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**OFFICE OF SPONSORED PROGRAMS**

***NATIONAL INSTITUTES OF HEALTH (NIH)  
FELLOWSHIP INSTRUCTIONS FOR NIH AND OTHER PHS AGENCIES  
SF424 (R&R) APPLICATION PACKAGES CHECKLIST***

When preparing NIH fellowship proposals, please follow the specific FOA ([PA-25-422](#)) along with the [Fellowship Instructions for NIH and Other PHS Agencies \(Forms Version I Series\)](#) along with any specific FOAs, NOSIs, or Related Notices. The guidance provided in the FOA/NOSI will supersede the general Fellowship Instructions. It is *critical* to verify the [Institute & Center \(IC\)](#) you are targeting is participating in the Parent Announcement. This checklist highlights, not replaces, the general Fellowship Instructions. *Please consult the guidelines for complete instructions.*

**REQUIRED FORMATTING**

Verify and follow all of the [NIH Format Attachments](#) guidelines.

- All documents must be submitted in PDF format.
- Use Arial, Helvetica, Palatino Linotype or Georgia type - 11 point font or larger. (Smaller font may be used for figures, graphs, diagrams, charts, tables, figure legends and footnotes but must be legible.)
- Use ½ inch margins all around for all pages.
- Filename: Length of uploaded document titles must not be more than 50 characters using the following characters: AZ, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.
- No information in header or footer - page numbers for the footer will be system-generated.
- Hyperlinks and URLs are only allowed when specifically noted in funding opportunities and/or form field instructions. It is highly unusual for a funding opportunity to allow links in Specific Aims, Research Strategy, and other page-limited attachments.
- Follow the [NIH Table of Page Limits](#).

**CHECKLIST**

*Application can be prepared by PI in [Grants.gov](#) Workspace*

<b><i>Form</i></b>	<b><i>Proposal Attachment</i></b>	<b><i>Instructions</i></b>
SF424 (R&R)	n/a	<ul style="list-style-type: none"><li>• Earliest start date and standard due dates can be found <a href="#">here</a>.</li><li>• Maximum project period is 5 years.</li><li>• Federal Identifier (Field 4.a.) is required for Resubmission, Renewal, and Revision Applications. Include only the IC and serial number of the previously submitted application/award number (e.g. use CA987654 from 1R01CA987654-01A1).</li><li>• The Descriptive Title (Field 11) is limited to 200 characters, including spaces and punctuation.</li><li>• Individual fellowship applicants must include a cover letter that contains a list of referees (including name, departmental affiliation, and institution).</li></ul>
Project/Performance Site Locations	n/a	<ul style="list-style-type: none"><li>• Include all project/performance site location(s) – generally the applicant organization is the primary location.</li></ul>

R&R Other Project Information		<ul style="list-style-type: none"> <li>• Answer questions 1-6.</li> <li>• If human subjects are included – Human Subject Assurance # is <i>FWA00000215</i>. <ul style="list-style-type: none"> <li>• <i>Enter the 8-digit number. Do not enter “FWA” before the number.</i></li> </ul> </li> <li>• If Vertebrate Animals are included – Animal Welfare Assurance # is <i>A3867-01</i>. <ul style="list-style-type: none"> <li>• <i>Enter the latest IRB or IACUC approval date (if available). Leave blank if pending.</i></li> </ul> </li> <li>• If the project involves foreign activities or international collaborations, you must upload a “Foreign Justification” to Field 12 – Other Attachments.</li> </ul>
	Project Summary/Abstract	<ul style="list-style-type: none"> <li>• Limited to 30 lines of text.</li> <li>• Do not include proprietary, confidential information or trade secrets.</li> </ul>
	Project Narrative	<ul style="list-style-type: none"> <li>• Limited to 3 sentences.</li> </ul>
	References Cited	<ul style="list-style-type: none"> <li>• Should include references cited in the PHS Fellowship Supplemental Form and the PHS Human Subjects and Clinical Trials Information Form.</li> <li>• Citations that fall under the Public Access Policy (authored or co-authored by the applicant and arose from NIH support) provide the NIH Manuscript Submission reference number or the PubMed Central (PMC) reference number.</li> <li>• Citations not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference.</li> </ul>
	Facilities & Other Resources	<ul style="list-style-type: none"> <li>• Describe the scientific environment in which the research will be done and how it contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport).</li> <li>• If there are multiple performance sites, describe the resources available at each site.</li> <li>• Early Stage Investigators (ESI) should include description of institutional investments such as resources for classes/travel/training, collegial support, logistical support, and financial support.</li> </ul>
	Equipment	<ul style="list-style-type: none"> <li>• List major items of equipment already available.</li> <li>• If there are no equipment items to list, upload a pdf with the “Equipment” heading and state, “No major equipment will be used to complete the proposed work.”</li> </ul>
R&R Senior/Key Person Profile (Expanded)		<ul style="list-style-type: none"> <li>• Must complete all fields – it is critical to include the eRA Commons ID in the “Credential, e.g., agency login” field.</li> <li>• The eRA Commons Personal Profile associated with the username entered in the Credential field must include an ORCID ID.</li> <li>• Current and Pending Support is not required at proposal stage.</li> </ul>
	Biosketches	<ul style="list-style-type: none"> <li>• Limited to 5 pages per biosketch.</li> <li>• Must use the <a href="#">NIH template</a>.</li> </ul>
PHS Fellowship Supplemental	Introduction to Application (for Resubmission applications)	<ul style="list-style-type: none"> <li>• Required only if the type of application is resubmission or if the NOFO specifies that one is needed.</li> </ul>
	Goals, Preparedness and Potential	<ul style="list-style-type: none"> <li>• Limited to 3 pages.</li> <li>• Must use the following headings in order: Overall Training Goals, Candidate’s Preparedness, Candidate Self-Assessment, and Scientific Perspective.</li> </ul>

