

F Force: Fellowship Application-Writer's Workshop January 11, 2019

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2015 – 2020 Strategic Goals for UF HSC: The Power of Together

Research Strategic Plan:

Training Research Leaders of the Future.

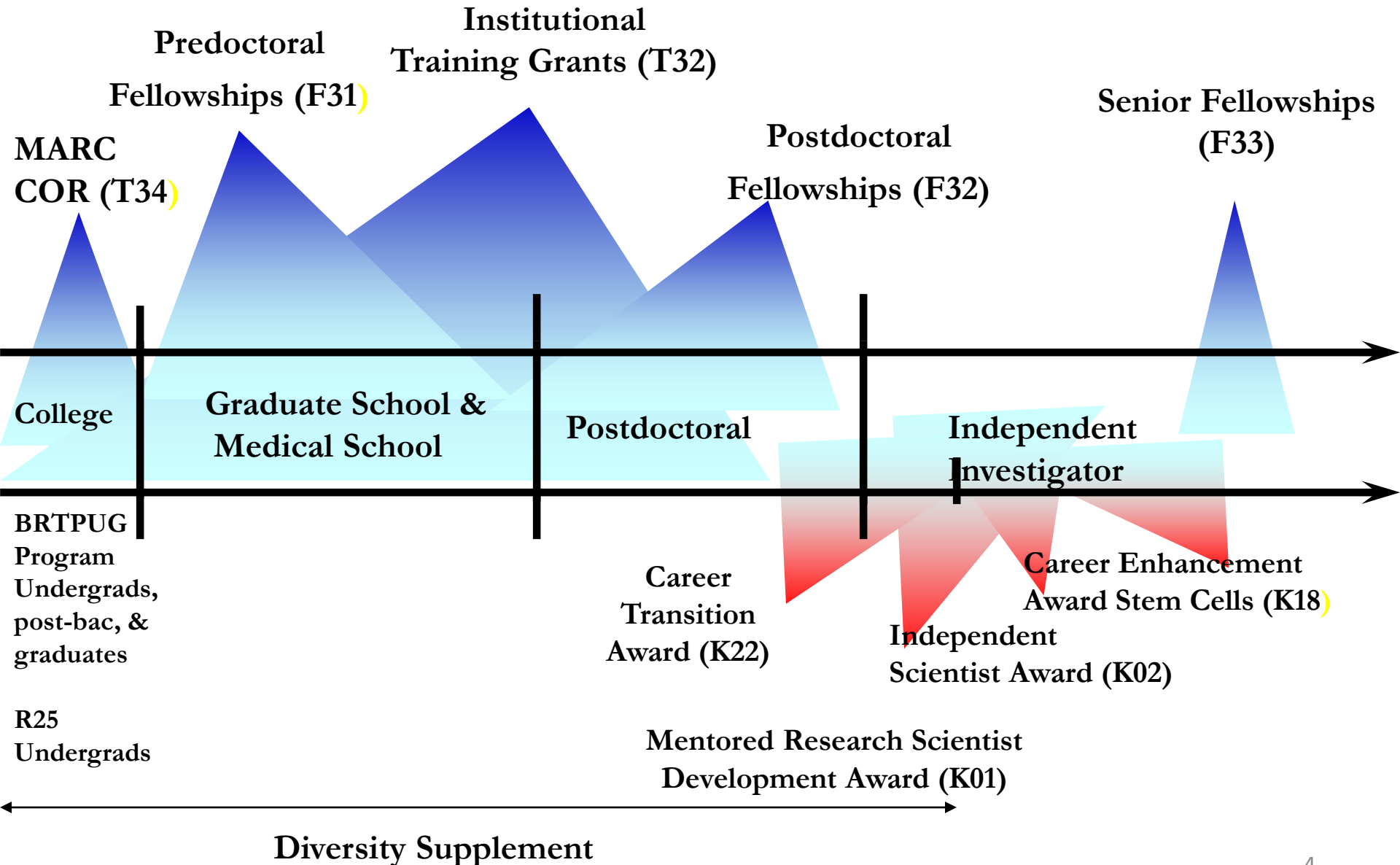
Education Strategic Plan:

UF HSC doctoral programs, postgraduate professional training and postdoctoral research fellowships identified as preeminent programs in the State of Florida.

