

# QUARTERLY INFORMATION SESSIONS ON PREPARING & SUBMITTING AN NIH [F]ELLOWSHIP

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*myHub Workshop Series  
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**REVIEW THE APPLICATION PROCESS AND DETAILS  
OF GRANT PREPARATION**

THE 1<sup>ST</sup>  
THING  
YOU  
SHOULD  
DO?

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**Make sure your  
mentor/PI knows you  
are submitting a  
fellowship**

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**Make sure you find  
out who in your  
program/department  
works with fellows  
to submit the grant**

# THE NEXT<sup>T</sup> THING YOU SHOULD DO?

**READ**

**Notice of Funding Opportunities (NOFO)**

**&**

**Application Requirements and  
Instructions in the [SF424](#)**

- ✧ It is YOUR (as the applicant) RESPONSIBILITY to understand the requirements!
- ✧ NOTE: It is also YOUR (as the applicant) RESPONSIBILITY to make sure your SPONSOR(S) (this is NIH terminology for your PI/Mentor) UNDERSTANDS the requirements!

# READING THE NOFO

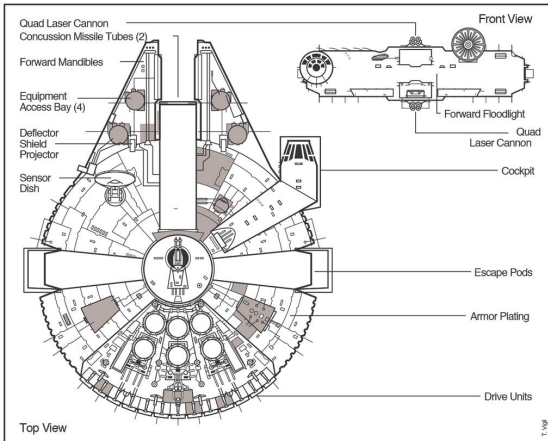
The NOFO contains information focused on what the program officers are interested in scientifically, what research areas are high priority, and what the NIH would like to see as an emphasis of the research proposal.

The NOFO also contains additional and highly specific information that might deviate from the standard instructions in the SF424.

## Understanding the NOFO

IT IS CRITICAL TO READ BOTH

the **SF424** (blueprint) & the **NOFO** (design)



AND THEN  
DO YOUR  
HOMEWORK

Who is supporting F-series this cycle:

- [Active NOFOs](#)
- [NOFO Table](#)

RePORTER & MatchMaker

<https://reporter.nih.gov/> and  
<https://projectreporter.nih.gov/>

Who funded at what percent each Fiscal Year (FY)

Fiscal Year	Activity Code	NIH Institute / Center	Number of Applications Reviewed	Number of Applications Awarded	Success Rate	Total Funding
2023	F30	NCCIH**	5	2	40.0%	\$83,109
2023	F30	NCI	198	48	24.2%	\$2,138,856
2023	F30	NEI	15	8	53.3%	\$334,532
2023	F30	NHLBI	64	35	54.7%	\$1,512,795
2023	F30	NIA	67	28	41.8%	\$1,241,768
2023	F30	NIAAA	5	5	100.0%	\$203,616
2023	F30	NIAID	124	24	19.4%	\$1,047,032
2023	F30	NIAMS	6	2	33.3%	\$91,988
2023	F30	NIBIB	4	1	25.0%	\$49,432
2023	F30	NICHD	45	15	33.3%	\$627,291
2023	F30	NIDA	20	12	60.0%	\$510,790
2023	F30	NIDCD	9	6	66.7%	\$300,098
2023	F30	NIDCR	15	10	66.7%	\$511,820
2023	F30	NIDDK	47	16	34.0%	\$725,269
2023	F30	NIEHS	6	2	33.3%	\$105,388
2023	F30	NIGMS	8	2	25.0%	\$81,995
2023	F30	NIMH	50	11	22.0%	\$446,272
2023	F30	NIMHD	5	3	60.0%	\$127,190
2023	F30	NINDS	14	5	35.7%	\$209,556
2023	F30	NINR	2	0	0.0%	\$0
2023	F30	OD ORIP	5	1	20.0%	\$52,694
<b>2023</b>	<b>F30</b>	<b>ACTIVITY TOTAL</b>	<b>714</b>	<b>236</b>	<b>33.1%</b>	<b>\$10,401,491</b>

