NIH Fellowship Grants
System to System
Fellowship Mechanisms:

All fellowship opportunities are listed in the NIH Fellowship Kiosk.

Kiosk: [http://grants.nih.gov/training/F_files_nrsa.htm](http://grants.nih.gov/training/F_files_nrsa.htm)

F30 - Individual Predoctoral NRSA for MD/PhD. Fellowships

F31 - Predoctoral Individual National Research Service Award

F32 - Postdoctoral Individual National Research Service Award

F33 - National Research Service Awards for Senior Fellows

Current Electronic Submissions @ Duke:

+ Grants.Duke

Beginning with August 8th Submission of NIH Fellowships ONLY:

+ on the web + Grants.Duke
Part One
SPS Entry
NIH Fellowship Grants
System to System
Part One
SPS Entry

Main Notebook

Main Page – Sponsor/Mentor role remains in the PI. PI Fellow role remains in the Fellow category.

Sponsor Page –
- Specify as yes that the proposal will be submitted via GRANTS.DUKE (S2S).
- Enter the appropriate F series solicitation on the Sponsor page.

Activity Page –
- Fellowship should be marked as the Proposal Activity.
- Does your proposed research include a Clinical Trial question must be answered.

Personnel Roster Notebook - Project Role box for PI changed to Sponsor.

Budget Notebook –
- Utilize the Fellowship template for budget creation.
- Tuition and fees costs should be identified and described within the Research Strategy.

Protocol Notebook – Complete IRB and IACUC information as usual within the SPS record.
So, what’s changed in terms of …..?

SPS:
You will still enter the fellowship information into SPS as you have done in the past. However, please note the following tips:

1. Main Notebook: Main Page
- The SPS PI is the sponsor/mentor.
2. Main Notebook: Sponsor Page

- You must answer yes this proposal will be submitted via GRANTS.DUKE (S2S)
- You must enter the solicitation #/ program announcement #.
SPS:
2. Main Notebook: Activity Page
• Be sure you have marked the activity as Fellowship
• You must answer the clinical trial question
SPS:
3. Personnel Roster Notebook: Roster Page
   • Be sure you have changed the Project Role of PI to Sponsor
SPS:

4. Budget Notebook: Templates Page
   - Utilize Fellowship template for allowable budget categories: Fellowship Stipend/Other Expenses/Tuition and Fees
SPS:
4. Budget Notebook: Summary Budget Page
• Budget levels for stipend and institutional allowance are determined by NRSA guidelines (refer to NOT-OD-11-067)

Please Note:
Institutional Allowance is captured in Other Expenses Budget Detail
Notes on Budget:

• If tuition and fees are needed, costs associated with the courses planned that support the research training experience should be described within the Research Strategy section of the Research Training Plan.

• For F series, with the exception of F33, no additional budget information is required. The final stipend and institutional allowance will be determined at time of award.
**SPS:**


- You will still enter the protocol information into SPS as you have done in the past.

<table>
<thead>
<tr>
<th>Registry</th>
<th>IRB Approval Date</th>
<th>IRB Expiration Date</th>
<th>Status</th>
<th>Review Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>pending</td>
<td>Full IRB</td>
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</table>

Institutional Review Board

Will human subjects be used at any time during the project period?  Yes  No

If the proposed research is believed exempt from federal regulations governing use of human subjects, please check all applicable exemption categories.

<table>
<thead>
<tr>
<th>Exemption Categories</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

Protocol Information:

Please provide the following information if human subjects will be used.

Will human embryonic stem cells be used at any time during the project period? Yes  No

If yes, list the registration number[s] of the specific cell line[s]. Enter each cell line as its own row. If specific cell lines cannot be referenced, enter a statement that one from the Registry will be used.
How does this change the way we do business in terms of .....?

Documentation required for ORA review:
• All administrative portions are still due into our office for review 7 business days prior to the deadline.
  • SPS record complete & fully routed to ORA
  • Signed DPAF (PRINT DPAF from SPS Web)
  • Signed PHS 416 Assurance Form (ORA website)
  • Adobe package with all administrative portions complete.
• Completed Adobe Package due to our office 2 business days prior to the deadline.
Part Two
SPS Web Entry
NIH Fellowship Grants
System to System
Part Two
SPS Web Entry

Access to SPS Web: Go to https://adgapps.duhs.duke.edu/sb

- Click on Sponsored Projects System Web in the Research box
- Click on the Proposals hyperlink
- Enter in your SPS record number, hit enter, and then click on the Proposal ID hyperlink

Print DPAF link

This will be the required DPAF page that will need to be signed by the Sponsor/Mentor and the PI/Fellow to complete the F application. This captures all F series assurances which replaces the PHS 416 Assurance form which is no longer required.

