

NIH NRSA F31 Application Checklist

Check the current NRSA F31 announcements for any updates before continuing with this checklist.

These components should be submitted (“routed”) for internal review by 1 week prior to the NIH deadline. Many components can be drafts at the time of routing and these are noted below. For final submission, send all files by 10am to allow time for pdf conversion, uploading, and review of the final full grant.

F31 Components:

1. AURA Activities- Both you as the fellow and your primary sponsor must login to AURA Grants (<http://aura.uchicago.edu/>, red button), access the funding proposal and complete two activities located in the green bar on the left hand side. The items are the FP Declaration and the NIH/NRSA Assurance. (Your grant administrator will set you up with an account and an ID number to do this).
2. Financial Conflict of Interest- As a fellowship applicant, you are required to complete an annual conflict of interest disclosure with the university as well as complete training in financial conflicts of interest. (Your grant administrator will also give you instructions on how to complete this).
3. Protocols- Please indicate the types of regulatory protocols (IRB, IACUC, IBC, etc.) that your proposed work would require. If using existing protocols, please provide protocol numbers and approval dates if available.
4. Budget- The F31 budget is very simple, you confirm the following two things: a. Will you be requesting tuition? (Often yes). b. The period of support requested.
5. Descriptive Title- NIH limit is 200 characters including spaces. Title should be final to route.
6. Letters of Reference- You must have a minimum of 3 and a maximum of 5 letters of reference submitted on your behalf directly via eCommons. (See F31 Referee Instructions for details). Your sponsor(s) cannot provide these letters.
7. Cover Letter- Fellowship applications are required to include a cover letter. This letter must include the application title, title of FOA, names, degrees, and affiliations of those who you asked to submit the letters of reference. Note specific instructions in section F.200.21. Can be draft for routing.
8. Human Subject Section- must check yes or no. If yes, note sections F230 and F500 for human subject use. Should be final for routing
9. Vertebrate Animals- must check yes or no. If yes, note sections F230 and F430 for live vertebrate animal use. Should be final for routing.

10. Proprietary/privileged information- must check yes or no. Should be final for routing.
11. Environmental questions – must be answered. Should be final for routing.
12. Project Summary/Abstract- Technical summary of the proposed research, 30 line limit. Can be draft for routing.
13. Project Narrative- Lay summary of the work, 3 sentence limit. Can be draft for routing.
14. References Cited- no page limit. Can be draft for routing.
15. Facilities and Resources- Can be draft for routing.
16. Major Equipment- Can be draft for routing. This component is optional.
17. Biosketches- Required for you as the applicant and your sponsors. Five (5) page limit per biosketch and the fellow has a special format. Use the sample format on the [Biographical Sketch Format Page](#) to prepare this section for the application.
18. Applicant's Background and Goals for Fellowship Training- 6 page limit. Can be draft for routing.
19. Specific Aims- 1 page limit. Can be draft for routing.
20. Research Strategy- 6 page limit. Can be draft for routing.
21. Respective Contributions- 1 page limit. Can be draft for routing.
22. Selection of Sponsor and Institution- 1 page limit. Can be draft for routing.
23. Responsible Conduct of Research- 1 page limit. Can be draft for routing.
24. Sponsor Information- 6 page limit. Can be draft for routing. Consists of the following sections:
 - 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
25. Description of Institutional Environment and Commitment to Training- 2 page limit. Can be draft for routing.

Uploaded as Other Attachment- Please name this attachment "Additional Educational Information." Per the parent F31, we are to provide an attachment under "Other Attachments" that provides:

- A. Describe the graduate program in which the applicant is enrolled, e.g. the structure of the program, required milestones and their usual timing (number of courses, any teaching commitments, qualifying exams, etc.), and the average time to degree over the past 10 years.
 - B. Describe the progress/status of the F31 applicant in relation to the program's time line.
 - C. Describe the frequency and method by which the program formally monitors and evaluates a student's progress. This information is typically provided by the director of the graduate program or the department chair. Include the name of the individual providing this information at the end of the description.
26. Select Agent Research- if applicable. Should be final for routing.
27. Resource Sharing Plan- UChicago boilerplate can be found online.