

Ruth L. Kirschstein National Research Service Awards (NRSA)

Effective July 1, 2011, the Office of Research Administration (ORA) will assume primary responsibility for high level administration of NRSA applications and awards, which was previously handled by Graduate Division.

Authority

Form	Institutional Signature Required?	Signing Official(s)	Paper or Electronic?	Applicable Project Type(s)
Application/Proposal (SF424)	Yes	OCGA Grant Analyst or DRA	Electronic – UCLA S2S Grants	Individual Fellowships (F type) Institutional Training (T type)
Statement of Appointment (PHS 2271)	No	n/a	Electronic – NIH xTrain	Institutional Training (T type)
Activation Notice (PHS 416-5)	Yes	OCGA Grant Analyst	Paper	Individual Fellowships (F type)
Payback Agreement (PHS 6031)	No	n/a	n/a	Individual Fellowships (F type) Institutional Training (T type)
Progress Report for Continuation Support (PHS 416-9)	Yes	OCGA Grant Analyst or DRA	Paper	Individual Fellowships (F type)
NRSA Termination Notice (PHS 416-7)	Yes	EFM Team Supervisor	Electronic – NIH xTrain	Individual Fellowships (F type) Institutional Training (T type)

Proposals/Applications

UCLA uses [S2S Grants](#) to prepare, validate, and submit electronic applications to NIH. To utilize the S2S Grants system to prepare NRSA applications, fellows must have a Professional Profile in

the system. Depending on the practices of the mentor's department, applicants may also need to get registered as users in S2S Grants to prepare, edit and/or review the application. Applicants should consult with their mentor to identify the appropriate business official or fund manager in their department to assist them with the coordination, preparation and routing of applications to the signing official. Authority to approve and submit F-type applications rests with [Grant Analysts](#) in OCGA and Departmental Research Associates in a limited number of departments.

Application Overview

All grant applications for the Individual National Research Service Award (NRSA) Fellowships (F-series) require electronic submission through Grants.gov to eRA Commons. These include:

- F30 (dual doctoral degree fellowships)
- F31 (predoctoral fellowships)
- F32 (postdoctoral fellowships)
- F33 (senior fellowships)

For a complete listing of Fellowship Program Announcements (PAs), see the [F-Kiosk](#).

Where to Find Answers to Some Frequently Asked Questions

1. **What are the citizenship requirements for an individual NRSA?**
Visit page I-96 of the [Individual Fellowship Application Guide for NIH and AHRQ](#).
2. **Am I eligible for a F31 Diversity NRSA?**
Visit Section 3: Eligibility Information on the [Program Announcement for the Ruth L. Kirschstein NRSA for Individual Predoctoral Fellowships to Promote Diversity in Health-Related Research](#).
3. **How do I certify my eligibility for a F31 Diversity NRSA?**
Please visit the [Certification Letter for NRSA Individual Predoctoral Fellowships to Promote Diversity in Health-Related Research](#).
4. **How do my referees submit letters of reference?**
The following change in policy is effective for Individual Fellowship (F) applications intended for April 8, 2011 and subsequent due dates. [NIH Notice NOT-OD-11-036](#) informs applicants that **the letters of reference are due by the application receipt deadline date**. Prior to this policy change, there was a 5 business days grace period for the receipt of letters of reference after the application receipt due date. The new policy eliminates the grace period.

Letters of reference may be submitted any time after the Funding Opportunity Announcement (FOA) opens and not later than the application due date. Reference letters can be submitted before the grant application submission. Such letters will be held and later linked to the appropriate application once they are received at NIH. See

[Reference Letter FAQs](#) for additional information.

5. **Where and how do I submit my NRSA application?**

Fellows should work the appropriate research administrator or fund manager in their mentor's home department to prepare the application in [S2S Grants](#). Once the application is complete, void or system errors or critical warnings, and proofread by both the fellow and mentor send an e-mail to the Grant Analyst or DRA indicating that the proposal is ready for review and submission. Include the proposal name, and fellow name in the e-mail. Once the application is submitted, be sure to check your eRA Commons account regularly for information about the status of your fellowship application after OCGA/DRA submits it to NIH.

