department may supplement stipend if consistently applied to all individuals in a similar status regardless of the source of funds
- Fringe benefits (Wage Code Type # 1416)
 - Health Insurance is part of the Institutional Allowance
 - The amount ADIS calculates for fringe benefits could be:
 - Pre-doc (0.5%): Subtracted from the Institutional Allowance budgeted elsewhere (e.g., in Operating) - \$136
 - Post-doc (26.1%): Cost-shared - \$14,742+



NIH NRSA Fellowship Programs – Budgeting in ADIS

To cost-share benefits:

Other Classification

<input type="checkbox"/> Clinical Trial	<input type="checkbox"/> Non-Financial	<input checked="" type="checkbox"/> Major Project
<input type="checkbox"/> Off-Campus Research	<input type="checkbox"/> Comparative Effectiveness	<input type="checkbox"/> Training
<input type="checkbox"/> International Component	<input type="checkbox"/> Transfer	<input type="checkbox"/> Federal/Pass This
<input type="checkbox"/> SBIR/STTR	<input type="checkbox"/> Contract	<input type="checkbox"/> Other...



NIH NRSA Fellowship Programs – Senior/Key Profile Form

Who?	Application	Commons	Also
Fellowship candidate	PD/PI	<ul style="list-style-type: none"> Needs account with PD/PI role May also have other roles (e.g., Trainee, Undergraduate, Graduate_Student, Postdoc) 	ORCID ID in Commons Personal Profile https://era.nih.gov/erahelp/Commons/default.htm#orcid.htm
Sponsor (or Co-Sponsor)	Other (Specify) <ul style="list-style-type: none"> Sponsor (or Co-Sponsor) 	<ul style="list-style-type: none"> Needs account with Sponsor role May also have other roles (e.g., PD/PI) 	



NIH NRSA Fellowship Programs – Electronic systems

Sending requests for accounts for fellowship applicants to spadmin@unmc.edu

- ADIS
 - N/A
- Cayuse
 - Professional Profile: "Principal Investigator" eRA role
 - User account
- Commons
 - PD/PI role
 - Fellow will need to associate ORCID account
- Ticker
 - Name added to PI dropdown
 - PIs not currently in Ticker



NIH NRSA Fellowship Programs – Biosketches

Fellowship		
Instructions	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g_240-r&r-seniorkey-person-profile-(expanded)-form.htm#instructions	
Form	https://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format-rev-10-2021.docx	
Example	Pre-doctoral	https://grants.nih.gov/grants/forms/predocutorial-fellowship-biosketch-sample-2021.docx
	Post-doctoral	https://grants.nih.gov/grants/forms/postdoctoral-fellowship-biosketch-sample-2021.docx
FAQs	https://grants.nih.gov/grants/policy/faq_biosketches.htm	
SciENcv	https://www.ncbi.nlm.nih.gov/sciencv/	

NIH NRSA Fellowship Programs – Letters/Statements from Others

Sponsor and Co-Sponsor Statements	Institutional Official Letter <i>diversity-related FOAs only</i>	Letters of Support	Letters of Reference
Cayuse: PHS Fellowship Supplemental Form • Sponsor and Co-Sponsor Statements	Cayuse: PHS Fellowship Supplemental Form • Description of Candidate's Contribution to Program Goals	Cayuse: PHS Fellowship Supplemental Form • Letters of Support from Collaborators, Contributors, and Consultants	Commons
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	• Explain how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research • Must be dated, signed by an institutional official, and on letterhead • In most cases, institutional official will be college dean or department chair	• 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, describing their anticipated role and contributions	• Describe the qualities and potential of the fellowship applicant for the research training for which support is being requested

NIH NRSA Fellowship Programs – Letters of Reference

For more information:

<https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm>

- Due at time of application
- At least three, but no more than five, letters are required
- From individuals not directly involved in application, but are familiar with the applicant's qualifications, training, and interests
 - Cannot be sponsor/co-sponsor(s)
- Include list of referees in application **cover letter**
- Referees do not need Commons log-in
- Resubmissions require new reference letters



