Dear Student,

Thank you for reading the NRSA guide written by the School of Nursing's (SoN) Research and Sponsored Programs (NRSP) office. The purpose of this guide is to prepare you for the NRSA application process and to provide you with several tips from the research office, students who have submitted proposals in the past and faculty. There are a few things you should know before diving into the guide:

- You may want to also review the NRSP Grant Writing and Administration Guide on the SoN Localnet's Research Page before you read this supplement. Brianna Griesbach, Luann Lawrence, Kim Nolet or Barb Bowers would be happy to point in the direction of that guide. While that guide is tailored to faculty, there is information in there about the NRSP office, resources and planning that might be useful to you as you prepare your NRSA application.

- You may also wish to also review a PowerPoint presentation developed by Brianna Griesbach of the SoN NRSP office. You can find this in the appendix of this guide and ask if this will be presented soon to an audience in the SoN.

- This guide primarily focuses on the F31 NRSA mechanism. It is the most commonly applied for mechanism used by SoN students. If you are applying under another mechanism, please work closely with the NRSP office for specific guidance.

Congratulations on taking the next step towards a productive and rewarding career! We wish you luck.

Sincerely,
The NRSP Office

Barb Bowers, Associate Dean for Research
Brianna Griesbach, Administrative Program Manager
Luann Lawrence, Administrative Assistant
Kim Nolet, Outreach Specialist
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to the NRSA</td>
</tr>
<tr>
<td>2</td>
<td>Eligibility and Timelines</td>
</tr>
<tr>
<td>3</td>
<td>Proposal Development</td>
</tr>
<tr>
<td>4</td>
<td>Submitting your Application</td>
</tr>
<tr>
<td>5</td>
<td>Review Process</td>
</tr>
<tr>
<td>6</td>
<td>Receiving and Managing Your Award</td>
</tr>
<tr>
<td>7</td>
<td>Other Information</td>
</tr>
<tr>
<td>Appendix</td>
<td>A: Selected Readings</td>
</tr>
<tr>
<td></td>
<td>B: Proposal Development Timeline</td>
</tr>
<tr>
<td></td>
<td>C: NRSA PowerPoint Presentation</td>
</tr>
</tbody>
</table>
Section 1
Introduction to the NRSA
Section 1
Introduction to the NRSA

What is the NRSA?
The Ruth L. Kirschstein National Research Service Award (NRSA) is a grant program funded by the National Institutes of Health (NIH). The National Institute of Nursing Research (NINR) reviews and administers award for students enrolled in nursing programs. There are several types of NRSA programs:

NRSA Research Training Grant MARC Undergraduate Student Training in Academic Research T34
This grant provides support for the research training of undergraduate science/math students from minority-serving institutions to prepare them to pursue Ph.D. degrees and future careers in biomedical and behavioral research. Any full-time faculty member may apply for funding to support a mentoring relationship and training of an undergraduate student who meets the above criteria. Trainees (the undergraduate) must have the opportunity to carry out full-time, defined as 40 hours per week, supervised biomedical or behavioral research with the objective of developing or enhancing their research skills and knowledge. Funding may be requested for periods up to 5 years and is renewable. Funds are meant to cover stipends, tuition and fees, and any other training costs incurred by the student, mentor, or institution. Applications are accepted once a year with a deadline of May 25th.

NRSA Institutional Research Training Grant T32
This program supports pre-doctoral, postdoctoral and short term research training programs at domestic institutions of higher education. The amount of funding varies and funds may be used to cover project periods up to five years in duration and are renewable. Funds may be used for stipends, tuition and fees, health insurance, and any training expenses incurred by the individual or their institution. During the funding period trainees are required to pursue full-time research training defined as 40 hours per week. There are three application periods per year with deadlines of January 25th for Cycle 1, May 25th for Cycle 2, and September 25th for Cycle 3.

