

Pre and Postdoctoral NRSA Fellowships

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Welcome! My name is Heather Daniels, and I work for the Graduate School. I've been involved in NRSA fellowships for the last 9 years. The processes involved in these grants are similar to T32 grants. I will try to point out the similarities and differences between F grants and T grants as I go through the slides.

Types of NRSA Fellowships

- F30
 - MD/PhD (NHLBI, NIA, NIAAA, NIDA, NIDCD, NIDDK, NIEHS, NIMH, NINDS, and ODS)
- F31
 - Diversity in Health-Related Research (All institutes)
 - PhD (NIA, NIAAA, NIDA, NIDCD, NIMH, NINDS, and ODS)
 - Nursing Research (NINR)
 - Complementary and Alternative (NCCAM)
- F32
 - Postdoctoral Awards
 - All institutes plus several special announcements

Here are the different types of fellowships available through the NRSA program. The F30 fellowships are for MD/PhD students and are offered through selected institutes. The F31 are for PhD students. There are fellowships for diversity students (either under-represented minorities or those with disabilities). These are offered through all NIH institutes. There are fellowships for PhD students whose research falls into specific institutes. F32 are for postdocs and are offered through all institutes.

Types of NRSA Fellowships

The screenshot shows the NIH website page titled "F Kiosk - Information about Ruth L. Kirschstein NRSA Individual Fellowship Funding Opportunities". The page is from the Office of Extramural Research, National Institutes of Health. It features a navigation menu with options like Home, About Grants, Funding, Forms & Deadlines, Grants Policy, News & Events, About OER, and NIH Home. The main content area includes a sidebar with various funding opportunity categories and a central section with links to visual guides and award data. A table at the bottom provides details on the mechanism and program description for the Ruth L. Kirschstein National Research Service Award (NRSA) Stipend and Other Budgetary Levels Effective for Fiscal Year 2009.

Mechanism	Program Description
Notice	<p>Ruth L. Kirschstein National Research Service Award (NRSA) Stipend and Other Budgetary Levels Effective for Fiscal Year 2009 (NOT-OD-09-075) NEW</p> <p>Announcing a Delay in Transition to Electronic Submission of Applications for Individual National Research Service Awards (F's) and Confirming Plans to Transition Individual Research Career Development Awards (K's) (01/29/2009)</p> <p>Extension of Several NRSA Training (T), NRSA Fellowship (F), and Career Development (K) Funding Opportunity Announcements (05/16/2008)</p> <p>Revised NIH Parental Leave Policy for the Ruth L. Kirschstein NRSA Awards (04/10/2008)</p> <p>Revision: Notice of New NIH Policy for Funding of Tuition, Fees, and Health Insurance on Kirschstein-NRSA Awards (08/18/2006) - See update: NOT-OD-08-038</p>

Here is the webpage that shows the different types of fellowship opportunities at NIH.



NIH Forms and Applications

- All on-line in pdf or MSWord documents
- <http://grants.nih.gov/grants/forms.htm>
- Submitted via paper
- Electronic transmission of fellowships is currently scheduled to start August 09.

The forms mentioned in this seminar can be found on-line at the NIH and are available as a pdf or MSWord document. Fellowship applications are still submitted via paper. Plans to submit fellowship applications electronically is currently scheduled for August 2009.

NRSA Application

- Use form PHS 461-1 (competing awards)
 - Stipend
 - Set by NIH
 - Health insurance
 - Included in institutional allowance
 - Tuition & Fees
 - Predocs-60% of that requested up to \$16,000 per year
 - Postdocs-60% of that requested up to \$4,500 per year
 - Institutional allowance (includes health insurance)
 - Predocs-\$4,200
 - Postdocs-\$7,850
 - No indirect costs or overhead

NRSA Fellowship application is PHS 461-1 for competing awards. There isn't a budget form for this type of grant, but here are the budget categories that will come with the award. The stipend is set by NIH. Health insurance costs are included in the institutional allowance. Tuition and fees will be awarded at 60% of the amount requested up to a maximum. There is a place to include the tuition and fees requested on the Checklist. The institutional allowance is a set amount. There are no indirect costs or overhead associated with NRSA fellowships.