Reminder: FORMS-H Grant Application Forms & Instructions Must be Used for Due Dates On or After January 25, 2023 - New Grant Application Instructions Now Available (NOT-OD-23-012) – 10/26/2022
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-012.html>

PHS Fellowship Supplemental Form

- “Other Plan(s)” field for uploading NIH Data Management and Sharing Plan
 ➤ DO NOT USE AT THIS TIME

16. Resource Sharing Plan Add Attachment Upload Attachment View Attachment
 17. Other Plans: **FORMS-H: NIH Data Sharing Policies are not applicable to fellowship applications. Attachment added for potential future use with other plans.**
 18. Authentication of Key Biological and/or Chemical Resources Rigor & transparency changes for individual fellowship applications delayed (NOT-OD-16-034) (Until further notice, do not use this attachment unless specifically indicated in your funding)



Post Award



NIH NRSA Fellowship Programs – Documents

- Activation Notice
 - Wet-ink signed, mailed
 - Some ICs accepting electronic versions
 - Should receive email acknowledgement and see update in the Commons
- Payback Agreement (post-doctoral only)
 - Agree to engage in health-related biomedical or behavioral research
- Termination Notice
 - 30 days after end date
 - In xTrain module
 - Stipend pro-rated if terminated early
- Revised NOA (if applicable)
 - If stipend level increases



NIH NRSA Fellowship Programs – Changes in Budget

- Re-budgeting
 - In most cases, funds are restricted, and prior approval is needed to re-budget between cost categories
- Carry-forward
 - Although individual fellowships are awarded under the NIH Standard Terms of Award, carryover of unobligated balances does not apply (https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.13_other_terms_and_conditions.htm#Applicab)
 - Therefore, the last three digits of the WBS # should be advanced each year

[illegible]

NIH NRSA Fellowship Programs – Other Considerations

- Citizenship
- Taxability of stipends
- Fringe benefits

[illegible]


NIH NRSA Fellowship Programs – Other Considerations

Citizenship

- *To be eligible for a Kirschstein-NRSA individual fellowship (F30, F31, F32, F33), the fellowship applicant must be a citizen or non-citizen national of the United States or of its possessions or territories, or must have been lawfully admitted to the United States for permanent residence by the time the award is issued*

NIH NRSA Fellowship Programs – UNMC Wage Code Types
https://info.unmc.edu/management/finance/fincompliance/Wage_Code_Types.pdf

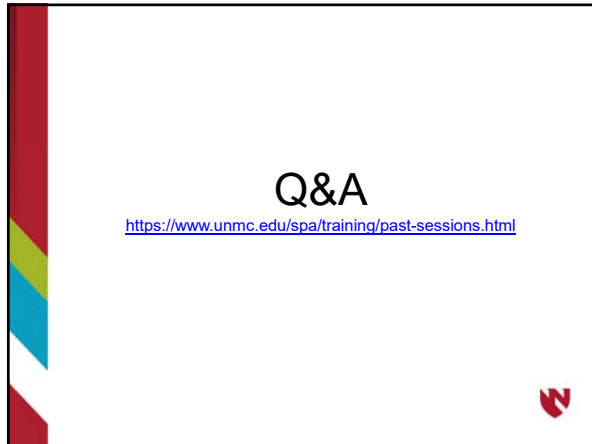
WCT	Purpose	Definition
1016	Fellowship – Salary	Applies only to salary on NRSA training grants in which the fellows are not employees
1416	Fellowship - Benefits	Applies only to salary on NRSA training grants in which the fellows are not employees



NIH NRSA Fellowship Programs – Other Considerations

- Fringe benefits
 - Health insurance (part of Institutional Allowance)
- Leave
 - https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.13_other_terms_and_conditions.htm#Leave
 - Vacations and Holidays
 - Sick leave and Other Leave
 - Parental Leave
 - Unpaid Leave
- Other benefits
 - https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.9_allowable_and_unallowable_costs.htm#Employee
 - Not provided as a condition of employment



[illegible]