NRSA Institutional Research Training Grant F31
This program supports students who already have a baccalaureate degree and are currently enrolled in a Ph.D. or equivalent research degree program in the biomedical, behavioral, health services, or clinical sciences. Applicants must be at the dissertation research stage of their doctoral training with substantial interest in research areas of high priority which can be found at the National Institutes of Health Office of Extramural Research website http://grants.nih.gov/grants/guide/contacts/pa-07-002_contacts.htm. Awards are to be used for stipends, tuition and fees, institutional allowance and other training costs. There are three application periods per year with deadlines of April 8th for Cycle 1, August 8th for Cycle 2, and December 8th for Cycle 3.
NRSA Individual Pre-doctoral Fellowships to Promote Diversity in Health-Related Research F31
Individuals from racial and ethnic groups that are underrepresented in health science research, those with disabilities (physical or mental) and those from disadvantaged backgrounds such as low-income, rural, or inner city families are encouraged to apply for this version of the F31 grant. Eligibility details can be found at the NRSA website http://grants.nih.gov/training/nrsa.htm. The deadlines for this grant are April 13th for Cycle 1, August 13th for Cycle 2, and December 13th for Cycle 3. All of the other criteria and information for the previously discussed F31 grant applies.

NRSA for Individual Postdoctoral Fellows F32
This grant provides funding for post-doctoral individuals. Post-doctoral fellows may only be funded by NRSA grants for up the three years of post-doctoral training, including any combination of the F32 grant with an institutional training grant such as the T32. Funds may be used to cover stipends, tuition and fees, institutional allowance and other training costs incurred by the individual or the institution. There are three application periods per year with deadlines of April 8th for Cycle 1, August 8th for Cycle 2, and December 8th for Cycle 3.

NRSA for Individual Senior Fellows F33
This grant is for any individual who has received a doctoral degree related to biomedical, behavioral, or clinical research and has had at least 7 years of relevant research or professional experience and has an established independent research career. An F33 grant may be requested for up to 2 years, but an individual may not receive more that three years of post-doctoral NRSA support, including any combination of institutional training awards (T32) and individual fellowship awards such as the F33. There are three application periods per year with deadlines of April 8th for Cycle 1, August 8th for Cycle 2, and December 8th for Cycle 3.

Please see http://grants.nih.gov/grants/guide/pa-files/PAR-05-091.html for a complete description of the NRSA, along with eligibility information, key dates and requirements.

Additionally, please add this NRSA web site to your “favorites list” on your computer: http://grants.nih.gov/training/nrsa.htm. The site has many policies and guidance pieces for you to review.

This guide will focus primarily on the F31 mechanism, the most commonly applied for by SoN students, although much of the information will overlap with other mechanisms.
Section 2
Eligibility and Timelines
Section 2
Eligibility and Timelines

To apply for an NRSA:
- You must be admitted to a graduate program.
- You must be prepared to dedicate 40 hours per week to your training and research.
- You must have an established relationship with an experienced sponsor.
- You must have a clear concept of your dissertation topic.

IMPORTANT NOTE ABOUT THE NRSA:

An F31 cannot be given to a student concurrently with another federally sponsored fellowship or similar Federal award with a stipend.

When should you consider applying?

Application deadlines are April 8th, August 8th and December 8th of each year. This is the date NINR must receive your application to be considered. There are numerous steps for your application to go through before submission. It is important to adhere to deadlines arranged with the Nursing Research and Sponsored Programs (NRSP) office at the School of Nursing. Please see section three of this guide for more information.
Section 3: Proposal Development
Section 3:
Proposal Development

Initial Steps
1. **Spend time reading through the NINR website**
   As with any application for funding, it is important to understand the mission and priorities of your potential funder. In particular, it would be a worthwhile use of time to look at the [NIH roadmap](http://nihroadmap.nih.gov), [NINR mission and strategic plan](http://www.ninr.nih.gov/AboutNINR/NINRMissionandStrategicPlan).
   Start thinking about your particular area of expertise and research interests, and how this expertise and interest relates to NINRs priorities.

2. **Meet with your advisor to discuss your interest in applying.**
   He or she will be critical in the process of an NRSA submission. Your advisor is your sponsor and can discuss whether this is an appropriate time in your program to apply. Your advisor has probably been involved in several NRSA proposals and can assist you in putting your application together, providing important feedback to you along the way.

   You will need to work with your advisor to design your program of study and research activities. The NRSA application asks for your goals and the activities related to your research, coursework, teaching and clinical experiences. It is important that you form clear, specific objectives and include a sound, convincing plan that clearly supports your goals as a new researcher.

   Your advisor will likely be your application sponsor and it is important you are able to show an exemplary match between your research interests and your sponsor’s work. Thus, you will need to work with your sponsor throughout the application to make sure the case for being an appropriate match is made. If your sponsor and advisor are different people, or if you have a co-sponsor involved, you should include both in your meetings.

