
Research Strategic Plan:
Training Research Leaders of the Future.

Education Strategic Plan:
UF HSC doctoral programs, postgraduate professional training and postdoctoral research fellowships identified as preeminent programs in the State of Florida.
FELLOWSHIP OPPORTUNITIES FOR RESEARCH CAREER ENHANCEMENT

TWD PROGRAM FORCE PROGRAM

HSC COLLEGE

HSC COLLEGES ASSOCIATE DEANS

HSC COLLEGE

PhD PROGRAM TRAINER

PhD PROGRAM TRAINER

PhD PROGRAM TRAINER

PhD PROGRAM TRAINER

FACULTY MENTORS OF GRADUATE STUDENTS SUBMITTING F AWARD APPLICATIONS
Objectives

1. Describe challenges and opportunities for fellowship grant applications at UF HSC.

2. Review the required components for F30, F31, and F32 applications to NIH.

3. Identify resources to assist fellowship applicants and their mentors to prepare and submit successful F Award applications.
## CURRENT F AWARDS AT UF AS OF 04/13/16

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PhD PROGRAMS</th>
<th># PhD STUDENTS</th>
<th>F 30</th>
<th>F 31</th>
<th>F 32</th>
</tr>
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<tbody>
<tr>
<td>COM/COD</td>
<td>7 PhD 1 MD/PhD</td>
<td>198</td>
<td>2</td>
<td>COM 2</td>
<td>COD 2</td>
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<tr>
<td>CON</td>
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<td>19</td>
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<td>COP</td>
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<td>95</td>
<td>-</td>
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<td>-</td>
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<td>38</td>
<td>-</td>
<td>-</td>
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<tr>
<td>PHHP</td>
<td>8*</td>
<td>180</td>
<td>-</td>
<td>4</td>
<td>2</td>
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<tr>
<td>Other</td>
<td>?</td>
<td></td>
<td>1 (Eng)</td>
<td>1 (CLAS)</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>540</td>
<td>2</td>
<td>9</td>
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* 5 PhD Degrees with PhD in Public Health including 4 programs
## NIH Fellowships @UF

<table>
<thead>
<tr>
<th>Year</th>
<th>Postdoc F32</th>
<th>Predoc F31</th>
<th>MD-PhD F30</th>
<th>Total</th>
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<td>20</td>
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<tr>
<td>2015</td>
<td>6</td>
<td>10</td>
<td>2</td>
<td>18</td>
</tr>
</tbody>
</table>

- **mean:** 5, 10.9, 0.8, 16.6
- **min:** 1, 5, 0, 8
- **max:** 9, 22, 2, 28
Number of F and K Awards by Institution

F30 (M D/Ph D) Count by Institution

F31 (Pre-doctoral) Count by Institution

F32 (Post-doctoral) Count by Institution

K01 (Mentored Research Scientist) Count by Institution
WHY APPLY FOR NIH F AWARDS?