Main page

Fellowship Info Tab will appear of the F Series application you need to complete on the main page. This information will be populating the Fellowship Supplement Form.

Protocols page

- Complete IRB and IACUC tab with necessary information
Access to SPS Web

https://adgapps.duhs.duke.edu/sb
Entering the Proposal Portal

Welcome to SPS on the Web

The Sponsored Projects System (SPS) is moving to the web. Below is a list of features that have already been ported. Please bear with us as we continue to add new features and enhance existing ones.

- **Proposals** - Currently limited to entering Fellowship Information for existing proposals

Click on Proposal Hyperlink
Click on Proposal ID hyperlink.
SPS Web Proposal Layout

1 - Tool Bar Navigation
   - Search Tab, Main Tab, & Protocols Tab

2 - Fellow Name Hyperlink
   - eRA Commons Name
   - CDMRP eReceipt User Name
   - Education Degree / Year
   - Citizenship Information

3 - Print DPAF
Refer to Slide 21 for Image location of each Layout Item

2 - Image of Text Box Display when Fellow Name Hyperlink is clicked
DPAF
Print Page
Required from
SPS Web to capture Fellowship
specific assurance
REMINDER:

Do not print DPAF from the “Old School” SPS Production module
Main Tab - Fellowship Info

Cells Highlight until data entered has been saved

Data will populate the PHS Fellowship Supplement Form
Protocols Tab - IRB

Additional data entry to SPS Web - data already entered in Old School SPS IRB Page must be answered FIRST (Slide 13)

Data will populate the PHS Fellowship Supplement Form
Additional data entry to SPS Web - data already entered in Old School SPS IACUC Page must be answered FIRST (Slide 13)

Data will populate the PHS Fellowship Supplement Form
Part Three
Grants.duke Entry
NIH Fellowship Grants
System to System
Part Three
Grants.duke Entry

All attachments are provided that will be necessary towards an F series application.

Please note that the Other Attachments grouping are Mandatory and will be required in
accordance with the F series guidelines.

Other Attachment 1 should have the following information **compiled into one pdf document:**

A. List of References - 3 required
B. Sponsor and Co-Sponsor Information
   . Research Support Available
   . Sponsor and co-sponsors' previous fellows
   . Training Plan, Environment, Research Facilities
   . Number of Fellow/Trainees to be supervised
   . Applicant's qualifications and potential for a research career
C. Collaborators and Dissertation Advisor (if applicable)
D. Certification Letter for Predoctoral Fellowship (F31) to promote diversity (if applicable)
Grants.duke Attachments

- **Introduction** - Limited to one page
- **Research Plan**
  - Unless noted in FOA, bibliography is required
  - Specific Aims is limited to one page
  - Research Strategy is limited to six pages
- **Human Subjects** – If yes, appropriate attachments must be added.
- **Other Research Training Plan Section**
  - If yes to Vertebrate Animals appropriate file must be attached.
  - Respective Contributions, Selection of Sponsor and Institution and Responsible Conduct of Research are required and limited to 1 page each.
- **Fellowship Applicant Information**
  - Goals for fellowship training and Activities planned under this award are mandatory and limited to 1 page.
**Sponsor(s) and Co-Sponsor(s)**

Sponsor and Co-Sponsor Information (all of the below in one attachment)

1. Research Support Available
2. Sponsor and Co-Sponsors’ Previous fellows
3. Training Plan, Environment, Research Facilities
4. Number of Fellow/Trainees to be supervised
5. Applicant’s Qualifications and Potential for a Research Career

1–5 should have the following information compiled into ONE PDF document
Other Attachments

Cover Letter is mandatory should include:

- Application title.
- Funding Opportunity (PA or RFA) title of the NIH initiative.
- Request of an assignment (referral) to a particular awarding component(s) or Scientific Review Group (SRG). The PHS makes the final determination.
- List of individuals (e.g., competitors) who should not review your application and why.
- Disciplines involved, if multidisciplinary.
- For late applications (see Late Application policy in Section 2.14) include specific information about the timing and nature of the cause of the delay.
Other Attachments

