


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](#).

- Before you begin filling out the form, make sure you have the right solicitation number, PA-21-051 for Parent Fellowship and PA-21-052 for the Diversity Fellowship.
- Each section must be uploaded separately, do not try to combine the attachments.
- Formatting can disqualify your application, please look at the [formatting regulations](#) before continuing on.
-  Indicates updated field

Format Regulations for Attachments	
Document format	PDF only ; do not use headers or footers
Font type/size *Recommended	Arial, Helvetica, Palatino Linotype, or Georgia typeface 11 or larger Black
Line spacing	No more than 6 lines of type within a vertical space of 1 inch Only single column formatting
Page size	0.5 x 11 0.5" margins on all sides
File Names If you don't follow the file name rules your application will be flagged with errors	File names cannot exceed 50 characters Don't use "&" sign 1 space in between words Don't start file name with a space
Citation Format	All citation formats are acceptable
Images (charts, etc.)	Only allowed in Research Strategy section

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The Graduate Division cannot assume responsibility for errors in the applicant's submission. We will do our best to review the format of your proposal; however final responsibility for format, content, and completeness rests with the applicant.

Before you begin your application:

1. Apply through the correct central office:
 - If the applicant is a single-degree seeking student enrolled in a graduate program, Graduate Division will process the application. However, if the student is enrolled in a professional degree program (i.e. PharmD, PharmD/PhD, or MD/PhD program), the applicant will need to contact Health Sciences Sponsored Project Pre-Award Office (HSSPPO).
2. To apply for the NIH F31 fellowship you will use the [ASSIST application portal](#) via NIH eRA Commons.
 - Your eRA Commons Login should have the role of PD/PI assigned to your username, if you do not have the role of PD/PI assigned, follow the steps below.
 - Set up your eRA Commons Login.
 - If you do not have an eRA Commons login please fill out his online form and request that a PD/PI role be assigned.
3. Search for the solicitation number **PA-21-051** if you are applying for a Parent Fellowship and **PA-21-052** if you are applying for a Diversity Fellowship.

Reference Letters:

Reference letters are a separate component of this application and will be completed through eRA Commons. Referees must submit reference letters through the eRA Commons by the application due date.

Selecting a Referee

- Submit 3-5 reference letters
- The letters cannot be from individuals directly involved in the application (No sponsor/co-sponsors)
 - Select the referee that will be able to speak best to your ability to carry out your proposal
- Include a list of referees (including name, department, and institution) in the cover letter (see #21 on the list of items below).

Instructions to Provide to Referees

Provide your referees with the appropriate instructions. Include your name (as shown in your Commons account, your eRA username, and the number of the FOA)

Letters must be submitted directly to the [eRA Commons](#)

[Instructions for Fellowship Applicant Referees](#) (MS Word - 16 KB)

Reference Letter Submission Process

For more information visit: <https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm>

Campus Requirements:

In order to submit a NIH F31 Application you will need a Quali Record number (created by your mentor's fund manager). You and your mentor will also need to submit Quali Conflict of Interest Forms. For more information about campus requirements, please visit the [NIH NRSA F31 Proposal Preparation page on Graduate Division](#), under the "How to apply" dropdown section.

SF424 Portion (Form D) or R&R Cover Page (ASSIST)

1	Type of Submission	Check the box labeled “Application”
2	Date Submitted Applicant Identifier	Enter date of agency deadline Last name, first_NRSA
3	Date Received by state State application Identifier	Leave Blank Leave Blank
4	a. Federal Identifier b. Agency Routing Identifier c. Previous Grants.gov Tracking ID	Only for resubmissions, email for details Leave Blank Leave Blank
5	Applicant Information	
	ORGANIZATIONAL DUNS	804355790 <i>note ASSIST will add extra zeros</i>
	LEGAL NAME	The Regents of the Univ. of Calif., U.C. San Diego
	DEPARTMENT	Leave Blank
	DIVISION	Graduate Division
	STREET 1	9500 Gilman Drive
	STREET 2	MC 0003
	CITY	La Jolla
	COUNTY/PARISH	San Diego
	STATE	California
	PROVINCE	Leave blank
	ZIP/POSTAL CODE	92093-0003
	Person to be contacted on matters involving this application	
	FIRST NAME	Michelle
	LAST NAME	Monroy
	POSITION/TITLE	Graduate Fellowship Advisor
	STREET 1	9500 Gilman Drive
	STREET 2	MC: 0003
	CITY	La Jolla
	COUNTY/PARISH	San Diego
	STATE	California
	PROVINCE	Leave blank
	COUNTRY	United States
	ZIP/POSTAL CODE	92093-0003
	PHONE	858-822-2938
	FAX	858-534-4304
	EMAIL	gradadvisor@ucsd.edu
6	Employer Identification (EIN) or (TIN)	1956006144A1
7	Type of Applicant	H: Public/State Controlled Institution of Higher Education
8	Type of Application	Check “New” if this is your first time submitting to NIH or first time submitting this project to NIH Check “Resubmission” if you are submitting this application to NIH for the second time
	Is this application being submitted to other agencies?	Answer yes or no and disclose which agency will also receive this proposal.
9	Name of Federal Agency	National Institutes of Health
10	Catalog of federal domestic assistance number	Leave blank
11	Descriptive Title of Applicant’s Project	Title of your project
12	Proposed Project Start Date	These are the earliest possible standard start dates for each cycle of NIH. If you are applying for :

