

Preparing an NIH F31 pre-doctoral fellowship
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Due dates for year: 4/8, 8/8, 12/8

Parts of the F31

Applicant

- Research strategy, only ~10% science (1pg Specific Aims& 6p Plan)* **Most important part**
- Activities Planned Under This Award
- Doctoral Dissertation
- Goals for Fellowship Training and Career
- Resource Sharing Plan
- Respective Contributions
- Responsible Conduct of Research
- Selection of Sponsor and Institution
- Biosketch (**you need to download the document**)
- Specific justifications for animal/human subjects, bioagents, etc.
- Project Narrative
- Project Summary

Professors

- Sponsor and co-sponsor statements
- Institutional environment and commitment to training (Grad Student Director)
- Letters of recommendation

Choosing Co-Sponsor and Letters of Recommendation:

- You should have your biosketch and specific aims page generated before contacting these individuals.
- Your Co-sponsor is someone that can provide additional expertise in a subject/technique outside the expertise of the sponsor.
- Currently, you need three letters of recommendation from faculty. Try to make the reference letters diverse (one from outside the department). **They have instructions you need to send them (downloadable word document).**

Important Resources:

General Guide over Fellowships

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/fellowship-forms-d.pdf>

Funding Opportunity Announcement (**Supersedes the directions in the general guide**)

<https://grants.nih.gov/grants/guide/pa-files/pa-14-148.html>

Informal guidelines

http://www.pitt.edu/~gsiegle/Siegle-f31hints-BehaviorTherapist10_fordistrib.pdf

Administrative tasks to keep in mind

1. Set up an eRA commons account (Debra Mann at Grants Management office)
MAKE SURE YOU ARE DESIGNATED AS PI!! This is necessary so letter of recommendation can be attached to your file
2. Determine what study section you will be submitting too
Pick carefully and consult with your PI and others
3. Contact grants management the week before due date

- Attach pdf copies of everything to SF424 form D/E since this is submitted to grants management, and they send to NIH

Review of application

- Check your funding paylines (NIAID impact score 17, no lines yet for 2018)
- Study section meets a little over a month before next grant submission
- Expect a score 3-5 days after the meeting concludes
- If scored: contact your PO
- If not scored: **DO NOT GIVE UP**. Even if first submission was not discussed, it can move to funded by the second time.