

NIH Fellowships (F-Series) – Proposal Submission—Why these awards are different!

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Topics to be Covered

- Routing and Proposal Submission process at the UW
- Systems and Resources to know and use to prepare an application
- NIH Fellowship Specifics (Sections and Tips)
- Navigation in Cayuse (handout)

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A Few Definitions

- WISPER: WISconsin Proposal Electronic Routing. Web-based system used by UW to:
 - Collect campus approvals for proposals
 - Communicate and track internal progress for proposal submissions and award acceptance
 - rsp.wisc.edu/WISPER
- RSP: Research and Sponsored Programs
 - Campus office responsible for proposal submission, non-industry award acceptance, and management and reporting for all campus sponsored projects

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A Few Definitions

- **Cayuse:** Web-based system that UW uses for all federal and Grants.gov submissions
 - Use to create, prepare, edit, and submit proposals
 - Validates, formats, and transmits proposals to Grants.gov
 - rsp.wisc.edu/cayuse
- **eRA Commons:** NIH's web-based system to
 - Collect and error-check proposals
 - Track proposal review process
 - Also used to create and submit scientific and financial reports for awards
 - <https://commons.era.nih.gov/>

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Checklist and Timeline

1-2 months before the deadline

- ☐ Have an eRA Commons account? If not, contact your Dean's office to request one. Remember, student/postdoc needs to have PI Role. Verify their supervisor has sponsor/co-Sponsor role added in his/her commons accounts as well.
- ☐ Been in Cayuse before? If not, student/postdoc needs to email cayuse@rsp.wisc.edu to request setup as a Cayuse user. They need to provide: full name, UW netid and email address and request "PI Role" for profile.
- ☐ Meet with student/postdoc to discuss budget, prior NRSA support, timeline, and process for submission.
- ☐ Student/Postdoc contacts referees and request letters of reference. Provide clear, concise instructions and confirm the deadline.

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Checklist and Timeline

2-4 weeks before the deadline

- ☐ Provide DHHS Assurances form (signed by you and your sponsor) to your dept research administrator. (Form is included in your handouts)
- ☐ Confirm that WISPER record is created and has been signed by the sponsor (i.e. student/postdoc's research supervisor). Upload DHHS Assurances form and budget for approval.
- ☐ Have student/postdoc follow up with referees to confirm all is in order and letters of reference will be submitted by the deadline

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Checklist and Timeline

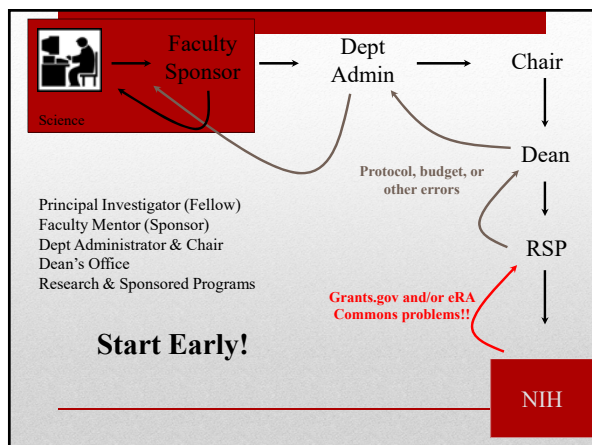
One week before the deadline

- ☐ Complete proposal in Cayuse, including all forms and attachments.
- ☐ Print and review all sections one last time
- ☐ Sign off on proposal in Cayuse and confirm that it is in your Dean's office's queue for submission
- ☐ Check eRA commons for confirmation of external letters of reference have been submitted by the deadline.

