

## 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):**

(via <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
- No headers or footers on any pages
- Bibliography lists all authors for each citation (not “et al”)
- Publications on bio sketches and bibliography include PMCID 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](#)