	COLLEGE OF MEDICINE Operating Procedure/Guideline	**Owner:** CoM Sr. Associate Dean for Operations & Finance
UNIVERSITY OF Cincinnati **Category:** CoM-Financial **Applicable for:** CoM Departments	**Fellowship Program (F30/F31) Application & Award Process** **Effective Date:** March 1, 2023 **Prior Effective Date:** N/A	**Responsible Office(s):** CoM Operations & Finance **Disseminated:** F-Series (F30/31) Grant Writing Course Participants, 3/17/2023

Background

The National Institutes of Health (NIH) award National Research Service Award (NRSA) individual fellowship grants to provide research experience to students and scientists at various stages of their careers. F30 awards are for students enrolled in a formally combined MD and PhD program (i.e Medical Scientist Training Program – MSTP – at UC). F31 awards are for students enrolled in a PhD or equivalent research degree program or other combined professional/clinical and research doctoral program in the biomedical, behavioral, or clinical sciences. NRSA fellowships are not renewable, require full-time effort, and are awarded for six years (F30) or three years (F31). NRSA awards pay for stipends, tuition and fees, institutional allowances for training-related expenses, and childcare costs (subject to certain caps and limitations). The NIH uses multiple dates for fellowship applications; F30/F31 award applications are due April 8, August 8, and December 8.

The purpose of these guidelines is to assist UC College of Medicine (CoM) students that apply for F30/F31 awards through UC and, if awarded, the process to set up and spend against the grant account at UC.

Guidelines

To submit an F30/F31 application through UC, students may utilize the grant application process as established by the UC Office of Research and the CoM Operations and Finance group.

1. Students should notify their program coordinator and faculty mentor of their intent to submit an F award application. Ideally this notification should happen as far in advance of the application due date as possible. At least 90 days prior to the application deadline is recommended.
2. The student, program coordinator, and faculty member should jointly reach out to the CoM Operations and Finance Pre-Award group to connect with a Senior Grant

Administrator. This initial contact should happen at the same time as step #1 above, as far in advance as possible, and no later than 30 days prior to the application deadline. The student should provide the following information when initially contacting the Senior Grant Administrator:

   a. PI Name (typically the student name)
   b. Funding Mechanism (program announcement or funding announcement. Ex: PA-21-051)
   c. Funding Period
   d. Grant Title (if available)
   e. Graduate Program
   f. NIH Submission Deadline (April 8, August 8, or December 8)

3. Students must have an eRA Commons account in order to submit an F30/F31 application. If a student does not have an eRA Commons account, the student should ask the Senior Grant Administrator to set up an account on behalf of the student. Students will receive an email from eRA Commons requesting information to set up their personal profile and password.

4. The Senior Grant Administrator will serve as the primary point of contact for the student to coordinate the F30/F31 application process. Senior Grant Administrators are assigned to each CoM department. Please refer to Appendix A for a table of Senior Grant Administrator names, titles, and contact information. If the student is unsure as to what department or does not see their department listed, contact Steve Manning, Assistant Director Pre-Award, at manninss@ucmail.uc.edu, or 513-558-2045.

5. The Senior Grant Administrator will provide the student with a checklist of all information required for the application. Please see Appendix B for a sample checklist. The Senior Grant Administrator will also offer to meet with the student, either in person or virtually, and will confirm the date that all materials are due.

6. The NIH has published a series of helpful articles to guide students on the requirements for F30/F31 applications. Please refer to Appendix C and Appendix D for links to the NIH website that contain important information regarding application format, biosketches, page limits, reference letters, and NIH contact information.

7. CoM policy is that <u>all</u> application materials must be provided by the student to the Senior Grant Administrator five business days prior to the NIH submission deadline.

8. After the student submits the application materials, the Senior Grant Administrator will compile the information, upload into the UC Kuali Grant Management System, and route the proposal for approval. The first approval is from the student, the second is from the department chair or EDBA, and the final approval is from the CoM Operations and Finance Authorized Organization Representative. After all approvals have been obtained, the Senior Grant Administrator will transmit the application to the NIH.

Students may log in to their eRA Commons account to ensure that the application was received by the NIH and to check the status of the application. If a student's F30/F31 application is successful, the NIH will provide a Notice of Award (NOA) to the student. To access grant funds, students must follow the award setup process as established by the UC Office of Research and the CoM Operations and Finance group.

1. Students should provide a copy of the NOA to the Senior Grant Administrator, program coordinator, and faculty mentor <u>immediately upon receipt of the NOA</u>. The student will consult with CoM Operations and Finance, the program coordinator, and faculty mentor to select an activation date for the award. Coordination of the activation date between the student, program coordinator, faculty mentor, and CoM Operations and Finance is critical to ensuring that the grant is set up properly and in sync with UC payroll and account disbursement schedules.

2. The Senior Grant Administrator will utilize the NOA, activation date, and application materials to submit an SAP grant account setup request to the UC Sponsored Programs Accounting team.

3. Once the SAP grant account number has been established, the Senior Grant Administrator will provide the grant number to the student and the student may begin charging expenses to the award in accordance with the grant budget. The student will coordinate with their program coordinator, department business administrator, and the CoM Post-Award accounting team to assign effort, tuition and fees, and other related expenses to the grant account in the SAP accounting system.

4. Students should monitor expenses charged to the F30/F31 award on a regular basis to ensure accuracy and correct any errors on a timely basis. Students have access to the [CoM Grant Dashboard system](), which students may utilize to access fund reports which display total budget, amounts incurred to date, and remaining budget available.

Appendix A – Contact List

[CoM Operations & Finance Contact List]() (on UC Sharepoint)

Appendix B - Checklist

[F30 Checklist]() (on UC Sharepoint)

[F31 Checklist]() (on UC Sharepoint)

Appendix C – NIH F Award Guidelines

[Instructions]() (on UC Sharepoint)

[Page Limits]()

[Formatting Requirements]()

[Reference Letters]()

Appendix D - Biosketches

[Instruction Page for Bios]()

[Blank Bio Format Page]() (on UC Sharepoint)

[Sample Bio]() (on UC Sharepoint)

[Bio FAQ's]()

[SciENcv: Science Experts Network Curriculum Vitae]() – resource to use when creating bios