NIH Stipend Rates-FY 09

Refer to NRSA Web site when appointing trainees

<http://grants.nih.gov/training/nrsa.htm>

Predoctoral		\$20,976
Postdoctoral	Years of Experience	
	0	\$37,368
	1	\$39,360
	2	\$42,204
	3	\$43,860
	4	\$45,504
	5	\$47,460
	6	\$49,344
	7 or more	\$51,552

Here are the stipend rates for the federal fiscal year 2009. Remember that the federal budget runs from Oct 1 through September 30.

NRSA Application

- Tuition and fees (Checklist)
 - Request full amount
 - NIH will apply their formula to the amount requested
- Fellow will need NIH a eRA Commons account
 - Contact school/college research administration office to have this set up
- Need to process using WISPER
 - Use student's major professor/advisor as PI
 - Document type is Grant
 - Add fellow underneath Personnel section

There are several notable items about the NRSA application. First the place where the fellow fills out the tuition and fees are located on the checklist of the application form. The full amount should be requested. The NIH will do the calculation after the application has been approved. Secondly, the fellow will need a NIH eRA Commons account. Lastly, like any grant, the application will need approval from the appropriate Dean's office as well as RSP. This is done through WISPER. Several things about WISPER are mentioned on this slide.

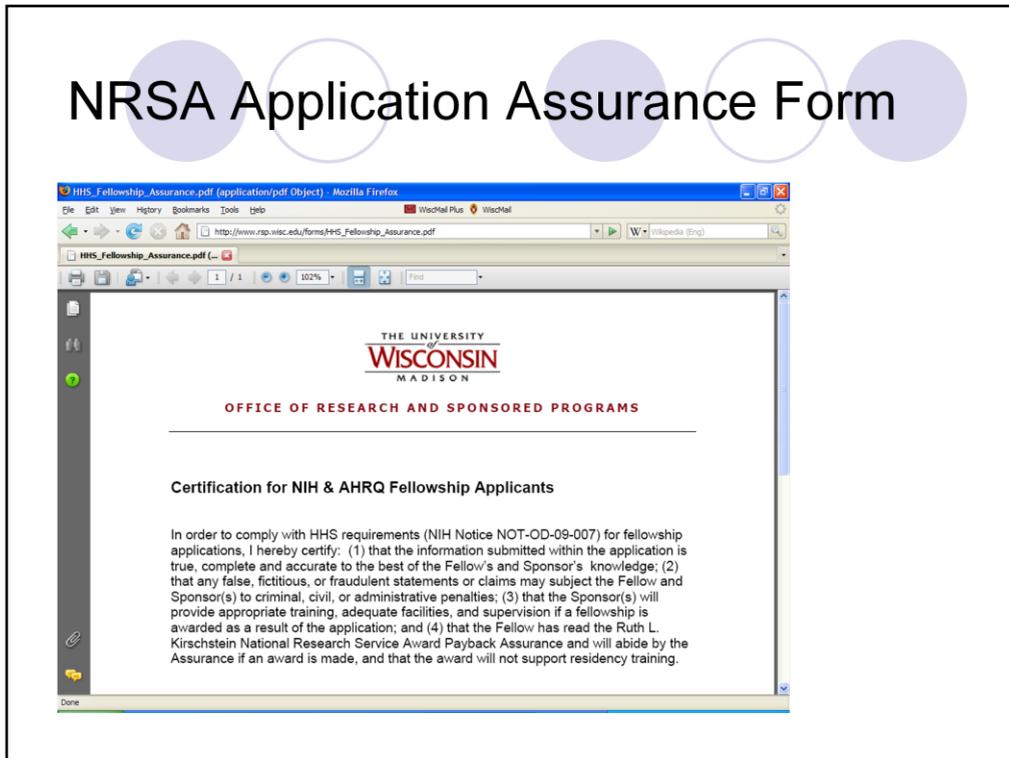
NRSA Application

- WISPER record continued

- Upload scanned copy of face page, form page 3 and checklist, and RSP assurance form
- Check clearance questions (vert animal, human sub, etc.)
- Enter total amount requested for entire duration of fellowship (see following slide for details)

More WISPER instructions.

