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.
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.
Here is the webpage that shows the different types of fellowship opportunities at NIH.
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 to start August 09.
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.
Here are the stipend rates for the federal fiscal year 2009. Remember that the federal budget runs from Oct 1 through September 30.

<table>
<thead>
<tr>
<th>Predoctoral</th>
<th>Years of Experience</th>
<th>$20,976</th>
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<tr>
<td>Postdoctoral</td>
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<tr>
<td></td>
<td>1</td>
<td>$39,360</td>
</tr>
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<td>$42,204</td>
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<td></td>
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<tr>
<td></td>
<td>6</td>
<td>$49,344</td>
</tr>
<tr>
<td></td>
<td>7 or more</td>
<td>$51,552</td>
</tr>
</tbody>
</table>
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 Checklist (PHS 416-1)

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

### 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
The grant, assurance form and WISPER record need to be signed by many individuals.
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 for supplementation. This information should be submitted by RSP to the NIH institute.
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.
Here is the activation of award form.
Here is the NRSA payback agreement for postdoctoral fellows.
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.
Supplements to NRSA fellowships are allowed on non-federal unrestricted 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.

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
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.
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 an Interdepartmental Billing Form. The original and 1 copy should be sent to RSP since you will be paying the bill using federal funds.

### Tuition & Fees

- Pay using Interdepartmental Billing Form  
  [http://bussvc.wisc.edu/bursar/dept3rd.html](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
Here what the form for requesting third-party deferrals looks like.
Here is the Interdepartmental Billing Form. Make sure you get this form from the bursar’s website as it already includes some coding on it.
The institutional allowance will be used to cover health insurance and tuition/fee costs that exceed the NIH budget. If there are any remaining funds, they can be used to purchase research supplies, books, lab equipment or for travel to scientific meetings.
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.
In WISPER enter the amount requested for the next year of grant including the appropriate increases.
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.
At the end of the final, a termination form will need to be submitted. This form is the 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 be covered by the department.
Here is a shot of the termination form.
Please complete the evaluation form!

Thank you for attending!

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