UAB MD/PHD F30 Checklist (PA-16-305)

* **Do not insert headers or footers in any of these documents.**
* link to SF242 Fellowship application guide: <http://grants.nih.gov/grants/funding/424/#inst>

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|  | **Document Name (pages are from SF424\_Fellowship\_VerC)***Applications submitted for individual predoctoral fellowships (F31-Diversity) to promote diversity in health-related research are required to attach a certification letter (titled Diversity\_Eligibility\_Ltr) from the institution certifying eligibility of the fellowship applicant for the program. The letter should avoid revealing sensitive personal information, such as the candidate’s specific racial/ethnic background or type of disability. The certification letter must be on institutional letterhead and scanned so that an institutional official signature is visible* | F40 |
|  | eRA Commons (Add PI role to existing eRA Commons ID)[**http://www.uab.edu/research/administration/offices/OSP/forms/Documents/PI\_Account\_for\_eRA\_Commons.pdf**](http://www.uab.edu/research/administration/offices/OSP/forms/Documents/PI_Account_for_eRA_Commons.pdf) |  |
|   | Responsible Personnel List (UAB Form - <http://www.uab.edu/research/administration/offices/CIRB/Pages/Responsible-Personnel-Lists.aspx> |  |
|   | [PHS Assignment Request Form](https://www.niaid.nih.gov/grants-contracts/phs-assignment-request) - Use the optional PHS Assignment Request Form to list expertise needed to review your application, exclude reviewers, and request an institute assignment. | [MSTP Website for Form](http://www.uab.edu/medicine/mstp/) |
|   | Letters of Reference (3) (send references NIH instructions) - <https://grants.nih.gov/grants/forms/reference-letter.htm> | F7, F14 |
|   | Cover letter (include list of references)  | F28 |
|   | Project Summary/Abstract (limit 30 lines)  | F36 |
|   | Project Narrative (limit 2-3 sentences)  | F36 |
|   | Bibliography and References Cited (literature cited, no limit, FOLLOW instructions)  | F37 |
|   | Facilities and Other Resources (no limit)  | F37 |
|   | Equipment (no limit) | F38 |
|   | Biosketch (Applicant) (USE Fellowship version) - <http://grants.nih.gov/grants/forms/biosketch.htm> | F45 |
|   | Biosketch (Sponsor/Co-Sponsor)  | F48-F52 |
|   | Applicant’s Background and Goals for Fellowship Training (limit 6 pages) | F54-F55 |
|   | Research Training Plan  | F54-F56 |
|  |  Introduction (resubmissions and revisions only, limit 1 page) | F54 |
|  |  Specific Aims (limit 1 page)  | F55 |
|  |  Research Strategy (limit 6 pages)  | F56 |
|   | Respective Contributions (limit 1 page)  | F57 |
|   | Selection of Sponsor and Institutions (limit 1 page)  | F57 |
|   | Training in Responsible Conduct of Research (limit 1 page)  | F58 |
|   | Sponsor and Co-Sponsor Statements and Letters of Support (limit 6 pages) | F59-F60 |
|   | Description of Institutional Environment and Commitment to Training (limit 2 pages) (Draft Provided by MSTP\*) | F60 |
|   | Data Safety Monitoring Plan for Clinical Trial Component (***if applicable***) | F62 |
|   | For Projects involving Human Subjects  | F31, F61-F63 |
|   | Vertebrate Animals (must answer all five points if using animals)  | F32, F63-64 |
|   | Resource Sharing Plan(s)  | F66 |
|   | Current or Prior Kirschstein-NRSA Support (limit 1 page)  | F67 |
|   | Application for Concurrent Support (limit 1 page)  | F67 |
|   | Budget Information (Tuition/fees, stipend; provided by MSTP Office) | F68-F69 |
|   | Appendix  | F69 |

*As of July 2016*