1. Structured, goal-oriented mentee-mentor interaction.
2. Coincident with development of PhD dissertation proposal.
3. Early experience in grant writing.
4. NIH Review Group critique of project.
5. Prestigious recognition of successful applicant, mentor, and program.
6. Frees up stipend and tuition otherwise paid by R01 or Department (~$40,000/year for F31).
7. COM contribution of 50% tuition as incentive to apply.
<table>
<thead>
<tr>
<th>PERIOD OF STUDY</th>
<th>COLLEGE SUPPORT</th>
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<tbody>
<tr>
<td>Year 1/Fall &amp; Spring</td>
<td>Tuition, Stipend, Fees</td>
</tr>
<tr>
<td>Year 1 Summer</td>
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</tr>
<tr>
<td>Year 2 Fall &amp; Spring</td>
<td>1/2 tuition</td>
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<tr>
<td>Year 2 Summer</td>
<td>No F Application</td>
</tr>
<tr>
<td>Year 3/Fall and Spring</td>
<td>No F Application</td>
</tr>
<tr>
<td>Year 3/Fall and Spring</td>
<td>F application</td>
</tr>
<tr>
<td>Year 4+ No F Application</td>
<td>No F application</td>
</tr>
<tr>
<td>F funded</td>
<td>Tuition, stipend, fees paid</td>
</tr>
<tr>
<td>F not funded, resubmitted</td>
<td>1/2 tuition until review received of resubmission</td>
</tr>
<tr>
<td>YEAR</td>
<td>SEMESTER</td>
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<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>I</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>I</td>
<td>Summer</td>
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<td>II</td>
<td>Fall</td>
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<td>Fall</td>
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<td>Spring, Summer</td>
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<td>Spring, Summer, Fall</td>
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<td>V</td>
<td>Spring, Summer, Fall</td>
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<td>Graduation</td>
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</table>
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<table>
<thead>
<tr>
<th></th>
<th>F31</th>
<th>F32</th>
<th>F30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ruth Kirschstein National Research Service Award Fellowship Awards</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Awardee</strong></td>
<td>Predoctoral Students</td>
<td>Postdoctoral Fellows</td>
<td>Dual Doctorate Students</td>
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<tr>
<td><strong>Award Period</strong></td>
<td>5 years in aggregate</td>
<td>3 years in aggregate</td>
<td>6 years in aggregate</td>
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<tr>
<td><strong>Stipend</strong></td>
<td>NIH Scale</td>
<td>NIH Scale</td>
<td>NIH Scale</td>
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<td><strong>Tuition and Fees</strong></td>
<td>NIH levels</td>
<td>Degree-related</td>
<td>NIH levels</td>
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<tr>
<td><strong>Institutional Allowance</strong></td>
<td>Health Insurance, Supplies, Equipment, Books, Travel</td>
<td>Health insurance, supplies, equipment, books, travel</td>
<td>Health insurance, supplies, equipment, books, travel</td>
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<tr>
<td><strong>IDC</strong></td>
<td>No</td>
<td>No</td>
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</tbody>
</table>
Applicants for F31 and F32 Awards

U.S. Citizens or Permanent Residents

F31 Requirements
- BA/BS degree and current enrollment in PhD Program
- Dissertation research stage

F32 Requirements
- Doctoral degree (PhD, MD, DDS, DVM, PharmD, etc.) from an accredited domestic or foreign institution
- Not used for clinical training
“... the F30 program is specifically designed to support combined, dual-degree training leading to award of both a health professional doctoral degree (e.g. MD, DO, DDS, AuD, DVM, PharmD) and a research doctoral degree (e.g. PhD, DrPH) from an accredited program.”

Applicant must have:

1. Matriculated into a dual-degree program (DDS/PhD, DMD PhD, Aud/PhD) no more than 48 months prior to the due date;
2. Identified a dissertation research project and sponsor(s).
3. US citizenship or permanent resident status.
Opportunities for Students Who Are Not Eligible for NRSA’s (e.g. Students w/o U.S. Citizenship or permanent residence)

- Predoctoral and Postdoctoral Awards
  - Departmental funds
  - Research assistant/associate supported on research grants
  - Foundations (e.g. HHMI)
  - Voluntary (e.g. American Cancer Society, American Heart Association)

- Postdoctoral Awards
  - K99/R00 from NIH
Expectations of NIH F31 and F32 Awards

Strong foundation in research design, methods and analytic techniques appropriate to proposed research.

Enhancement of the applicant’s ability to conceptualize and think through research problems with increasing independence.

Experience conducting research using appropriate, state-of-the-art methods, as well as presenting and publishing the research findings as first author.

The opportunity to interact with members of the scientific community at appropriate scientific meetings and workshops.

Skills needed to transition to the next stage of the applicant’s research career.

The opportunity to enhance the application’s understanding of the health-related sciences and the relationship of his/her research to health and disease.
Expectations of Training by F30 Awards

- Strong foundation in research design, methods and analytic techniques appropriate to proposed research.
- Enhancement of the applicant’s ability to conceptualize and think through research problems with increasing independence.
- Experience conducting research using appropriate, state-of-the-art methods, as well as presenting and publishing the research findings, as first authors.
- The opportunity to interact with members of the scientific community at appropriate scientific meetings and workshops.
- Opportunities to integrate clinical experiences during the research training component.
- Clinical clerkship opportunities tailored to the applicant and his/her interests, as appropriate for the dual-degree program of study.
Getting Started for an F Award Submission: (http://grants.nih.gov/grants/useful_links.htm)