	Only request FULL years of support	Cycle 1 (April): Cycle 2 (August): Cycle 3 (December):	September or December April of next year July of next year
13	Congressional District of Applicant	CA-049	
14	Project Director/PI Contact Information	This information is pre-populated from the Sr/Key Person tab. To change this information, change it in the Sr/Key Person tab.	
15	Estimated Project Funding	*refer to Budget Guide	
16	Is this application subject to review by the state executive order 12372?	Check “No” box: “This program is not covered by E.O. 12372”	
17/18	Self-explanatory		
19	Authorized Representative		
	PREFIX	Dr.	
	FIRST	James	
	LAST	Antony	
	POSITION/TITLE	Dean of Graduate Division	
	NAME OF ORGANIZATION	The Regents of the Univ. of Calif., U.C. San Diego	
	DEPARTMENT	Leave Blank	
	DIVISION	Graduate Division	
	STREET 1	9500 Gilman Drive	
	STREET 2	MC 0003	
	CITY	La Jolla	
	COUNTY/PARISH	San Diego	
	ZIP/POSTAL CODE	92093-0003	
	PHONE	(858) 534-6655	
	FAX	(858) 534-4304	
	EMAIL	graduatedean@ucsd.edu	
20	Pre-application	Pre-application materials are not needed for this application	
21	Cover letter	Attach to number 21 of SF424 R&R page	
	YOUR request to be assigned to a certain agency DOES NOT go in this section*	Address letter to the Division of Receipt and Referral	
		Include application title	
		Include solicitation number (PA-20-251 Diversity, PA-20-246 Parent)	
		Include a list of referees (including name, departmental affiliation, and institution).	
		Statement that you have attached any required documentation for the type of application submitted.	
		If the proposed studies will generate large-scale human or non-human genomic data as detailed in the NIH Genomic Data Sharing Policy Include a statement in the cover letter	
		If the proposed studies involve human fetal tissue obtained from elective abortions (HFT), regardless of whether or not Human Subjects are involved and/or there are costs associated with the HFT include a statement in the cover letter. For further information on HFT policy refer to the NIH Grants Policy Statement, Section 2.3.7.11 Human Fetal Tissue from Elective Abortions , Section 4.1.14 Human Fetal Tissue Research and Section 4.1.14.2 Human Fetal Tissue from Elective Abortions .	

*Requesting an Agency Assignment

If you would like your proposal to be assigned to a certain agency

1. Go to the top left side of the screen
2. Click on the tab that says “Actions”
3. Select “add optional form”
4. Select “Assignment Request”
5. This form will be added as a tab to your ASSIST application next to the “fellowship supplement” tab.
6. Fill out the form accordingly.

Other Project Information

1	Human Subjects	Not sure if your application requires human subjects approval? Click here for more information. NIH's 3 Exemptions Infographic Finding the appropriate exemption number If you will be using human subjects in your project and need to include a PHS Enrollment Inclusion Form , follow these instructions: <ol style="list-style-type: none"> 1. Go to the top left side of the screen 2. Click on the tab that says Actions 3. Select "add optional form" 4. Select "PHS Enrollment Inclusion Form" 5. This form will be added as a tab to your ASSIST application next to the "fellowship supplement" tab or "assignment request" tab
1a	IRB approval More information about IRB here , page F-32	IRB approval date is NOT required at time of submission If IRB is pending, leave blank
2	Vertebrate Animals	If animal involvement is anticipated within the period of award but plans are indefinite, check "Yes." If yes complete the vertebrate animals attachment (more information on pg F-34 of NIH Guide)
2a	IACUC	Enter latest IACUC approval date if available (must be within last 3 years) IACUC approval date is NOT required at the time of submission, goes for both Human and Animal subjects
3	Is proprietary or privileged information included in the application?	Check yes if your application contains: Patentable ideas/ trade secrets. Privileged, confidential commercial, or financial information should be included in applications only when the info is necessary to convey an understanding of the proposed project.
4-6	Self-explanatory	
7	Project Summary (abstract) 30 lines of text max	Mention: key focus, long-term goals, relevance to agency's mission, research design method Write in 3 rd person Don't describe past accomplishments
8	Project Narrative Three sentence max	Relevance to public health What will your research contribute to the field?
9	Bibliography and references Cited No page limit	Required. All citation formats are acceptable.
10	Facilities and Other Resources Not required but can help establish the feasibility of the project	Describe how the research site contributes to the probability of success, like, institutional support, physical resources, and intellectual rapport.
11	Equipment Not required	Not required but can help establish the feasibility of the project. List major items of equipment already available for project and, if possible, where it is and what it can do.
12	Other Attachments No page limit Do not use this section to attach other parts of the application that did not fit into the page limit, this is grounds for disqualification.	If applicable, Foreign Justification can be attached here