   **Suggested items to bring to your sponsor(s) to begin the NRSA process:**

   1. A copy of the NRSA program announcement for you and your sponsor:
      

      a. Read it carefully, make notes about any questions you have
      b. Highlight the review criteria in Section V

   2. A copy of the NRSA application pages and instructions: PHS 416

   3. A summary of your research ideas

   4. A list of planned coursework
During your meeting with your advisor/sponsor, it is important to develop a plan for completing the application. This includes:

1. A timeline consistent with the deadlines supplied by Brianna Griesbach and the NRSP office.

2. A list of who is doing what parts of the application. This includes who will do the first draft of each section, who is responsible for reviewing the draft and revisions. Keep in mind the sections NRSP will assist you with (see section 3 of this guide).

3. A meeting schedule to assure progress is being made and deadlines are being kept. If you should decide during the process to defer your application to the next NIH deadline, please inform all interested parties, including the NRSP office.

3. Meet with Brianna Griesbach, NRSP Program Manager.
During this meeting, you will review application materials, establish a timeline and answer any immediate questions.

When you meet with the NRSP office for the first time, it’s important to discuss a timeline for your proposal. The December deadline for NRSA’s is a particularly busy time of the year for the research office, thus it’s extremely important deadlines are adhered to. People always underestimate the time needed to prepare and write the entire proposal. It is also important to build in adequate time for an internal review of your application.

Table 1. Deadlines for NRSA proposals***

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<thead>
<tr>
<th>WHAT</th>
<th>WHEN</th>
<th>WITH WHOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Apply</td>
<td>5 Months prior to proposal due date</td>
<td>Brianna Griesbach</td>
</tr>
<tr>
<td>Rough Draft and Mock Review</td>
<td>3 Months prior to proposal due date</td>
<td>Luann Lawrence</td>
</tr>
<tr>
<td>Final Budget</td>
<td>1 Month prior to proposal due date</td>
<td>Brianna Griesbach</td>
</tr>
<tr>
<td>Final Application</td>
<td>2 Weeks prior to proposal due date</td>
<td>Brianna Griesbach</td>
</tr>
</tbody>
</table>

***SEE APPENDIX FOR DETAILED TASKS AND DEADLINES

4. Communicate with your Program Official/Officer
A Program Official (a.k.a. Program Official, Program Director) is a scientist and administrator for the specific grant program you are applying to. This person is responsible for knowing all programmatic, scientific and technical aspects of the mechanism. A detailed presentation on the duties of the Program Officer, and tips for working with your Program Officer can be found at:
You can look for your Program Official in the specific program announcement you are responding to (towards the end of the instructions), or you can check this NINR page for more information: http://www.ninr.nih.gov/ResearchAndFunding/DEA/OEP/AreaofscienceFile.htm

The importance of early communication with your Program Official cannot be stressed enough. Before getting too involved in writing your proposal, it is advisable to email your program officer with a brief synopsis of your area of interest and a tentative list of the objectives of your dissertation. Through either email correspondence or a telephone conversation, your Program Official can provide you with invaluable advice and guidance about how to maximize your chances of successfully writing your proposal. An important aspect of the role of Program Official at NINR is to provide guidance to grant applicants. Therefore, you should not feel uncomfortable asking for their assistance.

Writing the Proposal
The PHS 416 application forms and instructions for the NRSA can be found at http://grants.nih.gov/grants/funding/416/phs416.htm.

Please note that these form pages may become corrupt if you continually cut and paste, and revise on them. Therefore, it is advisable to prepare your text in a Word Document prior to pasting them onto the NIH form pages.

Topics in the NRSA
There are four distinct areas you will be writing about:
1. You as an applicant
2. Your sponsor and the training environment
3. Your research training plan
4. Your training potential

Overview of the Elements of the NRSA
Basic Elements
- Face page
- Abstract/project description
- Goals for the training plan & time dedicated: to research, taking courses, teaching or clinical practice
- Table of contents
- Biosketch (all prior grades needed)
- Previous research described

Training Plan
- Specific aims
- Background (this is your lit review)
- Preliminary studies (discuss any of your pilot work or site related experiences)
• Research design and methods
• Human subjects
• Vertebrate animal use (usually N/A)
• Literature cited (reference list)
• Resource sharing (usually N/A)
• Respective contributions (Collaborators, duties)
• Selection of sponsor and institution (Rationale)
• Responsible conduct of research

