Components of the NIH NRSA F30/F31

Document	Max Length	Resources	Draft	Final
Title of Project				
Project Summary/Abstract	30 lines of text			
Project Narrative	3 sentences			
Respective Contributions	1 page			
Cover Letter with List of Reference Letter Writers	1 page			
Specific Aims	1 page			
Research Strategy	6 pages			
Bibliography & References Cited				
Biosketch	5 pages			
Selection of Sponsor and Institution	1 page			
Background & Goals for Fellowship Training	6 pages			
Sponsor Biosketch	5 pages	Advisor		
Sponsor/Co-Sponsor Statement	6 pages	Advisor		
Letters of Support from Collaborators, Contributors, and Consultants (if applicable)	Up to 6 pages	Collaborators / Contributors / Consultants		
Description of Institutional Environment and Commitment to Training	2 pages	DGS/department admin		
Training in Responsible Conduct of Research	1 page	DGS/department admin/senior students		
Diversity Confirmation Letter (if applying for F31 – Diversity)		DGS/department admin		
Facilities & Other Resources		Advisor / senior students		
Resources Sharing Plan		Advisor / senior students		
Equipment		Advisor / senior students		
Vertebrate Animals (if applicable)		Advisor/senior students		
Human Subjects (if applicable)		Advisor/senior students		
Hazardous Materials (if applicable)		Advisor/senior students		
Introduction to Resubmission (if applicable)	1 page			

Application components that you have to write:

Project Summary/Abstract (30 lines)
- Project's intellectual significance and relevance to human health
- Brief description of what is known about your research question
- How your project will address the research question and connect to human health
- Note: this page will be published on a public NIH database

Project Narrative (3 sentences)
- Very brief description of research question you are addressing
- What your results will add to knowledge about a particular disease or question
- Should be understandable to a layperson

Respective Contributions (1 page)
- Delineate your role in obtaining preliminary data generated for your proposal, and data obtained from someone else
- Describe the process you and your sponsor/co-sponsors went through to write the Research Plan

Cover Letter (1 page)
- Application title
- List specific funding opportunity title of the NIH initiative
- Specify which institute to direct the proposal, study section if desired
- List disciplines involved, if multidisciplinary
- List your reference letter writers and their professional affiliations

Specific Aims (1 page) and *Research Strategy* (6 pages)
- These are perhaps the most important parts of your application - some reviewers will read every section, but all reviewers will read these.
- See our "Tips for Writing the Research Strategy" handout for details and advice!

PI (Applicant) Biosketch (5 pages)
- A. Personal Statement
    - Describe your *scientific* background (not personal background) and how it has led to your current research interests and career goals.
- B. Positions and Honors
- C. Contributions to Science (no more than ½ page per item)
    - Describe up to five (usually 2-3) of your most significant contributions to science
    - These demonstrate engagement with the academic community and development of scientific skills and knowledge, especially if they're relevant to your proposal
    - For each contribution, you'll need: title, significance, central findings or conclusions, your specific role, impact on progress of science or application to health and technology
    - What counts as a "contribution to science"? Publications (including those in preparation and under review), posters, presentations, theses, patents, protocols, software, models, educational aids/curricula, databases, contributions to others' papers and projects.
- D. Scholastic Performance

Selection of Sponsor and Institution (1 page)
- Describe the prestige and reputation of university and applicant's affiliated program

- Explain how the selection of this university/program fits into applicant research interest and training plan for future career
- Explain how your sponsor's research program and field of expertise fits your goals

Background & Goals for Fellowship Training (6 pages)
    A. Doctoral Dissertation and Other Research Experiences
- Describe previous research experience in chronological order: highlight the significance of the work and major results/conclusions, how it motivated your interest in your current work and relates to your proposed dissertation project, and what you learned or gained from the experience
- A narrative of your dissertation research: one paragraph per aim, including the goal of that aim, progress on that aim, and how you'll train to be able to complete those goals

    B. Training Goals and Objectives
- Define your career goals (these should be in scientific research)
- Identify specific skills, theories, conceptual approaches you will need to achieve these. Don't forget to highlight skills you don't yet have, but that you plan to gain during your training – remember that this is a *training* fellowship!
- Discuss how the proposed research and activities will help you gain those specific skills
- Use specifics: techniques used, unique university or program environment that will foster applicant goals, opportunities for exposure to clinical mentors if applicable