Sites

Project/Performance Site	
ORGANIZATION NAME:	The Regents of the Univ. of Calif., U.C. San Diego
DUNS NUMBER:	804355790 <i>*note ASSIST will add extra zeros, that's ok*</i>
STREET 1:	9500 Gilman Drive
STREET 2:	MC: XXXX ← your home Dept. Mail code
CITY:	La Jolla
ZIP/POSTAL CODE:	92093-XXXX ← Your Dept. Mail Code
PROJECT/PERFORMANCE SITE CONGRESSIONAL DISTRICT:	CA-049

Sr/Key Person Profile

Project Director/Principal Investigator	
CREDENTIAL, E.G., AGENCY LOGIN	Your eRA Commons ID. The system will not submit the application without it!
FIRST NAME	Your first name
LAST NAME	Your last name
POSITION/TITLE	Graduate Student Researcher
DEPARTMENT	Your home department
DIVISION	Enter School of Medicine, SKAGGS, or General Campus
STREET 1	9500 Gilman Drive
STREET 2	MC: XXXX ← your home Dept. Mail code
CITY	La Jolla
COUNTY/PARISH	San Diego
STATE	California
PROVINCE	Leave blank
ZIP/POSTAL CODE	92093-XXXX ← Your Dept. Mail Code
PHONE/FAX	Your personal phone
EMAIL	Your email
PROJECT ROLE	PD/PI
DEGREE TYPE	Enter highest degree received (DO NOT enter PhD)
DEGREE YEAR	Enter the year that the highest degree was received
BIOGRAPHICAL SKETCH	To download the format page and to view samples click here . List by institution and year all undergraduate and graduate courses, with grades. Explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale
	5 page max
CURRENT/PENDING SUPPORT	Not required at time of application
Senior/Key Person	
	Follow these instructions for each mentor/co-mentor/consultant
CREDENTIAL, E.G., AGENCY LOGIN	Your eRA Commons ID. The system will not submit the application without it!
FIRST/LAST NAME	Enter name of mentor as it appears on BLINK
POSITION/TITLE	If UCSD professor, look up on BLINK and enter exact title
DEPARTMENT	Professor's home department
ORGANIZATION NAME	The Regents of the Univ. of Calif., U.C. San Diego
DIVISION	Enter School of Medicine, SKAGGS, or General Campus
STREET 1	9500 Gilman Drive
STREET 2	MC: XXXX ← professor's home Dept. Mail code
CITY	La Jolla
COUNTY	San Diego
STATE	California
ZIP/POSTAL CODE	92093-XXXX ← professor's Dept. Mail Code
PROJECT ROLE	Other (specify)
OTHER PROJECT ROLE	Sponsor (do not write mentor) or Co-sponsor
DEGREE TYPE/DEGREE YEAR	Enter highest degree received and when it was received
BIOGRAPHICAL SKETCH	Refer to PD/PI section above
CURRENT/PENDING SUPPORT	Not required at time of application