Sponsor’s Information
• Sponsor’s biosketch
• Research support available
• Previous trainees
• Training plan, environment, research facilities
  • Training plan (sponsor describes what you’ve done, program requirements, etc.)
  • Environment and facilities: NRSP has a template for the UW and SoN. Also include performance site descriptions if known.
• Number of Fellows/Trainees supervised during this fellowship
• Applicants qualifications and potential (sponsor writes)

NOTES:
Proposals should not be written in 1st person narrative, per NRSA guidelines. There may be instances where it is unavoidable, and NINR will accept this, however best practice is to write in third-person mode.

A timeline of tasks you’ll need to complete over the next few months, as well as a guide on who is responsible for each element of your application, is in Appendix B. Writing sections of your application is your primary responsibility. Contact people early if you expect them to contribute to your proposal in any way. You will likely be revising often and your application will evolve as your sponsors review your drafts. Don’t be discouraged. This happens to all researchers! Here are some resources on writing grant applications:

1. NINR’s online training for early career nurse scientists: [http://www.ninr.nih.gov/Training/OnlineDevelopingNurseScientists/](http://www.ninr.nih.gov/Training/OnlineDevelopingNurseScientists/)
   While this might not be targeted towards graduate students, it offers many tips you may find useful.
   “Through the completion of four self-paced modules, nurse scientists learn practical skills and strategies necessary for preparation as a principal investigator and the development of a successful program of research.”

2. NIH
   NIH offers several grant writing “Tip Sheets” that can be accessed here: [http://grants1.nih.gov/grants/grant_tips.htm](http://grants1.nih.gov/grants/grant_tips.htm). These cover basic tips and insight to the review process. In addition, NIH offers regional seminars throughout the year. These seminars walk investigators through NIH proposal and administration basics. These are an excellent opportunity to network with colleagues and speak to NIH staff directly. Dates and locations can be found here: [http://grants.nih.gov/grants/seminars.htm](http://grants.nih.gov/grants/seminars.htm)
Institute for Clinical and Translational Research (ICTR) Client Services Center
School of Nursing researchers are welcome to use the ICTR Client Services Center if preparing a scientific grant proposal. The Center seeks to be a "welcoming and capable conduit to a variety of research-related resources and services" to support educational and research endeavors. Services offered include:

- Education and training opportunities about clinical and translational research;
- Assistance identifying relevant resources, expertise and affiliate offices to support community-academic partnership building activities;
- Physician/clinical practice research locations in Wisconsin;
- Assistance with editing of grants/proposals and/or budget/fiscal management;
- Consultations to guide investigators and their teams in the IRB-submission process; and
- Biostatistics and biomedical informatics consultations.

http://ictr.wisc.edu/node/174

3. UW Library Grants Information Collection
The Grants Information Collection at Memorial Library carries over 200 books and reference items for grant seekers. These items do not circulate, so you must visit Memorial Library to take advantage of this extensive resource.
http://grants.library.wisc.edu/index.htm

4. Online Resources
Michigan State University has compiled a large list of useful web resources for grant writing.  http://www.lib.msu.edu/harris23/grants/4acfrais.htm

A list of grant writing tips, resources and books can be found at http://www.medi-smart.com/grant-writing.htm.

5. Articles
Please see appendix A for articles pertaining to grant writing and preparing NRSAs.

Writing Specific Elements of the Proposal with NRSP
You will need to work with your advisor for advice on writing each section of the proposal, as well as review the resources listed above. NRSP will help you with the following services pertaining to elements of your proposal:

**Biosketch**
For your application, you will need to prepare a biosketch formatted for NIH specifications. NRSP will assist you with this form. You will need your educational history, research funding history, details of any publications you are an author on, or posters you have presented. For research projects, you will need the title of the project, grant number, funding organization, award amount, PI name, and a very brief description of the project. For publications or posters, you’ll need the details as an APA formatted citation. Luann Lawrence in the NRSP office will help you format this document.
Sharing Proposal Documents
The School of Nursing has a computer network designed for sharing proposal documents between you and NRSP. You can share your proposal and application documents on the network K drive. On your computer desktop, click on My Computer, users on ‘jonlee’ K, NRSP, Students. Find the folder with your name on it to share and store your proposal and application documents with NRSP staff.

