NRSA Proposal Checklist

**Items Needed for Internal Routing (due to RA ASAP before deadline):**

- [ ] Completed NRSA Proposal Questionnaire
- [ ] Draft or final version of Project Summary or Specific Aims
- [ ] Proposal and Conflict of Interest approvals (via InfoEd PD and eDisclosure)

**Administrative Items (due to RA 6 business days before deadline):**

- [ ] Fellow Bio Sketch (5 pages; Predoctoral, Postdoctoral)
- [ ] Sponsor Biographical Sketch (5 pages; sample)
- [ ] Applicant’s Background and Goals for Fellowship Training (6 pages)
- [ ] Co-Sponsor Biographical Sketch(es) (if applicable; same guidelines)
- [ ] Facilities & Other Resources (no page limit)
- [ ] Equipment (no page limit)
- [ ] Project Summary/Abstract (30 lines maximum)
- [ ] Project Narrative (2-3 sentences maximum; in lay language)
- [ ] Cover Letter (no page limit)
- [ ] Assignment Request Form (optional, no page limit)
- [ ] Respective Contributions (1 page)
- [ ] Selection of Sponsor and Institution (1 page)
- [ ] Training in Responsible Conduct of Research (1 page)
- [ ] Letters of Support from Collaborators, Contributors, and Consultants (6 pages)
- [ ] Description of Institutional Environment and Commitment to Training (2 pages)
- [ ] Draft or final version Specific Aims (1 page)
- [ ] Draft or final version Bibliography & References Cited (no page limit)
- [ ] Draft or final version Sponsor and any Co-Sponsor(s) (if any) Statements (6 pages)
- [ ] Drafts or final versions of any other components that are available at this time
Technical Items (due to RA 3 business days before deadline):

- Specific Aims (1 page)
- Research Strategy (6 pages)
- Bibliography & References Cited (no page limit)
- Sponsor and any Co-Sponsor(s) (if any) Statements (6 pages)

Include With Administrative Items if Applicable

- Introduction to Resubmission or Revision Application (1 page)
- Protection of Human Subjects (no page limit)
- Data Safety Monitoring Plan (if Clinical Trial is “Yes” on the PHS398 Cover Page Supplement Form.)
- Inclusion of Women/Minorities (no page limit)
- Inclusion of Children (no page limit)
- Inclusion Enrollment Report
- Vertebrate Animals (no page limit)
- Select Agent Research (no page limit)
- Information from Collaborators and Dissertation Advisor(s) (no page limit)
- Appendix Materials (highly restricted; if applicable, read instructions carefully)

Uploaded Separately by Referees (request as soon as possible; due the same time as the application):


- Reference Letters (minimum of 3)

Formatting/Compliance Checklist

- Font and margins conform to NIH requirements
- No headers or footers on any pages
- Bibliography lists all authors for each citation (not “et al”)
- Publications on bio sketches and bibliography include PMCIDs where applicable
- No Innovation section in Research Plan unless specifically requested in solicitation

Additional Resources

Full DHHS Guidelines (Forms D Series)
Annotated PHS Fellowship Supplemental Form
Instructions using SciENcv to build biosketch
NU Conflict of Interest
OSR Deadlines