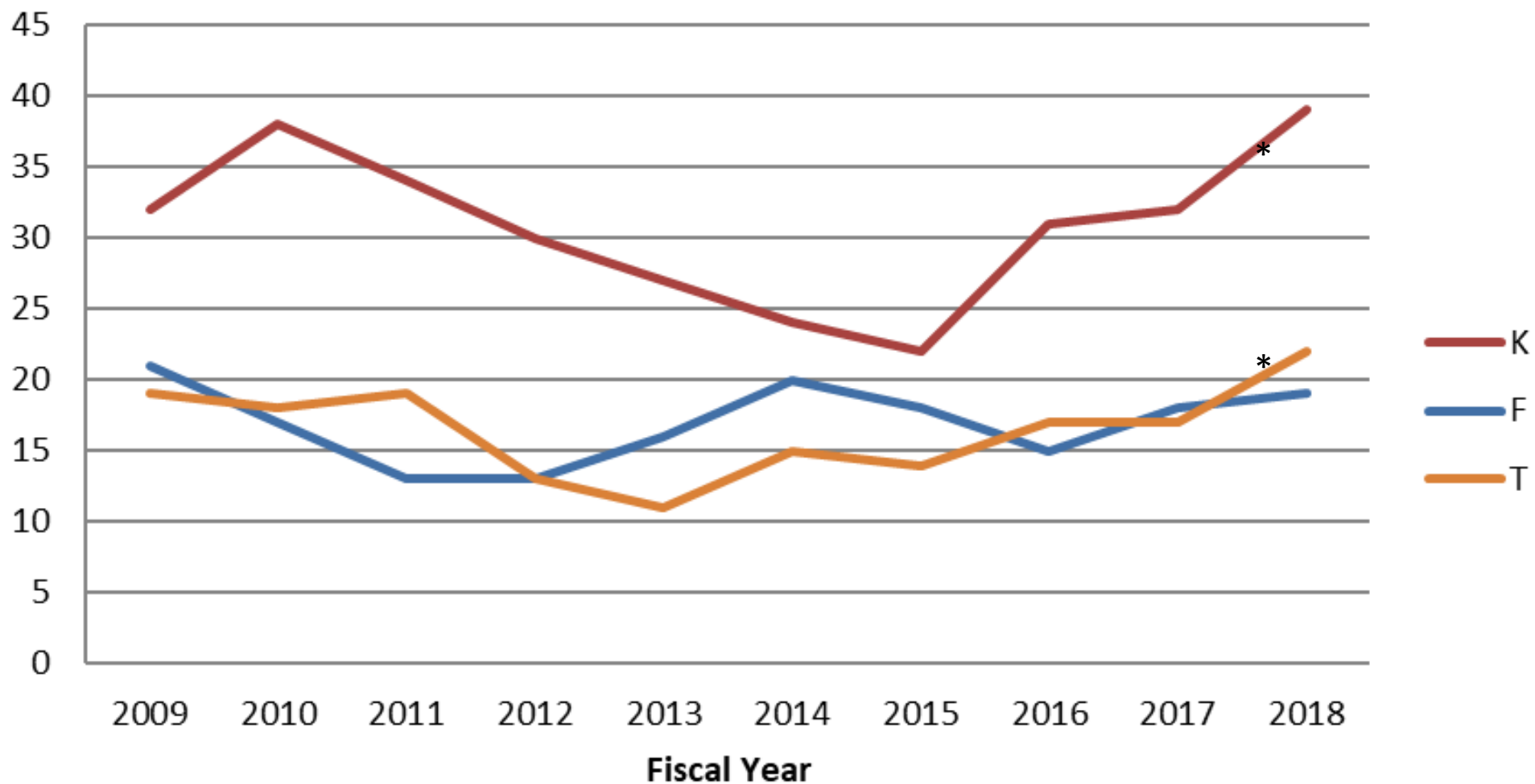
Objectives

- 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.**

Awards for Individuals with a Research Doctorate (e.g., PhD)