Your K drive NRSP file is also where your master biosketch and other support document should be stored. Luann Lawrence can assist you in formatting and updating the documents so they can be quickly retrieved when needed.

Methods: Available consulting
Research Design and Statistics Unit (RDSU)
While your advisor and sponsor will be a primary resource for research methods in your proposal, you may also consult our Research Design and Statistics Unit. RDSU offers several consultation services that can help during the grant writing process. RDSU can help you construct your methodology and data collection efforts when writing your NRSA.

Preparing Your Budget
Brianna will assist you in determining items and amounts to be included in your NRSA budget. You will need to inform her of the semester you plan to become a dissertator and your intended graduation date.

The NRSA allows for several items to be included in your budget:
1. Stipends: Current stipend levels can be found at:
   http://grants.nih.gov/training/nrsa.htm. Pre-doctoral levels are at approximately $20,000/year, but will vary each fiscal year. The purpose of the stipends are to “help defray living expenses during the research training experience.”
2. Tuition and Fees: NIH will reimburse 60% of tuition and fees costs up to $16,000 each year. This only includes tuition and fees that support your program of training. Please see the NRSA program announcement for a full description of items included.
3. Institutional Allowance: NIH will allow up to $4,200 for each 12-month period to be charged. This is to cover travel to scientific meetings, health insurance, books, research supplies and equipment.

NOTES:
Facilities and Administrative Costs (collected by the University) are not allowed on NRSAs.

If your research or training program necessitates foreign travel incurring travel amounts beyond the limit, you may be able to receive increased funds. Please consult the program officer.
Preparing for Submission

Mock Reviews

Enlisting faculty members and fellow students to review your grant prior to submission is important for increasing your likelihood of getting funded. Your sponsor should provide guidance in identifying three or four reviewers, and may also be able to help you identify someone that has been a section reviewer for NIH in the past, who could serve as one of the reviewers. The participating reviewers should receive your draft proposal at least 2 weeks prior to the mock review. You’ll want to work with Luann Lawrence to schedule a mock review of your proposal. It’s important to schedule a preliminary review far enough in advance (at least 12 weeks) so that you will have time to consider feedback and revise your application.
Section 4: Submitting Your Application
Section 4: Submitting Your Application

Your NRSA application is submitted electronically. Brianna Griesbach will arrange for the final submission. You must electronically submit your application one week in advance of the deadline to assure NIH receives your proposal.

Once submitted, you can track the status of your proposal in NIH Commons. You will be able to check the progress of the following stages:

1. Your proposal has been received
2. Your proposal has been assigned to an Integrated Research Group (IRG) for scientific merit assessment
3. Your proposal has been assigned to a study section within the IRG.
4. Your proposal has been scored
5. Summary sheets have been posted

Commons ID Number

You will need to work with Brianna to set up a Commons ID number required to track the status of your application and access the electronic application forms when they become available.
Section 5: Review Process
Section 5: Review Process

IRG Assignment
Once your proposal is received, it gets assigned to an IRG for assessment of scientific merit.

Study Section Assignment
Within each IRG there are several study sections. Most SoN proposals go to NINR, however, you may request review by a different study section (e.g., NICHD, NIA, NIC), or a joint review, in your cover letter. If you are unhappy with your assignment, NIH provides guidance at the following link:
http://cms.csr.nih.gov/PeerReviewMeetings/Fellowship/

Review Criteria
It is important to understand the NRSA review criteria as you are writing your proposal. Below is a summary of the review criteria listed in the NRSA application packet.

1. Applicant/Fellow
   - An assessment of the quality of the academic record and the prior research experience of the applicant. The latter is especially important for advanced graduate students
   - An assessment of the applicant’s potential for independent contribution to scientific knowledge

2. Sponsor and Training Environment
   - An assessment of the qualifications of the sponsor as a mentor, including training track record, and as an active researcher, including successful competition for research support
   - Evidence of a match between the research interests of the applicant and the research advisor/sponsor, including an understanding of the applicant's research training needs and a demonstrated ability, on the part of the sponsor, to assist in meeting these needs
   - An assessment of the quality of the training environment including the institutional commitment to research training of pre doctoral fellows and trainees, the quality and availability of facilities and related resources (e.g. equipment, laboratory space, computer time, subject populations), and the availability of research support
   - If applicable, an assessment of the quality and appropriateness of special and unique opportunities for research training at a foreign site that are not currently available in the United States