After submission

- ☐ Watch for confirmation of proposal validation from eRA Commons
- ☐ Log into eRA Commons and view proposal to confirm successful transmission

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NIH Fellowships

- See handout-NIH Ruth L. Kirschstein National Research Service Awards (NRSA)
- SF424 Fellowship Guide: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/fellowship-forms-e.pdf>
- Fellowship Parent Announcements
 - PA-18-671 (F31, Predocs)
 - PA-18-666 (F31, Predoc Diversity)
 - PA-18-670 (F32, Postdocs)
 - PA-18-668 (F30, MD/PhD)
 - PA-18-673 (F30 other dual degree)
- Who is eligible
 - US Citizens
 - Permanent residents of the US
- What they pay for (see sample budget)
 - Stipend (NIH pre-determined levels)
 - Health Insurance
 - Tuition

Review Criteria

- Research Training Plan
- Applicant's characteristics
- Training Potential
- Instructional Environment & Commitment to Training

Science Sections

- Introduction (**Resubmissions only**, 1 page)
- Specific Aims (1 page)
- Research Strategy (6 pages)
 - Significance
 - Innovation: omit for fellowships
 - Approach

Research Strategy

Significance:

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Research Strategy, Cont.

Skip Innovation

Approach:

- Describe strategy, methods, analyses to be used, including data collection, analysis and interpretation.
- Discuss potential problems, alternative strategies and benchmarks for success anticipated to achieve the aims.
- If the project is still developing, describe strategies to establish feasibility or management of high risk aspects of the proposed work
- Include any courses you plan to take that support the research training experience
- Preliminary studies, published or unpublished results

Research Strategy, Cont.

Skip Innovation

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Letters of Reference

- 3 external letters of reference
- List of referees should be provided in the cover letter
- Sponsors or co-sponsors can't submit letters
- Referee completes contact information and uploads letter into eRA Commons via link below

<https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new>

• Tips for Referee:

- Referee does NOT log-on to their eRA commons account to submit a letter, rather the letter is submitted as a "Guest"
- PI name is **Fellow** not faculty sponsor
- Need to know FOA/PA #

U.S. Department of Health & Human Services
eRA Commons
A program of the National Institutes of Health

NIH eRA Partners

Submit Reference Letter

Notes and Tips:

- If you are submitting a reference for a fellowship application, please make sure to follow the [Individual Fellowship Application Guide SF424 \(SIS\)](#) Section 5.4 Letters of Reference, Part B, Instructions for References.
- Note:** The Fellowship Reference Form previously used with Fellowship applications is no longer required.
- If your reference letter is not attached to your application, please check the FOA number. If this number is incorrect, the letter must be resubmitted by the referee with the correct FOA number.
- FOA Number: Use format of IC-YY-xxx. For RFAs, drop the "RFA". For example, for RFA-RM-13-006 use RM-13-006.

* indicates required field

Referee Information

Referee First Name: *
 Referee Last Name: *
 Referee MI Name: *
 Referee Email: *
 Referee Institution/Assignment: *
 Referee Department: *

Applicant Information

[1] Commons User ID: *
 [2] Last Name: *
 Funding Opportunity Announcement Number: *
 Reference Letter Confirmation # (if re-submitting): *

Additional Resources

Graduate School:

Responsible Conduct of Research:
 Ethics Courses, Professional Development, etc
<https://kb.wisc.edu/gsadminkb/page.php?id=33279> (Topics)
<https://kb.wisc.edu/gsadminkb/page.php?id=45494> (Course list)

**Training is required for predoctoral and postdoctoral applicants.

NIH Resources: F-Kiosk

http://grants.nih.gov/training/f_files_nrsa.htm

If awarded... stay put for post-award !

- Email notification through eRA commons
- Protocols:
 - Add proposal title to existing protocol of faculty member (if appropriate).
- Just In Time (JIT) requests
 - Revise budget (tuition and fees)
 - Confirmation of protocols (Congruency of IACUC if Animals)
 - Start time may differ
 - Sign activation notice, upload a copy in WISPER and mail original to NIH

Questions or Assistance?

- Please feel free to contact us with any specific questions.
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