Fiscal Year	Activity Code	NIH Institute / Center	Number of Applications Reviewed	Number of Applications Awarded	Success Rate	Total Funding
2023	F31	NCCIH**	16	7	43.8%	\$269,568
2023	F31	NCI	515	98	19.0%	\$4,135,808
2023	F31	NEI	100	25	25.0%	\$1,030,105
2023	F31	NHGRI	32	10	31.3%	\$457,005
2023	F31	NHLBI	260	110	42.3%	\$4,659,896
2023	F31	NIA	239	73	30.5%	\$3,115,724
2023	F31	NIAAA	69	34	49.3%	\$1,491,302
2023	F31	NIAID	447	49	11.0%	\$2,082,198
2023	F31	NIAMS	88	22	25.0%	\$938,405
2023	F31	NIBIB	7	1	14.3%	\$47,694
2023	F31	NICHD	223	68	30.5%	\$2,892,137
2023	F31	NIDA	112	56	50.0%	\$2,385,682
2023	F31	NIDCD	84	31	36.9%	\$1,284,530
2023	F31	NIDCR	41	25	61.0%	\$1,045,418
2023	F31	NIDDK	237	69	29.1%	\$2,889,929
2023	F31	NIEHS	64	18	28.1%	\$729,743
2023	F31	NIGMS	108	42	38.9%	\$1,837,888
2023	F31	NIMH	278	76	27.3%	\$3,275,245
2023	F31	NIMHD	26	11	42.3%	\$490,808
2023	F31	NINDS	451	109	24.2%	\$4,701,288
2023	F31	NINR	41	24	58.5%	\$1,073,369
2023	F31	NLM	10	4	40.0%	\$189,714
<b>2023</b>	<b>F31</b>	<b>ACTIVITY TOTAL</b>	<b>3,448</b>	<b>962</b>	<b>27.9%</b>	<b>\$41,023,456</b>



Fiscal Year	Activity Code	NIH Institute / Center	Number of Applications Reviewed	Number of Applications Awarded	Success Rate	Total Funding
2023	F32	NCCIH**	4	1	25.0%	\$69,500
2023	F32	NCI	141	17	12.1%	\$1,220,044
2023	F32	NEI	28	12	42.9%	\$845,597
2023	F32	NHGRI	5	2	40.0%	\$138,580
2023	F32	NHLBI	133	48	36.1%	\$3,659,255
2023	F32	NIA	81	20	24.7%	\$1,450,602
2023	F32	NIAAA	15	10	66.7%	\$722,374
2023	F32	NIAID	125	23	18.4%	\$1,628,645
2023	F32	NIAMS	23	5	21.7%	\$362,936
2023	F32	NIBIB	5	2	40.0%	\$140,872
2023	F32	NICHD	75	16	21.3%	\$1,121,592
2023	F32	NIDA	21	10	47.6%	\$639,799
2023	F32	NIDCD	22	9	40.9%	\$661,470
2023	F32	NIDCR	9	7	77.8%	\$521,261
2023	F32	NIDDK	105	25	23.8%	\$1,763,263
2023	F32	NIEHS	17	5	29.4%	\$354,165
2023	F32	NIGMS	197	63	32.0%	\$4,396,120
2023	F32	NIMH	87	20	23.0%	\$1,410,301
2023	F32	NIMHD	6	2	33.3%	\$161,776
2023	F32	NINDS	88	35	39.8%	\$2,534,661
2023	F32	NINR	1	1	100.0%	\$71,580
<b>2023</b>	<b>F32</b>	<b>ACTIVITY TOTAL</b>	<b>1,188</b>	<b>333</b>	<b>28.0%</b>	<b>\$23,874,393</b>