	Training Activities and Timeline	<ul style="list-style-type: none"> <li>Limited to 3 pages.</li> <li>Describe, by year, the planned activities (coursework, professional development, research training project, mentoring, clinical activities, etc.) during the proposed award. Estimate the percentage of time to be devoted to each activity. The percentage should total 100 for each year.</li> <li>Detailed timelines of research training activities involving animals, human subjects, or clinical trials are requested in other sections of the fellowship application and should not be included here.</li> </ul>
	Research Training Project — Specific Aims	<ul style="list-style-type: none"> <li>Limited to 1 page.</li> </ul>
	Research Training Project — Strategy	<ul style="list-style-type: none"> <li>Limited to 6 pages.</li> <li>Must use the following headings in order: Scientific Foundation and Rationale, Approach, and Progress Report for Renewal Applications (if applicable).</li> </ul>
	Progress Report Publication List (for Renewal applications)	<ul style="list-style-type: none"> <li>Required only if the type of application is renewal.</li> </ul>
	Training in the Responsible Conduct of Research	<ul style="list-style-type: none"> <li>Limited to 1 page.</li> </ul>
	Sponsor(s) Commitment	<ul style="list-style-type: none"> <li>Limited to 6 pages.</li> <li>Each statement must use the following headings in order: A. Mentoring Approach and Candidate Mentoring Plan, B. Prior Commitment to Training and Mentoring, C. Commitment to the Candidate's Research Training Plan, D. Research Training Environment, and E. Candidate's Potential.</li> </ul>
	Letters of Support from Collaborators, Contributors, and Consultants	<ul style="list-style-type: none"> <li>Limited to 6 pages.</li> <li>Letters of support must be appended together and uploaded as a single PDF file.</li> </ul>
	Vertebrate Animals	<ul style="list-style-type: none"> <li>Required only if vertebrate animals are being used.</li> </ul>
	Select Agent Research	<ul style="list-style-type: none"> <li>Required only if select agents are being used.</li> </ul>
	Resource Sharing Plan	<ul style="list-style-type: none"> <li>Required only for applications that develop model organisms or research tools.</li> </ul>
	Authentication of Key Biological and/or Chemical Resources	<ul style="list-style-type: none"> <li>Required only if applicable.</li> <li>A maximum of 1 page is suggested.</li> </ul>
	Applications for Concurrent Support	<ul style="list-style-type: none"> <li>Limited to 1 page.</li> <li>Required only if applicable.</li> </ul>
PHS Human Subjects and Clinical Trials Information		<ul style="list-style-type: none"> <li>In general, sections 4 and 5 of this form are not required for Fellowship applications.</li> <li>An Inclusion Enrollment Report is required for all study records.</li> </ul>
	Use of Human Specimens and/or Data	<ul style="list-style-type: none"> <li>If you answered “Yes” to the “Does any of the proposed research in the application involve human specimens and/or data?” question, you must provide an explanation for any use of human specimens and/or data not considered to be human subjects research.</li> </ul>
	Inclusion of Individuals Across the Lifespan	<ul style="list-style-type: none"> <li>Required.</li> </ul>
	Inclusion of Women and Minorities	<ul style="list-style-type: none"> <li>Required.</li> </ul>

	Recruitment and Retention Plan	<ul style="list-style-type: none"> <li>Required unless you selected only Exemption 4 and no other exemptions on the “1.3 Exemption Number” question.</li> </ul>
	Study Timeline	<ul style="list-style-type: none"> <li>Required if you answered “Yes” to all the questions in the “Clinical Trial Questionnaire.” Optional if you selected only Exemption 4 and no other exemptions on the “1.3 Exemption Number” question OR if you answered “No” to any of the questions in the “Clinical Trial Questionnaire.”</li> </ul>
	Protection of Human Subjects	<ul style="list-style-type: none"> <li>Must use the following headings in order: Risks to Human Subjects, Adequacy of Protection Against Risks, Potential Benefits of the Proposed Research to Research Participants and Others, and Importance of the Knowledge to be Gained.</li> </ul>
	Data and Safety Monitoring Plan	<ul style="list-style-type: none"> <li>Required if you answered “Yes” to all the questions in the “Clinical Trial Questionnaire.” Optional for all other human subjects research.</li> </ul>
	Overall Structure of the Study Team	<ul style="list-style-type: none"> <li>Optional.</li> </ul>
	Statistical Design and Power	<ul style="list-style-type: none"> <li>Required if you answered "Yes" to all the questions in the "Clinical Trial Questionnaire." Otherwise, do not complete.</li> </ul>
	Dissemination Plan	<ul style="list-style-type: none"> <li>Required if you answered "Yes" to all the questions in the "Clinical Trial Questionnaire." Otherwise, do not complete.</li> </ul>
PHS Assignment Request	n/a	<ul style="list-style-type: none"> <li>Optional.</li> <li>For use only if you wish to communicate specific awarding component assignments or review preferences.</li> </ul>
Reference Letters	n/a	<ul style="list-style-type: none"> <li>At least 3, but no more than 5, are required.</li> <li>Must be submitted by the application due date.</li> <li>More information can be found <a href="#">here</a>.</li> <li>You may wish to provide <a href="#">Instructions for Fellowship Applicant Referees</a> to your referees.</li> </ul>