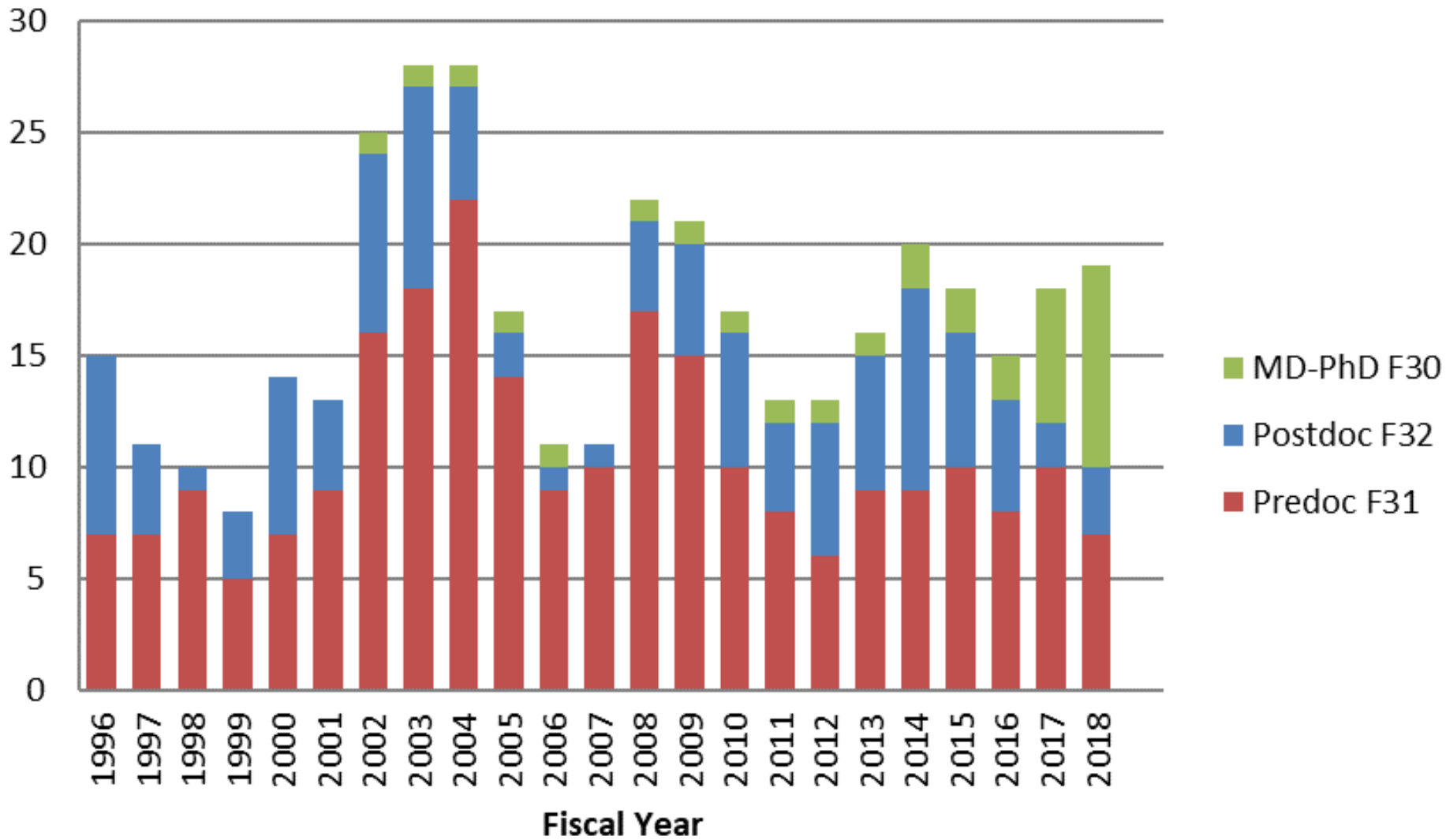


UF NIH T, F, and K Awards



*Record high number for UF
Data from NIH RePORTER

NIH Fellowships



WHY APPLY FOR NIH F AWARDS?