Cover Letter component – continued:

- When submitting a Changed/Corrected Application after the submission date, a cover letter is required explaining the reason for the Changed/Corrected Application. If you already submitted a cover letter with a previous submission and are now submitting a Changed/Corrected Application, you must include all previous cover letter text in the revised cover letter attachment. The system does not retain any previously submitted cover letters until after an application is verified; therefore, you must repeat all information previously submitted in the cover letter as well as any additional information.
Other Attachments

Cover Letter Component — continued:

- Statement that you have attached any required agency approval documentation for the type of application submitted.
- The same list of referees (including name, department affiliation, and institution) that is included in the Other Project Information Component Item 12, Other Attachments.
Other Attachments

Other Required Attachment 1 (pg. I-63 to I-65)
✓ List of References – at least 3 required

Additional Attachments (When Applicable)
✓ Collaborators and Dissertation Advisor.
✓ Certification Letter for Predoctoral Fellowships (F31) to Promote Diversity.

Facilities

Facilities Description is required unless noted in the FOA
Validation – Check for Errors/Warnings

The proposal has not yet been centrally approved.

You must indicate in SPS Web whether or not vertebrate animal usage is intended at the time (SPS Web Proposals, Protocols, IACUC pages).

The PI Fellow, Laurie A. Henry, does not have an eTA Common name. Please dist the PI Fellow’s name link to add one.

Amy C. Barbee does not have a bio-sketch attached.

Stephanie D. Cash does not have a bio-sketch attached.

Include a Cover Letter attachment must be included.

A Research Strategy attachment must be included.

Specific aims attachment must be included.

A Description of proposed research attachment must be included.

A Selection of Sponsor and Institution attachment must be included.

A Grade Cover Letter attachment must be included.

A Conjoint Support Description attachment must be included since this proposal indicates that this applicant has applied for concurrent support.

Warnings

A Protection of Human Subjects attachment must be included since this proposal indicates the use of Human Subjects. Failure to include one will cause an error at NIH.

A Inclusion of women and minorities attachment must be included since this proposal indicates the use of human subjects and exemption 4 has not been claimed. Failure to include one will cause an error at NIH.

A Targeted/Planned Enrollment attachment must be included since this proposal indicates the use of human subjects and exemption 4 has not been claimed. Failure to include one will cause an error at NIH.

A Inclusion of children attachment must be included since this proposal indicates the use of human subjects and exemption 4 has not been claimed. Failure to include one will cause an error at NIH.

A Vertebrate animals attachment must be included since this proposal indicates the use of Vertebrate Animals. Failure to include one will cause an error at NIH.

Form Sections & Attachments

The list below shows ALL the forms and attachments relevant to this funding opportunity. In most cases, a proposal will not require all the listed attachments. Some forms may not have...
Release – Fellow Responsible

Release for Submission

ASSURANCES AND APPROVALS:

FELLOW/FACULTY SPONSOR(S) ASSURANCE: The Fellow and Sponsor(s) certify that the information submitted within the application is true, complete, and accurate to the best of the Fellow’s and Sponsor(s)’ knowledge: (1) that any false, fictitious, or fraudulent statements or claims may subject the Fellow and Sponsor(s) to criminal, civil, or administrative penalties; (2) that the Sponsor(s) will provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application; (3) that the Fellow has read the Ruth L. Kirschstein National Research Service Award Payback Assurance and will abide by the Assurance if an award is made; and (4) that the award will not support residency training.

Additionally, I certify that in conducting the proposed program, I will adhere to institutional policies as published in the University Manual and the Kirby’s Handbook, including conflict of interest, misconduct in research, intellectual property, and the use of human and animal in research.

For NIH applications: I certify that I will abide by Public Law 110-81 and the NIH Public Access Policy and will submit all publications resulting from this award to PubMed Central as required.

I Accept / Release for Submission  I Do Not Accept
Notes on Citizenship:

Please check to ensure your fellow’s citizenship status is compliant with NRSA guidelines as this impacts their eligibility to submit an application for individual fellowship.


Individuals on temporary student visas are not eligible for NRSA support.
Notes on Principal Investigator Status:

Please remember a Principal Investigator Status Request form is NOT required for the fellow to assume the role of PI for the fellowship application submission.

ADG will automatically switch the information on the application to list the fellow as PI on the actual application that is transmitted to NIH. **In eRA Commons, the fellow must have the role of PI but not in SPS.**