- Register for eRA Commons (https://era.nih.gov/)
- Identify IC at NIH or AHRQ appropriate to interest/thesis project.
- Contact NIH/AHRQ staff
  - F Grant programs available (FOAs, RFAs)
  - Appropriateness of proposed application to that IC/AHRQ program
  - Clarify how to request assignment to that IC/AHRQ program
- Project title and cover letter should request assignment in appropriate IC.
Getting Started for an F Award Submission: (continued)

• Download application package using Funding Opportunity Number (PA, RFA)
• Review rules for font, margins, figures/graphs, page limits
• Electronic submission requirements via Grants.Gov
  [link](http://www.grants.gov/web/grants/applicants/apply-for-grants.html)
• Grant deadlines (institutional and NIH)
• Follow status of application
  [link](http://www.grants.gov/web/grants/applicants/track-my-application.html)
Outline of F31 Application
(SF 424)

• Cover Page
• Project/Performance Site Locations
• Other Attachments (Program description)
• Senior/Key Person Profile
• PHS Fellowship Supplemental Form
  - Research Training Plan
    • Research Strategy
    • Resource Sharing Plan
    • Responsible Conduct of Research
  - Additional Information
    • Goals for Fellowship Training and Career
    • Activities Planned Under this Award
    • Other research experience
• Sponsor and Co-sponsor Information
• Planned and Cumulative Enrollment Reports
• Letters of Reference (names and contact information)
Profiles for Key Personnel

- Trainee is the PI
- Person #1 is Primary Sponsor (mentor)
- Others added co-sponsor, collaborators, dissertation advisors in alphabetical order
- Attach NIH Biosketch
- Other support not required at this time, but later in JIT Process
- Personal statement describing role in Fellowship
Biographical Sketch of Applicant

- Fellowship Applicant Biographical Sketch Format Page
- Assigned eRA Commons User Name
- Education/Training
- Personal Statement – Describe any gap in training
  - Experience and qualifications
- Position and Honors
- Publications
  - Research papers (PubMed Central #)
  - Abstracts/Book Chapter/Reviews
- Scholastic Performance (Chart)
  - All undergraduate and graduate courses and grades
  - GRE, MCAT scores
  - Transcripts may be requested in RFA/PA
Components of SF 424 (R&R) Application

• Cover Page
  - Title (limited to 200 characters in length)
  - PI/PD is the fellowship applicant
• Federal Funds requested
  - stipend (will adjust automatically if raised)
  - include tuition and fees
  - standard institutional allowance
• Project/Performance Site Locations (DUNS Number)
• Other Project Information (list of attachments)
  - Summary/abstract
  - Project Narrative
  - Bibliography and References
  - Facilities and resources
  - Equipment
  - Sponsor/co-sponsor information (6 pages)
  - Certification letter for predoctoral Scholarships (F31) to promote diversity
• **Stipends (NOT-OD-16-047)**
  – Predoctoral (Per trainee per year by NIH up to 5 years of support)
  – Postdoctoral (Per trainee based on # of years since receipt of doctoral degree as set by NIH, up to 3 years of support)

• **Tuition and Fees (NOT-OD-10-073)**
  – Predoctoral: 60% of tuition and fees up to $16K/year ($21K for dual degree students)
  – Postdoctoral: 60% of requested tuition up to cap of $4.5K/year or $16K/year if enrolled in degree-granting program

• **Trainee Travel (Usually one trip per year)**

• **Training-related Expenses (NOT-OD-16-047)**
  – Supports training plan (health insurance, books, computers and software, consultants, data) ($4200 for predoc, $8850 for postdoc)
Budget

- Estimated costs of tuition and fees
- No additional budgetary information: Stipend and institutional allowance determined by NIH at time of award.
- Funds to offset costs of health insurance are included in institutional allowance and are not part of tuition and fees.
F31 “Additional Educational Information”

- Strong foundation in research design, methods and analytic techniques appropriate to proposed research.
- Enhancement of the applicant’s ability to conceptualize and think through research problems with increasing independence.
- Experience conducting research using appropriate, state-of-the-art methods, as well as presenting and publishing the research findings as first author.
- Attached to F31 application under “Other Attachment”

- Description of the Graduate Program
  - Structure of Program
  - Required Milestones and Timing
    - Number of Courses
    - Teaching Commitments
    - Qualifying Examination
    - Thesis Defense
  - Average time to degree for last 10 years

- Programs
  - Applicant’s current status
  - Method and frequency of mentoring
F32 Individual Development Plan (with Timeline)

- Courses/Didactic Curriculum
  - Required vs. Elective
  - Certificate Programs
- Mentored Research
- Career and Professional Development
  - Seminars/Journal Clubs
  - Professional Skill Building
  - Professional Meetings/Summer Conferences
- Preceptorships at Other Universities
Didactic Curriculum

- Driven by learning objectives and competencies to be acquired.
- Degree as a recognized credential.
- Full time vs. Part time.
- Criteria for successful completion.
- Identify instructors, synopsis.
Career Development Programs

- Seminars, journal clubs, etc.