3. Research Training Plan
   - The merit and quality of the scientific proposal and research training plan
   - Potential of the proposed research training to serve as a sound foundation that will lead the candidate to a productive research career in scientific areas related to the mission of one of the participating NIH Institutes
   - For advanced graduate students, scientific significance, originality, and feasibility of the proposed research
   - For beginning graduate students, quality and clarity of stated research interests
4. Training Potential

- An assessment of the value of the proposed fellowship experience as it relates to the applicant's needs in preparation for a research doctoral degree. Potential of the research training plan to provide the fellow with the individualized and supervised experiences that will develop his/her research skills.

In addition to the above criteria, the following items will continue to be considered in the determination of scientific merit and the priority score:

- **Protection of Human Subjects from Research Risk:** The involvement of human subjects and protections from research risk relating to their participation in the proposed research will be assessed (see criteria included in the section on Federal Citations, below).
- **Inclusion of Women, Minorities and Children in Research:** The adequacy of plans to include subjects from both genders, all racial and ethnic groups (and subgroups), and children as appropriate for the scientific goals of the research will be assessed. Plans for the recruitment and retention of subjects will also be evaluated (see inclusion criteria in the section on Federal Citations, below). Applicants often fall short on this, so speak with your advisor to make sure you have an adequate plan to address inclusion.
- **Care and Use of Vertebrate Animals in Research:** If vertebrate animals are to be used in the project, the five items described on page 1-26 of the PHS 416-1 fellowship application Part I instructions (rev. 10/05) will be assessed.
- **Biohazards:** If materials or procedures are proposed that are potentially hazardous to research personnel and/or the environment, the adequacy of the proposed protection will be assessed.
- **Responsible Conduct of Research.** Every NRSA fellow must receive instruction in the responsible conduct of research ([http://grants.nih.gov/grants/guide/notice-files/not92-236.html](http://grants.nih.gov/grants/guide/notice-files/not92-236.html)). Applications must include the sponsoring institution’s plans to provide and the candidate's plans for obtaining instruction in the responsible conduct of research, including the rationale, subject matter, appropriateness, format, frequency and duration of instruction. The amount and nature of faculty participation must be described. The plan will be discussed after the overall determination of merit, so that the review panel's evaluation of the plan will not be a factor in the determination of the priority score. The plan will be judged as acceptable or unacceptable. The acceptability of the plan will be described in an administrative note of the summary statement. Regardless of the priority score, an application with an unacceptable plan will not be funded until the applicant provides a revised acceptable plan.

**Scores**

You can expect to be able to view your score on the NIH Commons website within 1-2 weeks of the IRG. Your application will receive a score between 100-500 (100 being the best, and 500 the weakest). The lower your score, the better the chances you’ll be funded. Fundable scores will constantly vary, so there is no real way of knowing what a fundable score is each year. Based on prior applications, NRSP can give you an idea of...
what might be fundable. However, it will depend on the merit of other applications received by NIH and the NRSA program budget for that fiscal year. (mention streamlining)

Summary Sheets
Your summary sheets will contain written comments from the reviewers. You can expect that these summary sheets will be posted to your NIH Commons within 1-3 months following the scientific review. You will want to pay attention to the strengths and weaknesses commonly identified. You’ll want to send these to your sponsor to discuss. Be prepared to address these in case you do not get funded.

Just in time requests
If your score is potentially fundable, NRSP will be notified by the NIH that “Just In Time” (JIT) information is required. Generally, if your score is in the top 20% of all applications, they will request JIT from the applicant. JIT information generally includes any updates to your current support, human subjects training and human subjects certification status. This is usually a good sign you may be funded, but doesn’t always result in funding.

Planning for IRB Approval
You might be informed you’ll need to submit approval from the campus IRB to NIH in order to receive your funding. The UW IRB offers the following guidance at this link: http://www.grad.wisc.edu/research/compliance/humansubjects/hsirbs/2.submissionforms.html

“The Protocol Development Activities Only submission form is to facilitate the submission of grant applications to the IRB for review when research activities involving human subjects are planned in future but have not been finalized (e.g., the grant incorporates a planning stage) or when an agency or organization requires IRB approval of the concept as part of the application for funding. In order to obtain approval to perform research activities involving human subjects, a separate Initial Review Application or Application for Exemption from IRB Review will be required. Only planning activities that do not involve human subjects can be covered by this administrative approval. In some cases, an Application for Exemption may be a more appropriate form to submit.”