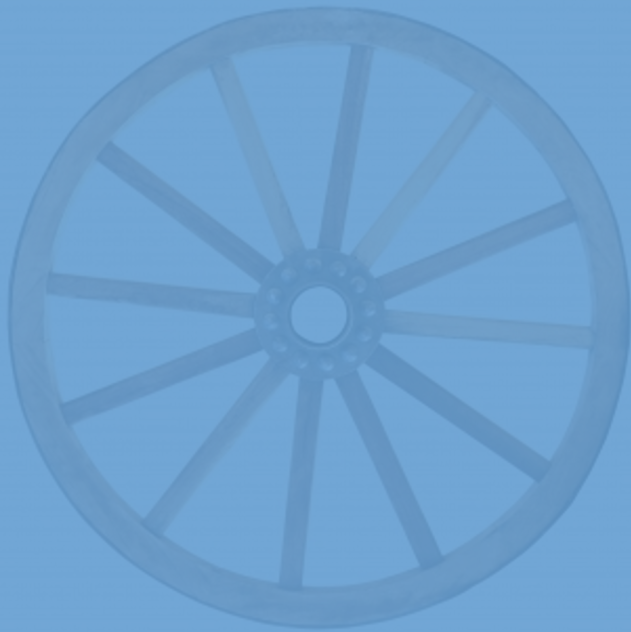
Fiscal Year	Activity Code	NIH Institute / Center	Number of Applications Reviewed	Number of Applications Awarded	Success Rate	Total Funding
2023	F99	NCI	46	25	54.3%	\$1,128,449
2023	F99	NHGRI	2	1	50.0%	\$20,399
2023	F99	NIA	25	8	32.0%	\$357,552
2023	F99	NIDCR	2	0	0.0%	\$0
2023	F99	NIDDK	3	1	33.3%	\$43,294
2023	F99	NINDS	40	27	67.5%	\$1,162,622
<b>2023</b>	<b>F99</b>	<b>ACTIVITY TOTAL</b>	<b>118</b>	<b>62</b>	<b>52.5%</b>	<b>\$2,712,316</b>

**You do NOT have to reinvent  
the wheel!**

[Write Your Application](#)

[How to Apply - Application  
Guide](#)

[How to Find Forms](#)



# LOGISTICS & TIME MANAGEMENT

Start **at least 3** months out from the deadline

Talk to your mentor about a plan

- PLAN
  1. Career/Training
  2. Science/Research

Talk to your Department administrator AND your internal grants officer

- NIH grants are typically due to ORPA 5 business days prior to the actual NIH deadline

Talk to the NIH Program Officer (PO)

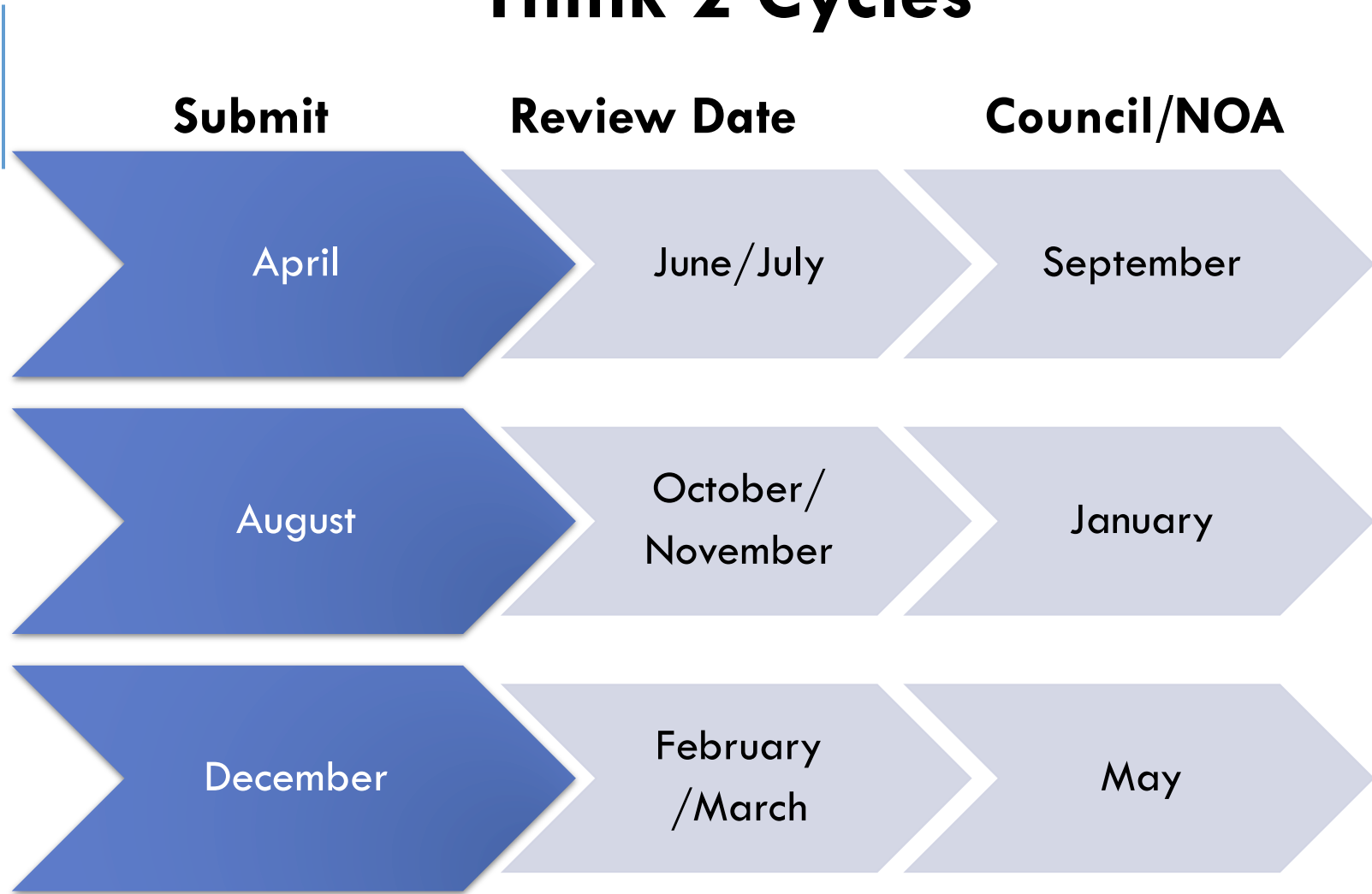
- Ask: does my project fit your funding announcement and mission