- Skill-building Programs
  - Scientific Writing
  - Ethics
  - Grant Writing

- Off-site courses and programs

- National meetings

- Exposure to various career directions (NOT-OD-14-029)
Instruction in Responsible Conduct of Research

- Course: Responsible Conduct of Biomedical Research (GMS 7003)
- Human Subject Protection Program Certification
- Research with Vertebrate Animals (IACUC)
- Workshops
  - Recruitment and Retention of Research Subjects
  - Research Program Administration
- Continuing Education: Regular discussions
- Integration of ethics and integrity issues in didactic coursework (e.g. Grant Writing)
B19. Responsible Conduct of Research (1 page)

- RCR section on boiler plate will be reduced to 1 page.
- Required for award to be made.
Resources

CTSI Facilities and Resources (N=36)
   Educational Programs
   Cores

UF Colleges (N=16)

Other Facilities (N=60)
   Animal Care Services
   Centers/Institutes
   Departments
   Information Systems
   Institutional Review Boards
   Health Science Center Library
   Research Administration
   Sid Martin Incubator
A. Application Type
B. Research Training Plan
   1. Introduction (for resubmission)
   2. Specific Aims
   3. Research Strategy
   9. Protection of Human Subjects
   10. Inclusion of Women and Minorities
   17. Respective Contributions
   18. Selection of Sponsors and institutions
   19. Responsible Conduct of Research
C. Additional Information
   4. Field of Training
   7. Goals for Fellowship Training and Career
Fellowship Application
B2. Specific Aims (1 page)

- Overall goal of research program
- 2-3 sentences on Significance
- 2-3 sentences on Approach
- Hypothesis to be tested; problem to be addressed.
- List of 3-5 aims or objectives to reach goal and test hypothesis.
- 2-3 sentences on potential impact of results on the field, public health, etc.
B3. Research Strategy (6 pages)

- Significance
  - Importance of problem
  - Contribution of proposed project
  - Impact on field, public health

- Innovation – Not included in fellowship

- Approach
  - Strategy, design, methods to and achieve specific aims
  - Pilot and feasibility studies planned
  - Potential problem and solutions
  - Additional training to support research
B17. Respective Contribution (1 page)

- Description of collaborative process with sponsor
- Development, review editing of research training plan
- Roles of sponsor and co-sponsors in the research
- Reasons for selection of sponsor, co-sponsor, or institution to achieve training goals.
- For postdoctoral fellows continuing at doctorate institution, explain why further training at the institution would be valuable.
- If foreign institution experience is requested, describe special training opportunities currently not in U.S.
C7. Goals of Fellowship Training and Career (1 page)

- Describe overall career goals.
- Explain how proposed research training will achieve these goals.
- Identify skills, theories, concepts, etc., to be acquired.
C8. Activities Planned Under This Award (1 page)

- Describe by year (F31 up to 5, F32 up to 3, F30 up to 6) totaling 100% effort
  - Research (% effort)
  - Coursework (% effort)
  - Other career development (% effort)
C9. Doctoral Dissertation and Research Experience (2 pages)

- Describe research experience in chronological order
- Graduate students who have completed their comprehensive examinations
  • Include a narrative of the doctoral dissertation
- List scientific experience if no research experience
- Postdoctoral fellowship applicants
  • Describe areas of science of thesis or dissertation
  • Contribution of research components in postdoctoral fellowship.
D. “Section II: Sponsor and Co-sponsor Information” (6 pages)

1. Research support available (full grant information)
2. Sponsor/Co-sponsor Previous Fellows/Trainees
   A. Total number of pre- and postdoctoral individuals previously sponsored.
   B. Select 5 to provide their present employing organizations, position titles or occupations.
   C. Training plan, Environment, Research Facilities
      1) Didactic components
      2) Interactions with scientists
      3) Research environment/facilities/equipment
      4) Relationship of proposed training to applicants career goals
      5) Describe skills acquired by fellow
   D. Number of Fellows/Trainees supervised and during the fellowship period.
   E. Applicant’s qualifications and potential for a research career.
F31/F32 Sponsor