NRSA Application Assurance Form



Here is a screen shot of the Assurance Form located on the RSP website.

NRSA Application

○ Budget for Entire Period

- NIH stipend amount x number of years requested (no increase)
- UW Fringe percentage x stipend (1% increase per year)
- Tuition/Fees for each year (7-8% increase per year)
 - Different tuition/fee schedules
 - Resident/non-resident/Minnesota resident
 - Dissertator/non-dissertator
- Institutional allowance x number of years (no increase)--\$2,000 per year predoc; \$3850 per year postdoc

You will want to include the total amount requested for the entire duration of the fellowship on the WISPER record. This includes the stipend for the number of years requested. Do NOT include any percentage increase in the stipend apart from natural career progression for postdocs. You should increase fringe numbers by 1% and tuition/fees by 7-8%. The institutional allowance should remain flat and simply be multiplied by the number of years.

Limits on NRSA Funding

- NIH places limits on number of years that an individual can be funded by a NRSA
 - Includes the combination of years of support both fellowships and training grants
- Limits on years of NRSA support
 - 5 years for predoctoral
 - 6 years for M.D./Ph.D.
 - 3 years for postdoctoral

Note that the NIH has limits in place on the number of years an individual can receive funding. The amount varies depending on the category and the limit is the combination of years of support not only on NRSA Fellowships but also on training grants. Make sure the applicant is aware of this and requests the appropriate number of years of support.

Signatures on Grant and in WISPER

- Grant Signatures
 - RSP
- Assurance Form Signatures
 - Fellow
 - PI
- WISPER Signatures
 - PI
 - Chair
 - Dean's Office
 - RSP

The grant, assurance form and WISPER record need to be signed by many individuals.

NIH REVIEW

- Off to NIH for review
 - Typically reviewed in regular study sections
- May request Just In Time (JIT) information
 - Tuition/Fees/Health Insurance
 - Protocol approvals
 - Verification that federal funds will not be used for supplementation
 - Submitted by RSP

If a NRSA Fellowship receives a fundable score, the fellow may receive a request for Just In Time Information. This request will usually include a current amount for tuition and fees and possibly health insurance, updated protocol approvals and a signed verification that federal funds will not be used to supplement the stipend. This information should be submitted by RSP to the NIH institute.

Proposal Approved

- NIH e-mails Notice of Award to RSP
 - Includes amounts awarded in budget categories
 - Gives range of activation dates
- Fellow needs to complete individual fellowship activation notice (PHS 416-5)
 - Pick start date
 - Needs to be signed by fellow, PI, and RSP
- Postdocs need to complete Payback Form (PHS 6031)
 - If this is first 12 months of NRSA Service
- RSP Assigns Account

If a fellowship application is approved, the NIH will e-mail a Notice of Grant Award to RSP. This notice will include the amounts awarded in the various budget categories. At this point, fellows need to complete an individual fellowship activation notice. An important part of this notice is the start date. Typically the Notice of Grant Award will include a range of dates during which the fellowship can begin. There is usually a 1-1.5 month period around the start of the federal fiscal year that is not allowed as a starting date (October through November). Other factors to take into consideration when picking a start date are tuition considerations (will the fellowship cover their tuition during the initial semester or do they have a sufficient RA appt to grant them remission?) and their current funding situation. The activation form also needs to be signed by RSP. Postdoctoral fellows need to complete a payback form. This is the same payback form used for training grants. It is for the first 12 months of NRSA service. Once RSP receives the activation notice, they are able to assign an account number.

Activation Notice (PHS 416-5)

PHS 416-5-1.pdf - Adobe Reader

Please fill out the following form. You cannot save data typed into the form. Please print your completed form if you would like a copy for your records.

Form Approved Through 2/28/2011 OMB NO. 9303-0022

Paul L. Kinoshita, National Research Service Award Individual Fellowship Activation Notice

DATE FELLOW ENTERED ON DUTY (month, day, year)

1. All fellows must complete this form for the first year of their fellowship, indicating their contact information, their research and training institutions, and their sponsor. For the other years, use the fellowship number and the entry date for the award year, and provide mailing addresses.