Application Process

The [eRA Commons](#) is NIH's infrastructure for conducting interactive electronic transactions for the receipt, review, award, monitoring, administration, and termination of NIH grant awards to organizations and investigators (research scientists) worldwide.

All applicants **must have** an NIH eRA Commons User ID with "PI" as the designated role to apply for a NRSA Fellowship. To request an eRA Commons account or if you have forgotten your User ID:

- Email your [OCGA Grant Analyst and Specialist](#).
- Enter "NRSA - eRA Commons Account" in the subject line and provide your full name, and email address.
- Once the User ID is established, a system generated e-mail will be sent from the NIH Commons with the User ID and *temporary* password.

The link below includes the set of instructions to follow to apply for an individual NRSA. It includes screen shots of a sample application and tips to avoid many common errors:

READ THIS! [Step-by-Step Instructions for the National Research Service Award \(NRSA\) Application](#)

We strongly encourage you to use the instructions above in conjunction with the [NIH SF424 \(R&R\) Application and Electronic Submission Information](#), which provides detailed instructions and is easily searchable by keyword or topic.

After the submission date, usually within two (2) weeks, the Fellowship applicant and the sponsoring organization's authorized official will be able to access in the eRA Commons and view the following information regarding the grant application:

- Application assignment number
- Name, address, and telephone number of the SRO (if the review takes place in CSR) of the Scientific Review Group to which the application has been assigned for peer review; and
- Assigned Institute/Center information.

The outcome of the review of your application and other important information are also available in the eRA Commons.

Be sure to check your eRA Commons account regularly for information about the status of your fellowship application.

Check [NIH Standard Due Dates for Competing Applications](#) for approximate deadlines for notification.

"Just-In-Time" Documents

Just-in-Time (*JIT*) documents are requested by NIH after submission, but before awards are made. They should not be submitted unless specifically requested by an NIH Program Officer or Grants Management official.

- Prepare the requested JIT information and forward your Grant Analyst via e-mail for review and submission.
- **Note:** *Do not delay the JIT process waiting for subject approvals. If all other information is ready for submission, notify the grant analyst and they will submit all other JIT information. Follow-up with your Grant Analyst when approvals are received and they send them separately.*
- OCGA will not submit JIT unless specifically requested by NIH.
- Do not send JIT information directly to NIH without OCGA review and approval.

Awarding and Activation (for individual fellowships only)

NIH notifies the fellow and OCGA via e-mail when awards are made. If the award is an individual fellowship, the following steps must be completed in order for OCGA to establish the award at UCLA:

- The recipient completes:
 - [Individual Fellowship Activation Notice \(PHS 416-5\)](#) (*for individual fellowships only*) in its entirety, including faculty sponsor and award recipient signatures. The activation notice asks for the "full address where checks should be mailed." Please list the following information:

Administrative Main Cashier Office
Box 951432, 1125 Murphy Hall
405 Hilgard Avenue
Los Angeles, CA 90095-9000
 - Provides the [NRSA Payback Agreement \(PHS 6031\)](#) in addition to the original activation notice. **This applies only to F32 recipients.**
- The recipient submits the original, signed paper form(s) to:

Office of Contract and Grant Administration
Attn: *enter name of grant analyst*
Kinross Building, Suite 211

Campus Mail Code: 951406

- The grant analyst will sign and forward the original Activation Notice and the Payback Agreement (F32 applicants) to NIH via UPS.
- The fellow and departmental administrator will receive two e-mail notifications:
 - From OCGA indicating that the forms have been sent.
 - From UPS confirming receipt of the shipment (at NIH).
- The complete file will then be forwarded to the Office of Research Data Management (ORDM) to generate an award synopsis and assign a fund number.
- ORDM will notify the departmental fund manager via e-mail when the fund number is assigned.
- OCGA will notify the departmental administrator and fellow via e-mail when the award synopsis is available on the [ORA Portal](#).
- Once the fund number is assigned, the sponsoring department submits the Graduate Division Fellowship Award Transmittal ("Form 10" available at jasmine.gdnet.ucla.edu) to Financial Services, 1228 Murphy Hall, Mail code 144401, to begin award disbursement.
- Fellowship disbursements should match the activation date to insure fellows receive their awards in a timely manner and allow departments to better track payments. For example, if you are activating the fellowship on July 15, 2011, the fellowship disbursement will be prorated to begin on July 15 and end on July 14, 2012. Unlike salary which is paid at the end of the applicable month, fellowships are paid one-two weeks prior to each corresponding month.
- Department administrators can learn more about processing award disbursements by visiting: <http://www.gdnet.ucla.edu/gss/postdoc/pdvsworkshop.htm>.