Fellowship Supplemental Form

1	Introduction 1 page max	Only if resubmitting
2	Applicant's Background and Goals 6 page max	Organize the attachment in these sections with appropriate headings:
		<p>A. DOCTORAL DISSERTATION AND RESEARCH EXPERIENCE:</p> <ul style="list-style-type: none"> Briefly summarize your past research experience, results, and conclusions, and describe how that experience relates to the proposed fellowship. In some cases, a proposed fellowship may build directly on previous research experiences, results, and conclusions. In other situations, past research experiences may lead a candidate to apply for a fellowship in a new or different area of research. Do not list academic courses in this section. Applicants with no research experience: Describe any other scientific experiences. Advanced graduate students (i.e., those who have or will have completed their comprehensive examinations by the time of award): Include a narrative of your planned doctoral dissertation (may be preliminary). <p>B. TRAINING GOALS AND OBJECTIVES</p> <ul style="list-style-type: none"> Describe your overall training goals for the duration of the fellowship and how the proposed fellowship will enable the attainment of these goals. Identify the skills, theories, conceptual approaches, etc., to be learned or enhanced during the award, including, as applicable, expertise in rigorous research design, experimental methods, quantitative approaches, and data analysis and interpretation, as applicable. Discuss how the proposed research will facilitate your transition to the next career stage <p>C. ACTIVITIES PLANNED UNDER THIS AWARD</p> <ul style="list-style-type: none"> The activities planned under this award should be individually tailored and well-integrated with your research project. Describe, by year, the activities (research, coursework, professional development, clinical activities, etc.) you will be involved in during the proposed award. Estimate the percentage of time to be devoted to each activity. The percentage should total 100 for each year. Describe the research skills and techniques that you intend to learn during the award period. Provide a timeline detailing the proposed research training, professional development, and clinical activities for the duration of the fellowship award. Detailed timelines of research activities involving animals, human subjects, or clinical trials are requested in other sections of the fellowship application and should not be included here. The timeline you provide here should be distinct from the Study Timeline in the PHS Human Subjects and Clinical Trials Information form.
	Research Training Plan	For the next couple of sections
		<ul style="list-style-type: none"> Relate research to your career goals Explain the relationship between the applicant's research on the fellowship award and the mentor's ongoing research program. Should be tailored to your experience and allows you to develop career advancing skills
3	Specific aims 1 page max	Goals and expected outcomes Impact of results
4	Research Strategy 6 page max <i>Tip: If possible, keep section to a max of 5.5 pages, your reviewer will appreciate it</i>	Include the following sub-sections with appropriate headings: SIGNIFICANCE <ul style="list-style-type: none"> Explain the importance of the problem or critical barrier to progress that the proposed project addresses.

	<p><i>Tip 2: Try to include experts in your field of research who might review your application</i></p>	<ul style="list-style-type: none"> • Describe the strengths and weaknesses in the rigor of the prior research (both published and unpublished) that serves as the key support for the proposed project • Explain how your project will improve scientific knowledge, technical capability, and/or clinical practice in one/more broad fields. • Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved. <p>APPROACH</p> <ul style="list-style-type: none"> • Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Describe plans to address weaknesses in the rigor of the prior research that serves as the key support for the proposed project. Describe the experimental design and methods proposed and how they will achieve robust and unbiased results. Unless addressed separately in the Resource Sharing Plan attachment, include how the data will be collected, analyzed, and interpreted, as well as any resource sharing plans, as appropriate. Resources and tools for rigorous experimental design can be found at the Enhancing Reproducibility through Rigor and Transparency website. • For trials that randomize groups or deliver interventions to groups, describe how your methods for analysis and sample size are appropriate for your plans for participant assignment and intervention delivery. These methods can include a group- or cluster-randomized trial or an individually randomized group-treatment trial. Additional information is available at the Research Methods Resources webpage. • Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. • If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work. • Explain how relevant biological variables, such as sex, are factored into research designs and analyses for studies in vertebrate animals and humans. For example, strong justification from the scientific literature, preliminary data, or other relevant considerations, must be provided for applications proposing to study only one sex. Refer to NIH Guide Notice on Sex as a Biological Variable in NIH-funded Research for additional information. • Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. If applicable, a full discussion on the use of select agents should appear in the Select Agent Research attachment below. • If research on Human Embryonic Stem Cells (hESCs) is proposed, but an approved cell line from the NIH hESC Registry cannot be chosen, provide a strong justification for why an appropriate cell line cannot be chosen from the registry at this time. • If you are proposing to gain clinical trial research experience (i.e., you will not be leading an independent clinical trial), briefly describe your role on the clinical trial. • As applicable, also include the following information as part of the Research Strategy, keeping within the two sections (Significance and Approach) listed above. • Preliminary Studies for New Applications: For new applications, include information on preliminary studies (including data collected by others in the lab), if any. Discuss the applicant's preliminary studies, data, and/or experience pertinent to this application.
5	<p>Respective Contributions</p>	<p>Describe the collaborative process between you and your sponsor/co-sponsor(s) in the development, review, and editing of this Research Training Plan.</p>
	<p>1 page max</p>	<p>Also discuss your respective in accomplishing the proposed research.</p>
6	<p>Selection of Sponsor and institution</p> <p>1 page max</p>	<p>Explain why you picked your sponsor and why you are doing research on campus. If you aren't doing research on campus, explain here.</p> <p>Foreign Institution: If you are proposing a research training experience at a foreign institution, describe how the foreign institution and sponsor offer special opportunities for training that are not currently available in the United States</p>
7	<p>Progress Report Pub. List</p>	<p>Leave Blank</p>