1. **Structured, goal-oriented mentee-mentor interaction.**
2. **Coincident with development of thesis or fellowship 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 RO1 or Department (~\$40K/year for F31, \$60K/year for F32).**

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Ruth Kirschstein National Research Service Award Fellowship Awards

	F31	F32	F30
PA	18-671 14-666 (Diversity)	18-670 17-481 (AHRQ)	18-673
Awardee	Predoctoral Students	Postdoctoral Fellows	Dual Doctorate Students
Award Period	5 years in aggregate	3 years in aggregate	6 years in aggregate
Stipend	NIH Scale	NIH Scale	NIH Scale
Tuition and Fees	NIH levels	Degree-related	NIH levels
Institutional Allowance	Health Insurance, Supplies, Equipment, Books, Travel	Health insurance, supplies, equipment, books, travel	Health insurance, supplies, equipment, books, travel
IDC	8%	8%	8%

Applicants for F31 and F32 Awards

U.S. Citizens or Permanent Residents

F31 Requirements

**BA 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

Opportunities for Students Who Are Not Eligible for NRSA's (e.g. Students w/o U.S. Citizenship or permanent residence)

- **Predocctoral 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/ROO 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 applicant's understanding of the health-related sciences and the relationship of his/her research to health and disease.

Getting Started for an F Award Submission: (http://grants.nih.gov/grants/useful_links.htm)

- Register for eRACommons (commons@od.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
- Review sample applications (http://grants.nih.gov/grants/grants_process.htm).
- 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 (http://www.grants.gov/applicants/apply_for_grants.jsp)
- Grant deadlines (institutional and NIH)
- Follow status of application on <https://apply07.grants.gov/apply/checkApplStatus.faces>.

Outline of PHS Fellowship 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

- **Person #1 is Primary Sponsor**
- **Others include co-sponsors, 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 eRACommons User Name
- Education/Training
- Personal Statement – Describe hiatus 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**
 - **PI/PD is the fellowship applicant**
- **Federal Funds requested**
 - **stipend (will adjust automatically if raised) based on PGY.**
 - **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)**

F Training Grant Budgets

- **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.**

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.**
- **Professional Skill-building Programs (CTSI)**
 - 24 month series (mentoring, teaching, leadership, collaboration, laboratory management, communication)
 - Responsible Conduct of Research
 - Grant Writing clearinghouse
- **Off-site courses and programs**
- **National meetings**
- **Exposure to various career directions (CTSI) (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**
 - **Rigor and Reproducibility in Research**
- **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

PHS Fellowship Supplemental Form Outline

- 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. Research 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. Research Contribution

(1 page)

- **Description of collaborative process with sponsor**
- **Development, review, and editing of research training plan**
- **Roles of sponsor and co-sponsors in the research**

B18. Selection of Sponsor and Institution (1 page)

- 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 Development (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.**