Register with eRA Commons (NIH website) to secure PI status

\*\*\*Identify references – those who will write letters to support you as a trainee!

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

# Think 2 Cycles



# FORMATTING



Format Attachments



Comply with font size and style!



Make it nice to the eye:  
there is a psychology to reading!!

# BUDGETS

This is essentially pre-determined as the fellowship offers a stipend and described amount to be used for other training related purposes.

When you have questions contact the Office of Research and Project Administration “ORPA”



# PAGE LIMITS

<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm> - fell

**COMPLY**



## For all Fellowship (F) Applications

Section of Application	Page Limits* (Unless the funding opportunity specifies a different limit)
<b>Project Summary/Abstract</b>	30 lines of text
<b>Project Narrative</b>	Three sentences
<b>Introduction to Resubmission or Revision Application</b> (when applicable)	1
* <b>Applicant's Background and Goals for Fellowship Training</b>	6
<b>Specific Aims</b>	1
<b>Research Strategy</b>	6
<b>Respective Contributions</b>	1
<b>Selection of Sponsor and Institution</b>	1
<b>Training in the Responsible Conduct of Research</b>	1
* <b>Sponsor and Co-Sponsor Statements</b>	6
<b>Letters of Support from Collaborators, Contributors, and Consultants</b>	6
<b>Description of Institutional Environment and Commitment to Training</b>  Note: This page limit includes the Additional Educational Information required for F30 and F31 applications.	2
<b>Applications for Concurrent Support</b> (when applicable)	1
* <b>Biographical Sketch</b>	5

# FUTURE CHANGES EFFECTIVE 1/25/25

## New Fellowship Application Categories

### Candidate's Goals, Preparedness and Potential

- Overall Training Goals
- Candidate's Preparedness
- Candidate's Self-Assessment
- Scientific Perspective

### Research Training Plan

- Training Activities and Timeline
- Research Training Project Specific Aims
- Research Training Project Strategy
  - Scientific Foundation and Rationale
  - Approach

### Sponsor(s) Commitment

- Mentoring Approach and Candidate Mentoring Plan
- Prior Training and Mentoring
- Commitment to the Candidate's Research Training Plan
- Research Training Environment
- Candidate's potential