Your Protocol Development submission should be carefully reviewed by your advisor and, preferably, someone that sits on the IRB. This process can take a great deal of time, so please address this issue early.

Funding Decision
Since funding decisions are based on several factors in addition to scientific merit, including the availability of funds and the congruence between the objectives of the study and the priorities of NINR, it is sometimes difficult to make educated guesses about whether your will be funded. Funding decisions are not official until the application is reviewed and approved by the Advisory Council. If you aren’t sure if your proposal will
be funded, you will want to start planning your resubmission right away. NIH allows the submission of up to two revised applications. Work with your sponsor and NRSP to begin this process.

**Notes on Resubmission**

You will need to submit a cover letter for any revisions you submit to NIH. You should start by thanking the reviewers because most of them are donating their time doing these reviews. Then use some of these tips for your letter:

- Your letter will include a one page response to the critique, and generally involves updating your entire proposal
- New letters of reference are needed
- Your re-write should include added courses you have taken and changes in your training plan
- Formatting: your response to reviewer concerns should be set off italics or bold, then the responses to the critiques presented in a different font—also specifying the pages in proposal where issues are addressed. Set off changes in the body with italics or bold as well
- If you disagree with a critique and don’t change the proposal you should explain your position
- Read some of the resubmissions the NRSP office has on file. See Luann or Brianna to view copies.
Section 6: Receiving and Managing Your Award
Section 6:
Receiving and Managing Your Award

Receiving Your Award
You will be sent an award package from NIH when the funding decision has been reached. Campus RSP simultaneously receives notification and sends a letter to you. Thus, you may receive one notification before the other.

RSP will send you a checklist/timeline to fill out. If you need help with this, please see Brianna in NRSP. You will also need to complete the NIH Activation Notice (PHS 416-5 at http://grants.nih.gov/grants/forms.htm) before funds will be disbursed. You have up to six months following your award notice to submit the form, but if you intend to start your training immediately, please fill out the form promptly.

You will be given an account number by RSP. Upon receiving this, you will want to meet with Gloria Moriarty to arrange for your funds to be available and assure money will be applied correctly. It is important to understand how your funds can be spent. NRSA funds can be more restrictive than you might think, so it is important to clarify appropriateness of purchases prior to spending any money.

The School of Nursing will send a deferral letter for your tuition to the Bursar’s Office each semester. The Bursar’s Office will send the SoN the tuition bill and the SoN will charge the amount to your NRSA.

Reporting Requirements

Progress Reports
If you have applied for multiple years of funding, and are awarded such, you will be required to submit annual progress reports to NIH. The “Progress Report for Continuing Support” forms can be found at http://grants.nih.gov/grants/funding/416-9/phs416-9.htm. These forms are relatively easy to complete. The lengthiest section is the area where you report a summary of your activities. You have three pages to summarize any changes, progress on your research training (including courses and publications) and your research training plans for the next project period.

NRSP will inform you of your upcoming progress report date, although it is expected you will know the date it is due from your own materials and will be prepared to submit the forms in a timely manner. Generally, the report is due two months before the beginning date of the next budget period. Please meet with Brianna Griesbach at least eight weeks prior to the due date of your progress report to begin planning.

Final Reports
All funded NRSAs require a final report at the end of your project period, as specified on your award notice. You will need to fill out the Termination Notice form 416-7 with help from NRSP staff. You can find the short form at http://grants.nih.gov/grants/funding/416/phs416-7.doc. You
will be required to have a summary statement (usually one page) that includes a summary of training received and research undertaken during fellowship or trainee tenure. Include publications, if any, resulting from the research during this period and grants and career awards pending and received.
Section 7:
Additional Information
Section 7: Additional Information

Presenting your Findings
For information on presenting your findings (posters, conferences, etc), please see section 10 of the Grant Writing and Administration Guide on the SoN Localnet (click “Research” on the homepage).
Appendix

A: Selected Readings

B: Proposal Development Timeline

C: PowerPoint Presentation by Brianna Griesbach, NRSP Grants Program Manager
Appendix A: Selected Readings

Before you start your application, you might want to read the following articles that relate to applying for funding:


Appendix B
Proposal Development Timeline
<table>
<thead>
<tr>
<th>Length of Time Prior to Proposal Deadline</th>
<th>PI Responsibilities</th>
<th>NRSP Responsibilities</th>
<th>PI Due Dates</th>
<th>PI Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 weeks</td>
<td>1. Notify NRSP office of proposal and target submission date with your intent to apply 2. Meet with Associate Dean for Research 3. Meet with Recruitment Specialist</td>
<td>➢ Obtain information on funder ➢ Work with PI on proposal development ➢ Give PI Targeted/Planned Enrollment Table ➢ Give PI R&amp;E document</td>
<td>1. 2. 3. 1. 2. 3.</td>
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<tr>
<td>19-20 weeks</td>
<td>1. Consult with RDSU 2. Provide NRSP with names of external mock reviewers. 3. Provide NRSP with names for internal mock review</td>
<td>➢ Contact external reviewers ➢ Schedule internal and external reviews ➢ Establish clear parameters for review and return of proposal</td>
<td>1. 2. 3. 1. 2. 3.</td>
<td></td>
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<tr>
<td>17-19 weeks</td>
<td>1. Finish first draft of proposal and send to NRSP for mock review distribution</td>
<td>➢ Distribute materials for initial internal mock review</td>
<td>1. 1.</td>
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<tr>
<td>15-17 weeks</td>
<td>1. Hold initial internal mock review</td>
<td>➢ Arrange summary of feedback ➢ Include Recruitment Specialist to review recruitment plan</td>
<td>1. 1.</td>
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<tr>
<td>12-15 weeks</td>
<td>1. Obtain letters of support 2. Prepare biosketch 2. Meet with NRSP to develop/review budget 3. Revise proposal based on internal review comments</td>
<td>➢ Develop budget ➢ Assist PI with biosketch</td>
<td>1. 2. 3. 1. 2. 3. 4.</td>
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<tr>
<td>12 weeks</td>
<td>1. Send proposal to NRSP for external mock review</td>
<td>➢ Distribute materials for external mock review</td>
<td>1. 1.</td>
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<tr>
<td>10-12 weeks</td>
<td>1. Update literature review if needed 2. Revise budget</td>
<td>➢ Continue working with PI on proposal</td>
<td>1. 2.</td>
<td>1. 2.</td>
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<tr>
<td>Duration</td>
<td>Tasks</td>
<td>Notes</td>
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<tr>
<td>10 weeks</td>
<td>1. PI follow up with external reviewers as needed</td>
<td>➢ Schedule the 2nd internal mock review for PI as needed</td>
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<td></td>
<td>2. Ask NRSP to schedule 2nd internal mock review as needed</td>
<td>1. 1.</td>
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<tr>
<td>7-10 weeks</td>
<td>1. Revised budget due</td>
<td>➢ Send revised proposal to internal reviewers</td>
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<td></td>
<td>2. Revise proposal based on external review comments</td>
<td>➢ Send Mock Review Questionnaire to reviewers</td>
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<td>6-7 weeks</td>
<td>1. Hold 2nd internal mock review</td>
<td>➢ Arrange for summary</td>
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<td>4-6 weeks</td>
<td>1. Revise proposal based on internal review comments</td>
<td>➢ Provide any last minute support</td>
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<td>1. 1.</td>
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<td>2-4 weeks</td>
<td>1. Meet with Brianna Griesbach to verify final budget and final application</td>
<td>➢ Check budget and make sure changes have been done consistently</td>
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<tr>
<td></td>
<td>2. Edit and finalize proposal</td>
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<td></td>
<td>3. Read and edit appendices</td>
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<td>4. Verify receipt of all additions</td>
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<tr>
<td>1-2 weeks</td>
<td>1. Verify correct version of proposal pieces to be submitted to funder</td>
<td>➢ Provide final assembly of proposal</td>
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<td>2. Final edit</td>
<td>➢ Submit proposal electronically or via UPS</td>
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<td>3. Collect all necessary signatures</td>
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<td>4. Check budget against justification</td>
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**Additional Comments:**
- Please consult the NRSP Grant Writing, Submission and Administration Guide and NRSA Supplement on the Research page of the Localnet for further guidance on these topics.
- Internal mock reviews are required, however, external reviews are optional.
- The SoN has funding support for external reviews. Please work with the NRSP office before agreeing to pay a dollar amount to an external reviewer.
Appendix C:  
NRSA Presentation