NRSA applications are always due to the Office of Contract and Grant Administration (OCGA) at least 5 business days prior to the NIH deadline. (NOTE: if the standard deadline falls on a weekend or federal holiday, it moves to the next business day). NRSA applicants should contact their mentor as early as possible to identify the appropriate business official or fund manager in their department to assist them with the coordination and preparation of applications.

ELECTRONIC APPLICATION SUBMISSION PROCESS
The electronic application submission process applies to the following F-series Ruth L. Kirschstein National Research Service Award (NRSA):

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

Below is a summary of the electronic submission process at UCLA. The guidance provided is intended to highlight some of the common questions and issues related to NRSA applications. It is by no means exhaustive. In addition, applicants/preparers should refer to the following resources:

- SF424 (R&R) Individual Fellowship Application Guide for NIH and AHRQ
- UCLA S2S Grants Project website
- UCLA OCGA Proposal Preparation website

GETTING STARTED
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. Detailed information on Professional Profiles and system access are available in the S2S Grants Business Processes and Procedures Handbook. Please contact your departmental business official or fund manager to request a Professional Profile, and system access (if necessary).

NIH uses the eRA Commons for conducting interactive electronic transactions for receipt, review, award, monitoring and administration of NIH grant awards to organizations on behalf of researchers and fellows. 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:

- 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.
- When users login for the first time using the temporary password, the system will prompt you to change the password before you can move forward.
- Once the password is changed, navigate to the “Personal Profile” tab and complete the following:
• Personal Information
• Race/Ethnicity
• Employments
• Degrees/Residency
• Trainee Specific

NOTE: The information in the fields above cannot be edited or viewed by UCLA personnel, unless users give explicit access to other users.

PREPARING THE APPLICATION
• All applications must be prepared using S2S Grants.
• Work with the business officer, fund manager or other appropriate administrator from your mentor’s department to get set-up in S2S Grants and coordinate the submission of the application.
• Follow standard OCGA processes and guidance for use of the S2S Grants system and submission of NIH proposals.
• Do not use Grants.gov Adobe-Forms-B application packages.
• OCGA will return Adobe-Forms-B applications without review.
• Do not register in Grants.gov.
• Be sure the PI (fellow) Commons ID is correctly indicated in the application. Incorrect Commons IDs can result in the application being rejected by NIH.

GRANT APPLICATION PACKAGE INSTRUCTIONS

General Guidelines:
• All attachments must be in PDF format.
• Attachments should not include headers or footers (including page numbers).
• No leading spaces in front of any entries.
• No special characters, etc. in attachment titles or text fields.
• Avoid copying and pasting information into text fields from Word, Word Perfect, etc. Doing so could result in illegal, hidden characters.
• Stay within the maximum page limits to avoid NIH rejection of your application.
• Be sure PI (fellow) Commons ID is correctly indicated in the application to avoid NIH rejection of your application.
• Refer to SF424 (R&R) Individual Fellowship Application Guide for NIH and AHRQ (“application guide) to search for specific topics by keyword or to find answers to your questions.

SF424(R&R) – cover page component (2 pages)
Field #1:
• For first-time submissions, check “Application”
• If an application has been submitted and needs to be corrected prior to the deadline, check “Changed/Corrected Application” and enter the “Federal Identifier” in Field #4.

Fields #2 and 3: Leave blank.

Field #4: Required for Changed/Corrected submission type, or Resubmission or Renewal application types.

Field #5:
• Applicant Information will be autofilled. Do not change this information.
- **Person to be contacted** ... should be the OCGA Grant Analyst for your department. Use the autofill feature to select the appropriate official and fill-in the information.

**Field #6:** This field will be autofilled. Do not change this information.

**Field #7:** This field is locked and cannot be changed.

**Field #8:** Refer to page I-43 of application guide.

**Field #9:** This field is locked and cannot be changed.

**Field #10:** Leave blank.

**Field #11:** The title should not exceed 81 character including spaces and punctuation.

**Field #12:** Make sure your dates are in full calendar years since F grants are disbursed monthly on a yearly basis. (eg. 7/1/2010 to 6/30/2013).

**Field #13:** This information will be autofilled. However, if the research will be done off-site, you should enter the congressional district where the project will be performed in the format: CA-030 (for California, 30th Congressional District).

**Field #14:** This information will be autofilled from the applicant (fellow) Professional Profile.

Note: When creating the Professional Profile in S2S Grants, “Department” should be your home department. “Division” should be your school or division. Verify that both conform to the Department and Division listed in the UCLA General Catalog Majors and Degrees. Failure to do so may cause NIH to delay acceptance of your application.

**Field #15:** This information will be autofilled from the budget. Do not change.

**Field #16:** Check “No, Program is not covered by E.O. 12372”.

**Field #17:** Check “I agree”.

**Field #18:** Leave blank, not required.

**Field #19:** **Person to be contacted** ... should be the OCGA Grant Analyst or DRA for your department. Use the autofill feature to select the appropriate official and fill-in the information.