<b>Introduction</b>	
1. Introduction to Application (for Resubmission Applications)	<input type="text"/>
<b>Candidate Section</b>	
2. *Goals, Preparedness, and Potential	<input type="text"/>
<b>Research Training Plan</b>	
3. *Training Activities and Timeline	<input type="text"/>
4. *Research Training Project Specific Aims	<input type="text"/>
5. *Research Training Project Strategy	<input type="text"/>
6. *Progress Report Publication List (for Renewal Applications)	<input type="text"/>
7. *Training in the Responsible Conduct of Research	<input type="text"/>
<b>Commitment to Candidate, Mentoring, and Training Environment</b>	
8. *Sponsor(s) Commitment	<input type="text"/>
9. Letters of Support from Collaborators, Contributors, and Consultants	<input type="text"/>
10. Description of Candidate's Contribution to Program Goals	<input type="text"/>

# DIFFERENCES BETWEEN RESEARCH GRANTS VS. FELLOWSHIPS

## Research Grant (R-series) R Funding Descriptions

Heavy focus on the RESEARCH,  
especially with regards to  
SIGNIFICANCE and INNOVATION

Heavy focus on the productivity of  
the PI

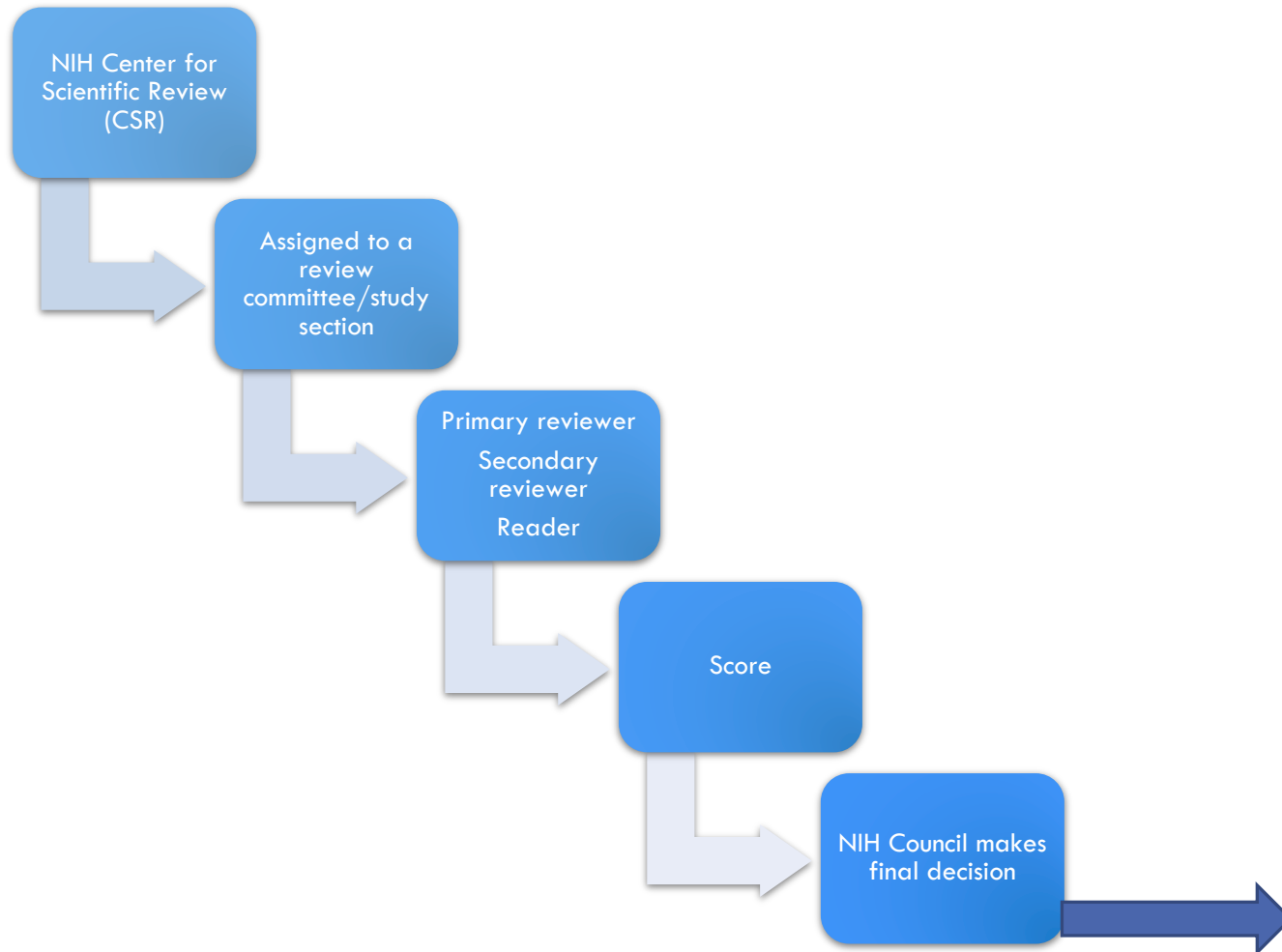
## Fellowships (F-series) F Funding Descriptions