8	Training in the Responsible Conduct of Research 1 page max	Include the following subheads in your document: <ol style="list-style-type: none"> 1. FORMAT- <i>format of instruction</i> 2. SUBJECT MATTER- <i>describe the breadth of subject matter (Kuali COIs, human and animal subjects, lab safety, ethics, data management, authorship)</i> 3. FACULTY PARTICIPATION- <i>role of mentor(s) and co-mentors</i> 4. DURATION OF INSTRUCTION- <i>total number of contact hours of instruction</i> 5. FREQUENCY OF INSTRUCTION- <i>document prior instruction during current career stage, must occur once every 4 years and during each career stage</i>
9	Sponsor and Co-sponsor Statements 6 page max	Include the following subheads in your document: <p>Each sponsor and co-sponsor statement must address all of the following sections (A-E).</p> <p>A. RESEARCH SUPPORT AVAILABLE- use a table to list all current and pending research and research training support available to you for this project. Include funding source, identifying number, title of research/training program, name of the PD/PI, start and end dates, and the amount of the award. If one or more co-sponsors is proposed, this plan should describe the role of each sponsor and how they will communicate and coordinate their efforts to mentor the applicant effectively.</p> <p>B.SPONSOR’S/CO-SPONSOR’S PREVIOUS FELLOWS/TRAINEES- state total number of pre and post-doctoral individuals that were sponsored. Select 5 that are representative and list how much time was spent in the lab and who (agency) they work for now and job title.</p> <p>C.TRAINING PLAN, ENVIRONMENT, RESEARCH FACILITIES- should be tailored to you (the applicant) and to your strengths and weaknesses. Designed to enhance research and clinical training. Include items like classes, seminars, professional development opportunities, research environment and available equipment and facilities. How does this plan help you reach your career goals? What will you learn that will help you with your career goals? The information contained in the “Training Plan, Environment, Research Facilities” section of the Sponsor’s and Co-sponsors’ Statements should be coordinated with information provided under the Description of Institutional Environment and Commitment to Training attachment below. F31, F32, F33 Applications: The Research Training Plan should facilitate the applicant's transition to the next stage of his/her career. Sponsors and co-sponsors should discuss this aspect of the applicant's training as well.</p> <p>D. NUMBER OF FELLOWS/TRAINEES TO BE SUPERVISED DURING THE FELLOWSHIP- how many fellows/trainees both pre and post doc is the sponsor/co-sponsor expected to supervise during the award period.</p> <p>E. APPLICANT’S QUALIFICATIONS AND POTENTIAL FOR A RESEARCH CAREER- based on your academic record and research experience explain why you are well-suited for this opportunity. How does the research training plan and sponsor expertise help you in becoming an independent researcher? (If you will gain experience in a clinical trial, see NIH guide F-68)</p>
10	Letters of Support (Collaborators, Contributors, and Consultants) 6 page max	If any collaborators, consultants, or advisors will make contributions to your project/ research training, attach letters of support from them here, describing their role and contributions. Different from reference letters; Letters of recommendation are sent directly to NIH via eRA Commons

11	Description of Institutional Environment and Commitment to Training	Include grad program you are currently enrolled in, description of program and structure, required milestones and usual timing, number of courses, teaching commitments, qualifying exams, journal clubs, seminars, clinical requirements, average time to complete the degree over the last 10 years. Indicate the facilities and other resources that will be made available for both career enhancement and the research proposed in this application.
	2 page max	Where are you in the timeline of the program discussed above? How are you evaluated and monitored? Include the name of the person who gave you the information (usually chair or director)
12	Description of Candidates Contribution to Program Goals	ONLY students applying for NIH F31 Diversity The sponsoring institution must provide a document on institutional letterhead that explains how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research. For NIH's Interest in Diversity, see the Notice of NIH's Interest in Diversity . Please have the Chair sign the letter and route to gradadvisor@ucsd.edu for the Dean's signature.
	13-25 Answer accordingly	More information on the NIH guide
26	Budget Section	Tuition and fees Check the box that says funds requested Use the budget guide to fill in this section
	27-29 Leave blank	More information on the NIH guide
	Human Subjects and Clinical Trial Resources	Link to NIH application guide , Form F. Begins on page F-81.

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