**Project/Performance Site Location(s)**
- The **Project/Performance Site Primary Location** will be autofilled. From the PI (fellow) Professional Profile. If the work is being done off-site, the information should be overwritten on the form.
- If a portion of the project will be performed at any other site(s):
  - Click the pencil icon
  - Select **Hand-enter a Performance Site**
  - Fill in the information for additional site
- Refer to page I-53 of the application guide for additional guidance.

**RESEARCH & RELATED Other Project Information**
**Fields #1 and #2:**
- Check “Yes” or “No” as appropriate for your research activity
- If “Yes” is checked:
  - UCLA’s institutional assurance number(s) will autofill. Do not change these numbers.
  - If is recommended that you check “Yes” to IRB or IACUC review pending.
  - If you answer no, you will need to enter the date that the protocol was approved, not the date that the protocol approval expires. You will also need to provide a copy of your approval(s) to OCGA before they will submit the proposal.
• Refer to pages I-57 to I-59 of the application guide for additional guidance.

Fields #3 through #6:
• Check “yes” or “no” as appropriate, and provide additional information if necessary.
• Refer to pages I-59 to I-61 of the application guide for additional guidance.

Field #7:
• Limited to 30 lines of text.
• Refer to page I-61 of the application guide for additional guidance.

Field #8:
• Limited to two-to-three sentences of text.
• Refer to page I-61 of the application guide for additional guidance.

Fields #9 - #11:
• No page/text limit.
• Refer to pages I-62 and I-63 of the application guide for additional guidance.

Field #12: Refer to pages I-63 – I-63 of the application guide to determine applicability.

PHS Fellowship Supplemental Form

Section A. Application Type: This information will be autofilled from the cover page component.

Section B. Research Training Plan: Refer to pages I-82 to I-93 of the application guide for additional guidance.
• Field #1 is required for resubmission and revision applications only; limited to 1 page.
• Field #2 is required for all applications; limited to 1 page.
• Field #3 is required for all applications; limited to 6 pages.
• Field #4
  o required for renewal applications only
  o applicants may either fill out the MS Word version of the form, available as part of PHS 398 Forms and convert it to PDF for upload; or
  o use the auto-calculating form available as part of the forms in S2S Grants
• Field #5 is required for renewal applications only; no page limit.
• Field #6 should indicate “Yes” or “No” as appropriate.
• Fields #7 or #8 should indicate “Yes” or “No” as appropriate.
• Fields #9, #10, and #12 are required if you answered “Yes” to human subject use; no page limit.
• Field #11
  o required if you answered “Yes” to human subject use
  o applicants may either fill out the MS Word version of the form, available as part of PHS 398 Forms and convert it to PDF for upload; or
  o use the auto-calculating form available as part of the forms in S2S Grants
• Field #13 should indicate “Yes” or “No” as applicable to your project.
• Fields #14 and #15 are required if you answered “Yes” to use; no page limit.
• Field #16 is discussed on pages I-91 and I-92 of the application guide; no page limit. Fellows should consult with their mentor for applicability.
• Fields #17 and #18 are discussed on page I-92 and I-93 of the application guide; limited to one page each.
• Field #19:
  o No award will be made if an application lacks this component.
  o See NOT-OD-10-019 and page I-93 of the application guide; limited to one page each.
  o Consult with your mentor.
Section C. Additional Information:

- Field #1: Check “Yes” or “No”. If yes, identify the cell line(s).
- Field #2: Please enter an optional phone number as this becomes very helpful is there are last minute questions or concerns related to your application.
- Field #3: Optional or select from the drop-down list.
- Field #4: Select from the drop-down list.
- Field #5: Check “Yes” or “No”. If yes, select the Level and Type from the drop-down list, and enter the dates and grant number(s) (if known).
- Field #6: Check “Yes” or “No”. If yes an explanation, limited to one page, is required as an attachment.
- Fields #7 and #8 are required and limited to one page each.
- Field #9 is limited to 2 pages, if applicable.
- Field #10: check the appropriate box; refer to page I-96 of the application guide.
- Field #11: only required if fellow has changed institutions during the award period

Section D. Sponsor(s) and Co-Sponsor(s):

- Upload a single PDF document (6 page limit).
- Refer to page I-97 of the application guide.

Section E. Budget:

- Field #1: Senior Fellowship Applicants Only
  - This section is for F33 applicants obtained a Ph.D. or M.D. more than seven years prior to the proposed start date.
  - It should not be filled out by Predocs or Postdocs.
  - Refer to page I-98 of the application guide.
- Field #3:
  - Postdoctoral fellows should select “None Requested” since they do not have tuition and fees
  - Predoctoral fellows should
    - Select “Funds Requested”.
    - Enter only the amount of tuition and fees for each year (from the Graduate Division website).
    - Based on escalations during recent years, Graduate division recommends 10% escalation per year.
    - DO NOT include Stipend Allowance here.