    C. Activities Planned Under this Award (this can be a table)
- Detailed plan for each year and timeline for entire award
- By year, list activities you will be involved in and the % of your time each will require: research, course work, seminars, lab meetings, clinical activities, mentoring
- Include when each Aim, course, professional development activity, and training activity will be accomplished
- Name specific research techniques you will learn and how you will learn them
- List specific professional development opportunities, including meetings, workshops, seminars
- Find unique opportunities tailored to your career trajectory; these should go beyond standard degree requirements
- F30 Applicants: Outline exactly when you will take medical courses and how you will split up your time (make sure it is reasonable)

Introduction to Resubmission (if you're resubmitting an application; 1 page)
- Respond to the summary statement you received on your first application, making clear what changes you have made and indicating their location within the text
- Be sure to respect the reviewers and thank them for their input. Embrace the critiques and use them to improve your application!
- If you added in new information that doesn't address the reviewers' critiques, indicate that here.

Application components that you get from others and edit:

Sponsor Biosketch (5 pages)
  A. Personal statement: research interests, past research accomplishments (papers, grants), *number of students mentored*, student publications, student placements
  B. Positions and Honors
  C. Contribution to Science
  D. Research Support

Sponsor/Co-sponsor Statement (6 pages)
  ● If your sponsor hasn't written this document before, they should refer to [this document](#) for instructions (page 67-69) and/or get an example from a colleague
  A. Research support: table
  B. Previous trainees: describe 5
  C. Training Plan, environment, research facilities
  D. Number of trainees to be supervised (show that the PI will have time for you)
  E. Applicant's qualifications and potential for a research career

Letters of Support from Collaborators, Consultants, or Advisors
  ● If any collaborators, consultants, or advisors will contribute to your planned project and training, include letters describing their anticipated role

Description of Institutional Environment and Commitment to Training
  ● Describe the facilities and resources available for research
  ● Document a strong research program
  ● List intellectual interactions available (seminars, presentations, lab meetings, courses, journal clubs)
  ● Facilities and resources for career enhancement
  ● Describe your degree program (structure, milestones, courses, teaching, average time to degree, how students are monitored)
  ● For F30, describe clinical activities during graduate years and research activities during clinical years

Training in Responsible Conduct of Research (1 page)
  ● Training plan for NIH ethics requirement (for example, if you plan to take or have taken the BBS ethics course requirement, outline the topics covered and how they were covered (texts read, exercises, etc)).
  ● List other possible ethics courses, workshops, or discussions/mentorship with sponsors.

Diversity Confirmation Letter
  ● This letter, provided by your institution, is intended to certify that the candidate's scientific training will "contribute to diversity in biomedical research."
  ● This applies to individuals from underrepresented racial and ethnic groups, those with disabilities, and those from disadvantaged backgrounds. [This page](#) describes who falls into these categories, from the NIH's perspective.

Facilities & Other Resources
  ● Describe the scientific environment, especially what is unique
  ● Institutional support: animal care and use, trainee travel grants
  ● Physical resources
  ● Personnel resources: collaborators, collegiality

Resources Sharing Plan
Yale has a standard Resources Sharing Plan (get this from your PI, advisor, or grants administrator). You can add to it with specifics of your work (e.g. any reagents or animals used, or data sets produced should be shared if they are unique to your study), but don't make your plan more restrictive than Yale's basic plan.

Equipment
List (in outline form) the equipment available to you and where it is located
- Common lab facilities: list all *common* equipment including microscopes and data processing equipment
- Core facilities: histology, sequencing, flow cytometry, etc

Vertebrate Animals
- Get this information from your sponsor. You should be covered under their protocols. Tailor to your grant.

Human Subjects
- Get this information from your sponsor. You should be covered under their protocols. Tailor to your grant.

Hazardous Materials
- Consult the NIH list of select agents and materials. For biohazards not included in this list, provide information about storage and handling in the research strategy.

Instructions for all components of the application.