2. Send the signed original of the completion form to the awarding agency using the address provided in the notice of award. This form is not to be returned to the fellow. A copy of this form will be retained by the awarding agency and one copy will be returned to the fellow. This form may be used to verify the fellow's status and to provide information to the awarding agency.

3. An appropriate statement regarding progress, completed by the fellow, must be submitted to the awarding agency at the end of the fellowship period. This statement should be submitted to the awarding agency at the end of the fellowship period. This statement should be submitted to the awarding agency at the end of the fellowship period.

4. For Paul L., National Research Service Award fellows in their first 12 months of postdoctoral support, a signed research agreement (RCA) is required. For other fellows, a signed research agreement (RCA) is required if the fellow is entering on duty and the proper forms are submitted to the awarding agency.

5. As a condition of this activation, all PHS fellows agree to complete and submit a Termination Notice (PHS 416-7) immediately upon completion of support.

6. Non-attendance that will cause a fellow to complete this form. This notice may be completed by the fellow, the awarding agency representative, or the sponsor. If a fellow is not required to complete this form, a sponsor of a non-attendance is required to complete this form. If a fellow is not required to complete this form, a sponsor of a non-attendance is required to complete this form. If a fellow is not required to complete this form, a sponsor of a non-attendance is required to complete this form.

7. The awarding agency using the address provided on the Notice of Award. Contact the assigned Grants Management Specialist for questions.

Fellow Sponsored by (Showing all Federal or Foreign Institutions)

FULL ADDRESS (Street, City, State, Zip Code)

RESIDENTIAL ADDRESS (Street, City, State, Zip Code)

8. Foreign sponsored fellows are encouraged to have monthly allowed direct deposit to a financial institution located in the United States because of past delays encountered in being paid directly. Fellows are responsible for making the financial arrangements for their monthly direct deposit transfer. Bank and routing address of the financial institution, along with other information as required by the institution.

REQUIRED SIGNATURES

PERSON	SIGNATURE	PHONE NO.	DATE
FELLOW			
SPONSOR			
NON-FEDERAL/BUSINESS OFFICIAL			

DO NOT WRITE IN THIS BLOCK (For PHS use only)

COMMON ACCOUNTING NO. SOCIAL SECURITY NO.

SPECIAL INSTRUCTIONS

FOR DIRECT PAY FELLOWS:

PREPARED BY: DATE:

PHS 416-5 (Rev. 5/02)

Here is the activation of award form.

NRSA Payback Agreement (PHS 6031)

PHS6031-2.pdf - Adobe Reader

Please fill out the following form. You cannot save data typed into the form.
Please print your completed form if you would like a copy for your records.

3. Completion would involve a substantial hardship and failure to extend such period would be against equity and good conscience;

B. May waive my obligation, in whole or in part, if it is determined that:

1. Fulfillment would be impossible because I am permanently and totally disabled; or
2. Fulfillment would involve a substantial hardship and the enforcement of such obligation would be against equity and good conscience;

NIH estimates that it will take 5 minutes to complete this form. This includes time for reviewing the instructions, gathering needed information, and completing and reviewing the form. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. If you have comments regarding this burden estimate or any other aspect of this burden, send comments to: NIH, Project Clearance Office, 6705 Rockledge Drive MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0002). DO NOT RETURN THE COMPLETED FORM TO THIS ADDRESS.

Name (Last, first, middle):		Social Security No (Required):	- -
Signature:		Date:	
Support received under the awarding Federal agency Award/Grant Number:			
Mailing Address:			
E-mail:			

PHS 6031 (Rev. 9/08) Page 2

Here is the NRSA payback agreement for postdoctoral fellows.

Payroll

- Payroll

- As a “fellow”
- 100% appointment
- Predocs-Use program 9 and account 5712
- Postdocs-Use program 4 and account 2720
- Use amount set by NIH

Once an account number has been assigned, the applicant can be payrolled under the title fellow. The start date for the appointment should match the start date of the grant, and the appointment is at 100%. The activity and class codes for pre- and postdocs can be found above. The stipend amount is set by the NIH and the fellow should be payrolled at that amount for the full first year of the stipend. Stipends are only raised once a year at the begin date of the next year of the award. This could be due to a postdoc’s career progression or to NIH raising stipend rates.