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.**

F Review Criterion Providing a Score

Fellowship Applicant

Sponsors, Collaborators, and Consultants

Research Training Plan

Training Potential

Institutional Environment and Commitment

**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

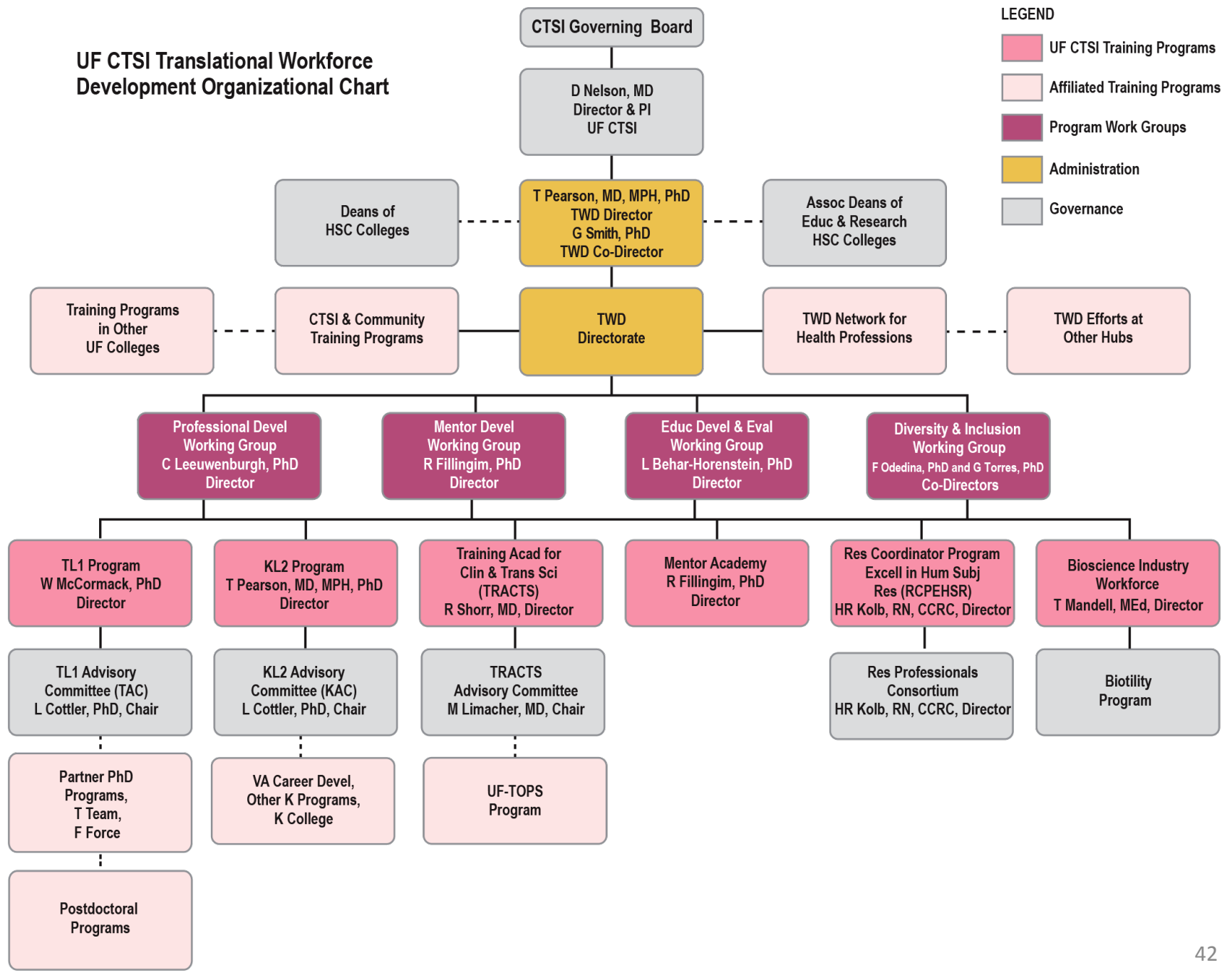
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UF CTSI Translational Workforce Development Organizational Chart

LEGEND

- UF CTSI Training Programs
- Affiliated Training Programs
- Program Work Groups
- Administration
- Governance



**UF CLINICAL AND TRANSLATIONAL SCIENCE AWARD
TRANSLATIONAL WORKFORCE DEVELOPMENT PROGRAM
Fellowship Opportunities for Research Career Enhancement
Fellowship Grant Application Toolkit**

<https://www.ctsi.ufl.edu/education/grant-workshops/fellowship-f-application-toolkit/>

- 1. Fellowship Grant “F Force” 01/11/19**
PowerPoint Slides
- 2. Ruth L. Kirschstein National Research Service Awards (F30, F31, F32)**
- 3. Current F Awardees at UF**
- 4. Identification of Mentors/Co-mentors at UF HSC**
- 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. Recruitment and Retention Plan to Enhance Diversity**
- 9. Harassment and Discrimination Prevention**
- 10. Instruction on Rigor and Reproducibility of Research**
- 11. Sample Institutional Commitment Letters**
- 12. Follow-up and Tracking of Federal Training Grant Appointees**

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UF and UF Health Institutional Commitment to Institutional Training Grants

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

*Department/College **CTSI TWD Program

Summary

- 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.**