Progress Reports

The recipient must submit an annual progress report ([PHS 416-9](#)) to NRSA, which serves as the basis for determining whether to fund each additional year (after the initial year) of recommended support under a Ruth L. Kirschstein National Research Service Award (NRSA) Individual Fellowship.

The report must include information related to the current year's progress as well as plans for the coming year. For NIH fellowships, the progress report is due **2 months** before the beginning date of the next budget period. Fellows are encouraged to contact the fund manager for the mentor's department in advance of the deadline for assistance with preparing, reviewing, and routing their progress report to OCGA.

- For OCGA (Grant Analyst) submission, progress reports and internal documents are due to OCGA **at least 5 days prior to the due date**.
- For DRA submissions, please consult your DRA for departmental deadlines.
- Reports are prepared in hard copy form following the guidelines referenced above.

- Once the report is prepared and proofread by both the fellow and mentor, submit the following to your OCGA Grant Analyst or DRA:
 - Original and two copies of the report
 - Original [NIH/PHS Signature Form](#) signed by the fellow
 - Original [Goldenrod](#) signed by the mentor
- The Grant Analyst/DRA will review and either; provide feedback or approve and send the report to NIH, and notify the fellow via e-mail when the application has been sent.

Termination Notices

All NIH termination notices must be prepared and submitted electronically through xTrain with the approval of the Extramural Fund Management in ORA. Fellows/trainees should consult with their department for specific information on departmental practices or procedures related to termination notices for either individual fellowships (F awards) or institutional training grants (T awards).

Individual Fellowships:

- The NRSA Fellow completes the NRSA Termination Notice (PHS 416-7) in eRA Commons xTrain upon completion of their individual fellowship.
Click [here](#) to view a sample form.
- Once complete, the fellow routes the termination notice to the Business Official (BO).

IMPORTANT: The fellow is advised review the termination notice with his/her departmental fund manager or fellowship coordinator before routing to the BO.

- The Business Official selected from the xTRAIN drop-down list should be the [EFM team supervisor](#) for the sponsoring (mentor's) department.
- The Business Official (EFM supervisor) will receive an autogenerated e-mail from the eRA Commons when the notice is ready for review/submission.
- EFM verifies the total amount of stipend payments against the ledger.
- If it matches, EFM processes the approval on xTrain.
- If it does not match, EFM informs the fellow and sponsoring department of necessary action be taken to correct the payment schedule and/or a revise the NRSA Termination Notice in xTRAIN.

Institutional Training Grants:

- The PD/PI or departmental administrator with the ASST role and PD/PI delegated authority, completes the NRSA Termination Notice (PHS 416-7) in eRA Commons xTrain upon completion of each trainee.
Click [here](#) to view a sample form.
- The PD/PI routes the termination notice to the Business Official (BO).

IMPORTANT: Regardless of who prepares the termination notice, preparers are advised to review the termination notice with their departmental fund manager or fellowship coordinator before routing to the BO.

- The Business Official selected from the xTRAIN drop-down list should be the [EFM team supervisor](#) for the mentor/PI department.
- The Business Official (EFM supervisor) will receive an autogenerated e-mail from the eRA Commons when the notice is ready for review/submission.
- EFM verifies the total amount of stipend payments against the ledger.
- If it matches, EFM processes the approval on xTrain.
- If it does not match, then EFM informs the sponsoring department of necessary action be taken to correct the payment schedule and/or a revise the NRSA Termination Notice in xTRAIN.

IMPORTANT: Regardless of who prepares the termination notice, preparers are advised to review the termination notice with their departmental fund manager or fellowship coordinator before routing to the BO.

NIH Grants Policy

The [National Institutes of Health Grants Policy Statement](#) provides, in a single document, the policy requirements that serve as the terms and conditions of NIH grant awards.

Important Information About Early Terminations

Early terminations require additional steps. Consult the [eRA Commons xTrain External/Institutional User Guide](#) for detailed instructions.