Payroll Supplements

- Supplements

- Supplements allowed on non-federal unrestricted funds ONLY
- Follow Graduate School guidelines for Fellows

Predocs-

<http://www.grad.wisc.edu/admin/hr/policy/predocsupp.html>

Postdocs-

<http://www.grad.wisc.edu/admin/hr/policy/postdocsupp.html>

- Predocs-Complete CAM Form

<http://www.grad.wisc.edu/admin/hr/documents/CAMWorksheet08-09.xls>

Supplements to NRSA fellowships are allowed on non-federal funds only! The Graduate School has guidelines for the supplementation of fellows for both pre- and post-docs. Predocs will also need a CAM form completed for them.

Tuition & Fees

- Paid as third-party deferral
 - Prior to each semester e-mail list of deferrals to Bursar's Office
 - This is different from tuition remission
 - Use encrypted spreadsheet form
<http://www.bussvc.wisc.edu/bursar/dept3rd.html>
 - Bill sent to department
 - Double check bill for accuracy
 - Resident/Non-resident/Minnesota
 - Dissertator/Non-dissertator
 - Tuition and fees vs. fees only

Tuition and fees for NRSA fellows is paid as a third-party deferral. It is important to distinguish third-party deferrals from tuition remission. Third-party deferrals have their tuition and fees paid for them by a third-party. Tuition remission means that the tuition is remitted and the fees are paid by the student. Prior to each semester, an encrypted spreadsheet should be sent to the Bursar's Office.

Tuition & Fees

- Pay using Interdepartmental Billing Form
<http://bussvc.wisc.edu/bursar/dept3rd.html>
 - For Predocs and degree seeking Postdocs, Account 5713, Program 9
 - For other Postdocs, Account 3891, Program 4
- Send 2 copies of billing form plus remittance copy of invoice to RSP

Sometime during the semester, a bill will be sent to the department. Go over the bill for accuracy. Some things to look at include resident vs. non-residents vs. Minnesota reciprocity amounts, dissertator vs. non-dissertator rates, dual-degree program rates, and that both tuition and fees are included. Sometimes a tuition remission will still be active for a student so when the bill arrives only the fees portion will be shown. You will need to remove the tuition remission for the student using the same process that is used to add remissions and then change the amount of the bill to the correct amount. You can also correct other problems on the bill. In addition, if you are paying a bill and payment involves multiple funding strings, indicate which strings go to which students on the bill. The funding strings and amounts are entered in a Interdepartmental Billing Form. The original and 1 copy should be sent to RSP since you will be paying the bill using federal funds.

Spreadsheet for Deferrals

The screenshot shows a Microsoft Excel spreadsheet titled "THIRD PARTY DEFERRAL AUTHORIZATION LIST" dated 3/30/2009. The spreadsheet is divided into two main sections. The top section contains a form for department and contact information, including fields for Department Name, Billing Address, Contact Person's Name, Contact's Phone Number, and Contact's Email. Below these fields is a section for "Authorization for Term:" with a dropdown menu set to "Fall 2008" and a value of "1092". A red text instruction reads "Submit a separate form for each term." Below this is a URL: "TUITION RESOURCES must be completed on the form located @ <http://www.bostoncollege.edu/Registrar/termsonline.html>". The bottom section is titled "Office Use Only: Account # 000" and contains a table with three columns: "Student name (Last, First Middle)", "Campus ID Empl ID -or- Ntnl ID (SSN)", and "Contract #". The table has 15 rows, with the first row containing headers and the remaining rows being empty. The right side of the spreadsheet is a large, empty grey area.

Student name (Last, First Middle)	Campus ID Empl ID -or- Ntnl ID (SSN)	Contract #	If NOT paying 100% of Tuition & Fees - List dollar limit/limitations

Here what the form for requesting third-party deferrals looks like.



Institutional Allowance

- Cover health insurance and tuition/fee costs that exceed the NIH budget
- Remainder (if any) can be spent on
 - Research supplies
 - Books
 - Equipment
 - Travel to Meetings

The institutional allowance will be used to cover health insurance and tuition/fees costs that exceed the amount awarded by the NIH. If there are any remaining funds, they can be used to purchase research supplies, books, lab equipment or for travel to scientific meetings.