Section F – Appendix:

- Must be in PDF format
- Strict limits on what is allowable as appendix material.
- Refer to pages I-98 and I-99 of the application guide.

PHS Cover Letter Form

- A cover letter is required as a PDF upload.
- No page limit.
- Refer to pages I-76 – 1-78 of the application guide.
FINAL STEPS

- Print and carefully proofread a PDF copy of the entire application before submitting it to OCGA for review and submission.
- Make sure that the following UCLA/OCGA internal documents are uploaded into the Proposal Summary/Documents section of the S2S Grants application.
  - **Goldenrod form:**
    - All fields completed
    - Mentor indicated as PI
    - Fellow’s name and registered academic department indicated in section 5
    - Enter direct and total costs as they appear in Section E of the PHS Fellowship Supplemental form
    - Enter $0 for F&A costs
    - Signed by, at least, the Mentor
  - **NIH/PHS PI Signature Form**
    - All fields completed
    - Signed by the Fellow
- Make sure that the S2S Grants systems validations indicate no errors and that warnings, if any, are not critical.
- Notify the OCGA Grant Analyst and C&G Specialist that the application is ready for review and submission in S2S Grants.
- OCGA will review the application and either:
  - Provide feedback on necessary and/or recommended changes; or
  - Submit the application.
  - Check your e-mail regularly.
- Once the application is submitted, OCGA will notify the fellow and departmental contact via e-mail that the application has been submitted.
- After the application has been validated by the NIH eRA Commons the fellow will receive a system generated e-mail from the Commons and a two-day Viewing Window begins in the NIH eRA Commons. Use this time period to:
  - Review errors and warnings.
  - View compiled application to ensure integrity of the PDF conversion.
- The NIH eRA Commons two-day viewing window is NOT to:
  - Correct typographical errors.
  - Correct warnings from validations (as only "errors" prevent NIH acceptance).
  - Make corrections based on input from sponsors and/or mentors.
- Once the e-mail is received, the Fellow should:
  - Login to the Commons.
  - Navigate to the “Status” tab.
  - Select the “Recent/Pending eSubmissions” hyperlink from the left side of the screen.
  - Push the “Search” button.
  - The eSubmission status will indicate either “Pending Verification” or “eSubmission Error”.

Applications with eSubmission Errors:
If an application has errors, NIH will reject it until the errors are corrected.
• Review the errors in the NIH eRA Commons.
• Work with the research administrator in your department to address the errors.
• Change the application type to “Changed/Corrected”.
• Enter the Grants.gov (e.g. GRANT00878396) in Field #4 (Federal Identifier).
• Notify your OCGA Grant Analyst and C&G Specialist that the updated application is ready for submission.
• Only make changes to the application to address the errors.

Applications with Warnings:
Most warnings are simply that, warnings. NIH will accept the application. If you wish to go forward with the warnings, and the assembled application is acceptable, no action is required. If you choose to address the warnings follow these instructions:

1. Notify OCGA Grant Analyst and C&G Specialist that you want to address warnings.
2. Change the application type to "Changed/Corrected."
3. Enter the appropriate NIH number (e.g. AN:0340896 for New applications or CA112233 for Resubmission or Renewal applications) in Field #4 (Federal Identifier).
4. Make the necessary changes.
5. Notify your OCGA Grant Analyst and C&G Specialist that the updated application is ready for submission.
6. Include an explanation of the warnings that have been corrected.
7. Only make changes to the application to address the warnings.

Applications with PDF Compilation Issues:
If the PDF compilation results in the format of the application being compromised, you may submit a changed/corrected application. Follow the same steps as for "warnings" above.

**IMPORTANT NOTE:** Changed/Corrected applications must be submitted prior to NIH’s published deadline, or they are subject to the NIH late submission policy.

CHECKING APPLICATION STATUS IN eRA COMMONS

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.
• Review outcome and other important information will also be available in the eRA Commons.

CONTACTS AND RESOURCES

Office of Contract & Grant Administration

• List of Contacts by Department
• S2S Grants Login
• S2S Grants Resources
• S2S Grants Help Desk: s2sgrants@research.ucla.edu
NIH NRSA Fellowship Resources

- NIH eRA Commons
- Detailed Application Instructions: SF424 (R&R) Individual Fellowship Application Guide for NIH and AHRQ (the guide)

Graduate Division

- Office of Postdoctoral and Visiting Scholar Services (OPVSS) Staff
  - April de Stefano, Director  adestefano@gdnet.ucla.edu  310-825-0636
  - Jenny Tang, Analyst  jting@gdnet.ucla.edu  310-206-8791
- Website: http://www.gdnet.ucla.edu/gss/postdoc/nihadmin.htm