

Note: This form is intended to help you fill out the NIH application. All of the information below is derived from official NIH Fellowship Application Instructions, which can also be [found here](#).

This checklist should be used in tandem with the materials found on the UC San Diego [Graduate Division NIH F31 Submission Guide web page](#).

Before Internal Deadlines

1. Form your team, identify your key players:
 - Mentor/advisor (*they will be called sponsors in your application*)
 - Co-mentors
 - 3-5 referees
 - Fund Manager (*ask your mentor who is their fund manager, they will help you identify this person*)
 - [Graduate Coordinator](#) (*this person can help assemble information you need for your application. They will also need to be involved if you are awarded, letting them know ahead of time is helpful to you and them in the future*)
 - Graduate Fellowship Advisor
2. Solicitation number should be identified
Read solicitation, get familiar with requirements, eligibility, and what the award will provide if you are awarded (*for example: this award will only cover 60 percent of the requested tuition fees*)
3. Download reference information on Graduate Division website and NIH website like fellowship guides, etc.
4. [Create accounts](#) and link appropriately:
 - eRA Commons
 - ORCID ID

Intake Form Deadline

5. Submit intake form by [deadline](#).
6. Begin talking to your team about requirements, application materials, Quali record, etc. and begin working towards completion.
7. Work with your fund manager to establish Quali Record (KR)
Note: Be attentive to what your fund manager needs from you, at some point you will need to certify the KR. Be sure to provide whatever information the need in a timely fashion.
8. Open a new application package in ASSIST with the solicitation number.
9. Begin filling out ASSIST application using the [UCSD NIH F31 Application Guide](#).
10. Make sure to provide all of the necessary [information to your referees](#) so they can prepare to submit their letters to eRA Commons.

Internal Deadline

By this deadline, upload drafts to the application in ASSIST. ALL attachments must be uploaded and in good draft shape.

11. Send an email to mbmonroy@ucsd.edu with the following information:
 - ASSIST Identifier
 - Solicitation Number
 - KR Number
 - Fund Manager
 - A sentence stating that your application is ready for review
 - Do not update your application status
 - **For Diversity Applicants:** Email your certification letter signed by your department chair, the Graduate Fellowship Advisor will coordinate the Dean's signature for the document.
12. Keep working towards application completion
13. Begin Routing for [COI Forms](#)
 - Note: COI Forms are sent and submitted through Quali. Your fund manager can help send these COI forms to you and your mentors and or co-mentors. You, your mentor, co-mentors must submit COI forms.

Final Internal Deadline

The Graduate Fellowship Advisor will revise your application after the first internal deadline and send revisions to be completed prior to the final deadline. Make these revisions prior to the final deadline. By this deadline your final drafts should be uploaded.

14. Send an email to mbmonroy@ucsd.edu with the following information:
 - Attach assurance form (*found on [Graduate Division NIH F31 page](#), download and gather signatures*)
 - ASSIST Identifier
 - Solicitation Number
 - KR Number
 - Fund Manager
 - A sentence stating that your application is ready for review
15. You will update your application status when the Graduate Fellowship Advisor sends an email confirming that your application is ready for submission.
After the application status is updated, the Graduate Fellowship Advisor will submit the application to the agency.
16. Check in on your reference writers, letters of recommendation must be submitted to the eRA Commons system by the agency deadline.
Note: We will only be able to see if your referees attached their letters properly AFTER the Graduate Fellowship Advisor has submitted the application to the agency.