Progress Report Submission

- Needs to be submitted approximately 2 months prior to end of grant year (varies by Institute)
- Use form PHS 416-9
 - No budget calculations
 - Signed by RSP
- Use new WISPER
 - Upload Form Page 1 and RSP Assurance Form

A progress report needs to be submitted to the NIH approximately 2 months prior to the end of the grant year. This may vary by institute. The report uses NIH form 416-9 and does not require any budget calculations. A WISPER record should be used to route the grant through UW for the necessary approvals. The RSP Assurance Form should also be used.



Progress Report Submission

- WISPER continued
 - Enter total amount requested for next year of fellowship
 - Stipend (same rates as current year)
 - Tuition & fees (total including increase)
 - Health insurance (total including increase)
 - Institutional allowance

In WISPER enter the amount requested for the next year of grant including the appropriate increases.

Year 2 and Beyond

- Payroll, tuition and other things continue as they did in the first year
- Continue to use account number from Year 1 for the duration of the fellowship
- Do NOT need to submit an activation notice after Year 1

Payroll, tuition, health insurance and other things continue as they did during the first year. The account number for NRSA fellowships does not change. This was a relatively recent change in policy. There is no need to submit an activation notice after Year 1.

Final year

- Termination form (PHS 416-7) needs to be submitted
 - Signed by Fellow, PI and RSP
- RSP will complete account close out
- Negative balances will need to be zeroed out
 - Covered by Graduate School-Predocs
 - Covered by Department-Postdocs

At the end of the final, a termination form will need to be submitted. This form is same form as used by training grants. When an termination notice is sent to RSP, make sure an addressed envelope is included so that the form is routed appropriately. RSP will complete the account close out. This will entail any negative balances being eliminated. The Graduate School will cover any negative balance for predoctoral fellows. Postdoctoral NRSA fellowships with negative balances will need to covered by the department.

Termination Form

Form Approved Through 2007-03-01 OMB No. 5010-0002
Department of Health and Human Services
Public Health Service
Ruth L. Kirschstein National Research Service Award
Public Health Service
Termination Notice

1. NAME OF FELLOW OR APOORTEE (Last, first, middle)
2. SSN (if any)
3. NAME OF SPOONSOR (Institution)
4. SOCIAL SECURITY # (SPOONSOR)
5. DESIRED EARNEST COMPLETION DATE (M, D, Y, Y.Y.)

6. DATES OF SUPPORT UNDER THIS AWARD (month, day, year)
7. TOTAL AMOUNT OF SPENDING RECEIVED AND NUMBER OF MONTHS SUPPORTED UNDER THE AWARD (See PART 10 for details of reporting requirements.)

YEAR OF SUPPORT	AMOUNT OF SPENDING	NUMBER OF MONTHS SUPPORTED	YEAR OF SUPPORT	AMOUNT OF SPENDING	NUMBER OF MONTHS SUPPORTED
1 st year			1 st year		
2 nd year			2 nd year		
3 rd year			3 rd year		
4 th year			4 th year		

8. Provide a summary of training received and research undertaken during the period of service. List publications, if any, resulting from the research during the period. List grants and other awards pending and received. If necessary, list training opportunities being terminated and how reason.

Provide summary of training received and research undertaken

9. BASIC AWARD INFORMATION (Check all that apply. If a grant, list a program element number.) ORGANIZATION, CITY, AND STATE

10. TRAINING ADDRESS AFTER TERMINATION OF THIS AWARD (If training obligation support, only, state city, state, and zip code)

11. OTHER FUNDING OBLIGATION SUPPORT

12. SIGNATURE OF FELLOW OR APOORTEE (Date separate institutions)

13. Certification of Sponsor or Program Director (fill in the last of any knowledge of the above information is correct)

14. Business Office's verification of items 6 and 7 (not applicable to institutions known as Federal or Foreign Institutions)

15. For Government use only: The information provided in items 6 and 7 is in agreement with this record.

Here is a shot of the termination form.



Please complete the evaluation form!

Thank you for attending!

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