Heavy focus on the APPLICANT and  
TRAINING PLAN

Research plan is certainly important  
but there should be mention of  
TRAINING in the research approach

# PEER REVIEW

[http://grants.nih.gov/grants//peer\\_review\\_process.htm](http://grants.nih.gov/grants//peer_review_process.htm)





# PEER REVIEW & STUDY SECTIONS

# CURRENT SCORING

The review criteria for the F30, F31, and F32 fellowships include 5 major categories that are ranked in terms of their strengths and weaknesses:

- Fellowship Applicant (Biosketch)
  - Sponsor and Collaborators
  - Research Training Plan
  - Training Potential
  - Institutional Environment and Commitment to Training
- *Changes will be in effect January 25, 2025!!*

# FUTURE CHANGES EFFECTIVE 1/25/25

## Reorganized Fellowship Review Criteria Areas

### Current Fellowship Review Headings



Fellowship Candidate



Sponsors, Collaborators,  
Consultants



Research Training Plan



Training Potential



Institutional Environment &  
Commitment to Training



### New Fellowship Review Headings

1

**Candidate Preparedness and Potential**

2

**Research Training Plan**

3

**Commitment to Candidate**

**No changes to *Additional Review Criteria*  
or to *Additional Review Considerations***

# SUMMARY STATEMENT

**PROGRAM CONTACT:**  
Henry Chang  
(301) 435-0067  
changh@nhlbi.nih.gov

**SUMMARY STATEMENT**  
( Privileged Communication )

*Release Date:* 03/26/2018  
*Revised Date:*

*Application Number:* 1 F31 HL143994-01

**UNIVERSITY OF ROCHESTER**  
601 Elmwood Avenue, Box 711  
Rochester, NY 146428711

*Review Group:* ZRG1 F09A-R (20)  
Center for Scientific Review Special Emphasis Panel  
Fellowships: Oncology

December Submission



*Meeting Date:* 03/12/2018  
*Council:* MAY 2018  
*Requested Start:* 07/01/2018

*PCC:* BBBR N  
*Dual PCC:* AHTR  
*Dual IC(s):* CA

*Project Title:* Therapeutic Strategies for Anemia in 3q26 Rearranged Leukemia  
*Requested:* 2 Years

*Sponsor:* [Redacted]  
*Department:* [Redacted]  
*Organization:* UNIVERSITY OF ROCHESTER  
*City, State:* ROCHESTER NEW YORK

*SRG Action:* Impact Score:30 Percentile:25  
*Next Steps:* Visit [https://grants.nih.gov/grants/next\\_steps.htm](https://grants.nih.gov/grants/next_steps.htm)  
*Human Subjects:* 10-No human subjects involved  
*Animal Subjects:* 44-Vertebrate animals involved - SRG concerns





## F30/F31/F32/F33 Review

If you cannot access the hyperlinks below,  
visit [http://grants.nih.gov/grants/peer/critiques/f\\_D.htm](http://grants.nih.gov/grants/peer/critiques/f_D.htm).

Application #:

Applicant:

### OVERALL IMPACT

Reviewers will provide an overall impact score to reflect their assessment of the likelihood that the fellowship will enhance the candidate's potential for, and commitment to, a productive independent scientific research career in a health-related field, in consideration of the following scored and additional review criteria. An application does not need to be strong in all categories to be judged likely to have a major impact.

