**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](http://infoed.northwestern.edu/) and [eDisclosure](https://coi.northwestern.edu/))

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

[ ]  [Fellow Biographical Sketch](http://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format_exp%2002-28-2023.docx) (**5 pages;** [Predoctoral](http://grants.nih.gov/grants/forms/predocfellowshipbiosample_exp%2002-28-2023.docx), [Postdoctoral](http://grants.nih.gov/grants/forms/postdocfellowshipbiosample_exp%2002-28-2023.docx))

[ ]  [Sponsor Biographical Sketch](https://grants.nih.gov/grants/forms/biosketch-blankformat_exp%2002-28-2023.docx) (**5 pages**; [sample](http://grants.nih.gov/grants/forms/biosketch-sample_exp%2002-28-2023.docx))

[ ]  [Co-Sponsor Biographical Sketch(es)](https://grants.nih.gov/grants/forms/biosketch-blankformat_exp%2002-28-2023.docx) (if applicable; same guidelines as Sponsor; [sample](http://grants.nih.gov/grants/forms/biosketch-sample_exp%2002-28-2023.docx))

[ ]  Facilities & Other Resources (no page limit)

[ ]  Equipment (no page limit)

[ ]  [Assignment Request Form](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/resources/images/newforms2017/newformpdfs2017/g600_assignmentrequest_2017.pdf) (optional; no page limit; [Fellowship Study Sections](https://public.csr.nih.gov/StudySections/Fellowship))

[ ]  Cover Letter (no page limit)

[ ]  Project Summary/Abstract (**30 lines** maximum)

[ ]  Project Narrative (**2-3 sentences** maximum; in lay language)

[ ]  Applicant’s Background and Goals for Fellowship Training (**6 pages**)

[ ]  Respective Contributions (**1 page**)

[ ]  Selection of Sponsor and Institution (**1 page**)

[ ]  Training in Responsible Conduct of Research (**1 page**)

[ ]  Description of Institutional Environment and Commitment to Training (**2 pages;** Note: This page limit includes the **Additional Educational Information** required for F30 and F31 applications)

[ ]  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 Application (**1 page**; for Resubmissions only)

[ ]  Letters of Support from Collaborators, Contributors, and Consultants (**6 pages**)

[ ]  Description of Candidate’s Contribution to Program Goals (no page limit; only for F31 Diversity applications)

[ ]  Vertebrate Animals (no page limit)

[ ]  Select Agent Research (no page limit)

[ ]  Resource Sharing Plan (no page limit)

[ ]  Authentication of Key Biological and/or Chemical Resources (no page limit)

[ ]  Applications for Concurrent Support (**1 page**)

[ ]  Appendix Materials (**highly restricted**; if applicable, read instructions carefully)

[ ]  [Human Subjects and Clinical Trial Information](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm) (includes multiple items such as [Inclusion of Women and Minorities](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm#2.4), [Inclusion Enrollment Report(s)](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm#2.9), [Protection of Human Subjects](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm#3.1), and [Data and Safety Monitoring Plan](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.500-phs-human-subjects-and-clinical-trials-information.htm#3.3))

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

**(via** [**https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new**](https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new)**):**

[ ]  Reference Letters (**minimum of 3**)

**Formatting/Compliance Checklist**

[ ]  Font and margins conform to [NIH requirements](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm)

[ ]  No headers or footers on any pages

[ ]  Bibliography lists all authors for each citation (no “et al”); publications include [PMCIDs](https://publicaccess.nih.gov/include-pmcid-citations.htm) where applicable

[ ]  No Innovation section in Research Strategy unless specifically requested in solicitation

**Additional Resources**

[Full DHHS Guidelines](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/fellowship-forms-f.pdf) (Forms F) and [F-Series Opportunities](https://researchtraining.nih.gov/programs/fellowships)

[Annotated PHS Fellowship Supplemental Form](https://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm) (visual reference)

[Instructions using SciENcv](https://www.youtube.com/watch?v=PRWy-3GXhtU) to build a biographical sketch; [biographical sketch templates, instructions, and samples](https://grants.nih.gov/grants/forms/biosketch.htm)

[NIH Deadlines and Dates](https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm) and [OSR Deadlines](https://cpb-us-e1.wpmucdn.com/sites.northwestern.edu/dist/c/3231/files/2019/06/jobaid_admin_review_process_2018-10-11.pdf)

[NRSA Amounts as of 2/7/20](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-070.html); Note: F30 tuition calculations should be provided by the [MSTP Office](https://www.feinberg.northwestern.edu/sites/mstp/)