

If you are creating a KualI record for a graduate student fellowship, please fill out the fellowship questionnaire. It is not mandatory, however, answering this fellowship questionnaire will route your application to Graduate Division for further processing.

Graduate Division will process applications for single-degree seeking graduate students, who are not in a professional degree program (Pharm D, MD).

- If your student is a joint degree program, the student is considered to be a single-degree seeking. Joint degree is different from dual degree. A joint degree will result in one conferred degree and a dual degree will result in two conferred degrees.

NIH F32 or F30 are not processed by Graduate Division, these applicants should be routed to HSSPO.

General Information

1. Proposal Type: New or Resubmission
2. Lead Unit: Enter mentor's unit, if different from fellow
3. Activity Type: BasicResearch
4. Start Date: Enter [NIH standard](#) start dates
 - a. Cycle 1 (April): September or December of the year of application
 - b. Cycle 2 (August): April of next year
 - c. Cycle 3 (December): July of next year
5. End date: Enter accordingly to previous step and requested years of tuition and fees
6. Project Title: Enter fellow's project title
7. Sponsor: 5013 National Institutes of Health
8. Sponsor Deadline: Enter [NIH standard](#) start dates, April 8, August 8, or December 8 at 5:00 p.m. PST
 - a. if these standard deadlines fall on a holiday or weekend, the deadline moves to the following business day
9. Sponsor Deadline Type: Hard Deadline
10. Anticipated Agreement Type: Fellowship

Key Personnel

1. Add Personnel
2. Search for student under employee if currently in PPS (if not select Non Employee)
3. Assign a role: List the student as the PI of the application
4. Add the student's mentor as a co-investigator, repeat steps 1-2
5. Add any co-mentors to the record as co-investigators, repeat steps 1-2
6. Add any consultants or collaborators as key persons, repeat steps 1-2
7. The student, mentor, and co-mentors, MUST submit COI forms using KualI COI. Consultants and collaborators DO NOT.

Compliance

1. Add any special review items such as IRB approval or IACUC
2. P.I. Exception is not required for fellowship proposals
3. COI forms are required for all the student, mentor, and any co-mentors listed on the proposal
 - a. For detailed information on how to trigger COI forms in KualI, visit: <https://blink.ucsd.edu/sponsor/coi/kualicoi.html>

Questionnaires

1. Answer fellowship questionnaire
2. Answer, “yes” to fellowship in order to route the record to Graduate Division

Budget

- The budget is composed of the NIH stipend, institutional allowance, and tuition and fees. Use the [Graduate Division budget book](#) to calculate tuition and fees for your student.

Supplemental Information

- Enter org code from mentor’s department

Notes

- This fellowship excludes IDC
- PA Numbers
 - [PA-20-246](#): Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship (Parent F31)
 - [PA-20-251](#): Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship to Promote Diversity in Health-Related Research (Parent F31-Diversity)