- Active investigator in applicant’s area of research
- Able to commit time and effort to applicant’s research and supervision
- Availability and contingency plan for sufficient research support and facilities for research training
- Successful track record of mentoring trainees
- Team of sponsors may provide benefits; one designated as primary sponsor.
- Active involvement in application preparation.
Sponsor for F30 Award

• Active investigator in trainee’s area of interest
• Availability of sufficient research funds and facilities
• Successful track record of mentoring dual-degree students
• Include more than one sponsor (one primary)
  - Broaden expertise in research
  - Support integration of research and clinical training program
  - Clinical expertise in area of interest to student
Letters of Reference

- Submitted electronically on Fellowship Reference Form through eRACommons
- List names of individuals submitted Fellowship Reference Forms in cover letter
- At least 3, no more than 5 letters required
- Due at application deadline, no grace period.
- References
  - Sponsor cannot be a reference
  - Post-doctorates should submit reference from dissertation or explain why not.
  - References from most recent training vs. undergraduate
- Fellowship Reference Forms for resubmissions need to update evaluation of applicant as researcher and continued need for additional research experience.
Appendix

• 10 PDF attachments allowed
• Publications
  - Do not include publicly accessible publications
  - Up to 3 publications not publicly available
• Data collection instruments, protocols, informed consent documents are allowed.
• Materials that cannot be submitted electronically or converted to PDF.
• Attachments should not circumvent page limits.
F31 Review Criterion Providing a Score

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

Additional Review Criterion Not Scored
(Human Subjects, Inclusion of women, minorities, children, vertebrate animals, biohazards, budget)
Resubmission

• Review summary statement on eRA Commons and decide whether to resubmit
• Single reapplication allowed for F’s
• Resubmission must be submitted within 37 months after date of initial receipt.
• Fellowship resubmissions must make significant changes.
• One page Introduction
  - Respond to errors and criticism
  - Identification in text of changes made
• New Letters of Reference required.
• Research strategy should include work completed since prior submission
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UF CLINICAL AND TRANSLATIONAL SCIENCE AWARD
TRANSLATIONAL WORKFORCE DEVELOPMENT PROGRAM
Fellowship Opportunities for Research Career Enhancement
Fellowship Grant Application Toolkit

1. Fellowship Grant “Train-the-Trainer Workshop” 04/19/16
   PowerPoint Slides
2. Ruth L. Kirschstein National Research Service Awards
   F30 (PA-14-150)
   F31 (PA-14-147)
   F32 (PA-14-149)
   SF 424 Individual Fellowship Application Guide for NIH and AHRQ
3. Current F Awardees at U.F.
4. List of F FORCE Trainers
5. Library of F30, F31, F32 Applications
6. Resources
   CTSI Facilities and Resources (36)
   UF Colleges (16)
   Other Facilities and Resources Affiliated with UF (60)
7. Plan for Instruction in Responsible Conduct of Research
8. Sample Institutional Commitment Letters
9. Follow-up and Tracking of Federal Training Grant Appointees

http://www.ctsi.ufl.edu/education/grant-workshops/2016-uf-health-workshop-on-training-grant-applications/
Resources

CTSI Facilities and Resources (N=36)
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  Information Systems
  Institutional Review Boards
  Health Science Center Library
  Research Administration
  Sid Martin Incubator
UF and UF Health Institutional Commitment to Institutional Training Grants

1. Funding of tuition required above that provided by the Award.*
2. Recusal from RCM on for direct costs of F grants.**
3. PD/PI and coordinator time and effort.*
4. Space for predoctoral and postdoctoral students.*
5. Support for 5% effort faculty-level Educational Development specialists for curriculum development and evaluation plan.**
6. Centralized office for follow-up of NIH-funded trainees.**

*Department/College    **HSC
1. F Awards provide several advantages to students, mentors, and departments but are generally undersubscribed at UF.

2. Successful F30, F31, and F32 applications require student-advisor interactions in parallel to development of fellowship research proposal.

3. A number of institutional resources might be called upon to enhance the funding sites of F awards.