[Overall Impact/Merit](#) *Write a paragraph summarizing the factors that informed your Overall Impact score.*

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### IMPORTANT

Highlights the major strengths and weaknesses  
and the overall enthusiasm to be funded

# EXAMPLE OF SUMMARY

**RESUME AND SUMMARY OF DISCUSSION:** This new F31 predoctoral fellowship application proposes to examine the role of the serine/threonine kinase protein kinase D 3 (PKD3) in chemokine production and immune cell recruitment in a mouse model of influenza virus infection. Reviewers recognized that the applicant had solid research experience and excellent academic records from both the undergraduate and graduate studies. The highly enthusiastic letters of recommendation put the applicant one of the very best students, indicating a high potential for success. Both the sponsor and the co-sponsor are highly-respected widely-recognized leaders with complementary expertise and have established track record for successful mentoring and training. The proposed research plan is well written, focused, and comprehensive. Preliminary data are compelling and supportive. Expected outcomes, potential pitfalls, and alternative approaches are sufficiently discussed. The institutional environment is outstanding with all the necessary infrastructure and educational mechanisms in place. The detailed training plan was considered tailored for the applicant and the training potential is excellent. The applicant will expand the knowledge and participate in a variety of activities that are critical for career development, such as scientific writing and interactions with the community. There were some minor weaknesses noted. Reviewers felt that some experiments in Aim 1 might be problematic with false positive signals. Contributions from other cell type should be considered. Reviewers also noted some grantsmanship issues such as Fig 4 was mislabeled regarding whether heterozygotes or KO mice were actually used. Furthermore, Reviewers noted that the applicant does not have any publication yet. Although these concerns somewhat dampened enthusiasm, the Committee felt that the combination of a well-matched mentor and applicant, a highly-individualized training plan, and a rich institutional environment would provide great potential for success in training and a positive trajectory toward a career as an independent scientist. Enthusiasm was excellent for the application.

## SCORED REVIEW CRITERIA

Reviewers will consider each of the five review criteria below in the determination of scientific and technical merit, and give a separate score for each.

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### 1. [Fellowship Applicant](#)

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**Strengths**

- 

**Weaknesses**

- 
- 

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### 2. [Sponsors, Collaborators, and Consultants](#)

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**Strengths**

- 

**Weaknesses**

- 
- 

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### 3. [Research Training Plan](#)

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**Strengths**

- 

**Weaknesses**

- 
- 

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### 4. [Training Potential](#)

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**Strengths**

- 

**Weaknesses**

- 
- 

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### 5. [Institutional Environment & Commitment to Training](#)

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**Strengths**

- 

**Weaknesses**

- 
-

# WHAT DOES THE SCORING LOOK LIKE?

## CRITIQUE 1:

Fellowship Applicant: 1  
Sponsors, Collaborators, and Consultants: 2  
Research Training Plan: 2  
Training Potential: 1  
Institutional Environment & Commitment to Training: 1

## CRITIQUE 2:

Fellowship Applicant: 1  
Sponsors, Collaborators, and Consultants: 3  
Research Training Plan: 3  
Training Potential: 2  
Institutional Environment & Commitment to Training: 3

## CRITIQUE 3:

Fellowship Applicant: 1  
Sponsors, Collaborators, and Consultants: 1  
Research Training Plan: 1  
Training Potential: 1  
Institutional Environment & Commitment to Training: 1

## NIH Scoring Range

Overall Impact or Criterion Strength	Score	Descriptor
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor



# HOW SHOULD I INTERPRET MY SCORE?

## FELLOWSHIPS & CAREER AWARDS

### Overall Impact:

The likelihood that the proposed training (F) or career development (K) will enhance the candidate's potential for a productive, independent scientific research career in a health-related field.

Overall Impact	High	Medium	Low
Score	1 2 3	4 5 6	7 8 9

**X 10**

<b>Evaluating Overall Impact</b> Consider the 5 criteria (weighting based on reviewer's judgment):		<i>e.g. Proposes training or career development of high value/benefit for the candidate who has high potential for developing into a productive, independent scientist. May have some or no weaknesses in the criteria.</i>	<i>e.g. Proposes training or career development of high or moderate value/benefit for the candidate who has high or moderate potential for further development, but weaknesses in the criteria reduce the overall impact to medium.</i>  <i>e.g. Proposes training or career development of moderate value/benefit for the candidate who shows moderate potential. May have some weaknesses in the criteria.</i>	<i>e.g. Proposes training or career development of moderate or low value/benefit for the candidate who has moderate or low potential for further development. Weaknesses in the criteria reduce the overall impact to low.</i>  <i>e.g. Proposes training or career development of low value/benefit for the candidate who shows low potential. May have some weaknesses in the criteria.</i>
<b>Fs</b> <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Sponsor(s)</li> <li>• Research Training Plan</li> <li>• Training Potential</li> <li>• Institutional Environment &amp; Commitment</li> </ul>	<b>Ks</b> <ul style="list-style-type: none"> <li>• Candidate</li> <li>• Career Development Plan/Goals*</li> <li>• Research Plan</li> <li>• Mentor(s)**</li> <li>• Environment &amp; Institutional Commitment</li> </ul>			
and other score influences, e.g. human subjects, animal welfare, inclusion plans, and biohazards				
*K05 and K24: Plan to Provide Mentoring **K02: Consultants/Collaborators				

**5 is a good, medium-impact application. The entire scale (1-9) should always be considered.**

# WHAT DOES PERCENTILE MEAN?

How is this calculated and what does it mean?

$$P = 100/N \times (k - 1/2)$$

P = Percentile

K = Numerical Rank of Impact Score

N = Total Number of Applicants

Represents the percent of applications that scored the same or \*\*lower than your application according to impact scores

\*\*Lower percentiles = higher merit

# IMPORTANT THINGS FOR YOU TO CONSIDER



- **Goals – OUTLINE ASAP**
  - Research
  - Professional development
- **Research Plan**
  - Feasible
  - Significance
  - Advance: Career & Field
- **Mentoring Team**
- **Productivity (or its potential)**

# IMPORTANT THINGS FOR YOUR SPONSOR TO CONSIDER



- Current funding
- Trainees: current and past
  - Have they been funded
  - Where have they gone
- Plan for your training
  - Alignment:
    - Do you share the same goals
    - Do you use similar language to describe your goals



# F-CLUB

## FALL SESSION 10/3 – 11/21

### REGISTER BY 9/30

<b>Date Club/ Prep Session</b>	<b>Block Application Part</b>	<b>Topic</b>	<b>Useful Links These links are relevant for all F's: (F30/F31/F32/F99)</b>
Oct 3	Meet and Greet	Meet your group; Review how the club will be organized and answer any questions, Review utilization of Archer Grant Writing Modules	
Oct 10	Biosketch	Personal Statement and Contributions to Science	<a href="#">Biosketch Format Pages, Instruction Samples</a> Page F50 in <a href="#">SF424</a>
Oct 17	Applicant Background & Goals	Research Background (A)	Page F60 in <a href="#">SF424</a>
Oct 24	Applicant Background & Goals	Goals and Activities Planned (B and C)	Page F60 in <a href="#">SF424</a>
Oct 31	Research Strategy	Specific Aims	Page F62 in <a href="#">SF424</a>
Nov 7	Research Strategy	Approach: Aims, Preliminary Data, Expected Outcomes and Alternative Approaches	Page F63 in <a href="#">SF424</a>
Nov 14	Respective Contributions and Selection of Sponsor		Page F65 in <a href="#">SF424</a>
Nov 21	Revisit Applicant Background & Goals and or general application questions	Final review and preparation to submit	Page F56 in <a href="#">SF424</a>

**THE CLUB WILL BE ACCOMPANIED BY GRANT WRITING MODULES CREATED  
IN PARTNERSHIP WITH ARCHER CAREERS**



## URSMD Pathway to Fellowship

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Login for Archer EdApp.  
Use URSMD email.

<https://link.edapp.com/F9StmMm0PMb>



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- ❑ Step 1 – Complete Registration
  - ❑ Step 2 – Select Collection **URSMD | myHub Courses**
  - ❑ Step 3 – Access Course **URSMD | Pathway to [F]ellowship**
  - ❑ Begin course!

# AGREEMENT!



**THANK YOU  
FEEDBACK CAN BE PROVIDED AT**

