

Sponsored Programs Administration Buzz Session

July 23, 2025

12:10 – 1:00 PM CT



Agenda

- NIH Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Programs (Fs)
- DOD Use of Common Forms
- NIH Updates
- Q&A





NIH Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Programs (Fs)



NIH NRSA Fellowship Programs – Standard Due Dates (non-AIDS)

Cycle	Due Date	Earliest Start Date
I	April 8	September or December* *Cannot start in October or November
<i>II</i>	<i>August 8</i>	<i>April</i>
III	December 8	July



NIH NRSA Fellowship Programs – UNMC “Three-day Rule”

Notification to SPA re: Intent to Submit	Application available for review in Cayuse, ADIS Internal Forms in “SPA Review”	Due Date
Friday, July 25	Close of business Tuesday, August 5	Friday, August 8



Resources



NIH NRSA Fellowship Programs – Resources

Notice of Funding Opportunity (NOFO)

Notice of Special Interest (NOSI), if applicable

NOFO Table of IC-Specific Information, Requirements, and Staff Contacts

Application Guide	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/fellowship-forms-i.pdf
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Page Limits	https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm#fell
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Grants Policy Statement	https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2_individual_fellowships.htm
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Budgetary Levels notice	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-105.html
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NIH NRSA Fellowship Programs – NOFOs (pre- and post-doctoral)

Activity Code	Purpose	For More Information	Parent NOFO
F30	Combined M.D./Ph.D.	https://researchtraining.nih.gov/programs/fellowships/F30	Schools without NIH-Funded Institutional Pre-doctoral Dual-Degree Training Programs https://grants.nih.gov/grants/guide/pa-files/PA-25-425.html
			Schools with NIH-Funded Institutional Pre-doctoral Dual-Degree Training Programs https://grants.nih.gov/grants/guide/pa-files/PA-25-426.html
F31	Pre-doctoral, leading to Ph.D.	https://researchtraining.nih.gov/programs/fellowships/F31	Individual Fellowship https://grants.nih.gov/grants/guide/pa-files/PA-25-422.html
F32	Post-doctoral	https://researchtraining.nih.gov/programs/fellowships/F32	Individual Fellowship https://grants.nih.gov/grants/guide/pa-files/PA-25-423.html



NIH NRSA Fellowship Programs – Application Guide



Additional Instructions for Fellowship:

Additional fellowship instructions will be denoted by a gray call-out box with orange color coding and with the heading “Additional Instructions for Fellowship” throughout these application instructions.

Some differences with R01s - Application

- PHS Fellowship Supplemental Form
- Cover letter
- References
- ORCID ID



Application



- Summarize the research project to be conducted
- Describe the fellowship training plan and the environment in which the research training will take place
- Limited to 30 lines of text



NIH NRSA Fellowship Programs – Budgets

Line-item	Formula	Application	Notes
Stipend	<ul style="list-style-type: none"> Based on training level 	PHS Fellowship Supplemental Form <ul style="list-style-type: none"> 30. Stipend - <i>Only complete for Senior Fellowships</i> 	<ul style="list-style-type: none"> In most cases, full-time training
Tuition and Fees	60% of actual tuition <ul style="list-style-type: none"> Up to \$16,000 Up to \$21,000 <i>for dual-degree</i> Up to \$4,500 <i>for post-doc</i> 	PHS Fellowship Supplemental Form <ul style="list-style-type: none"> 27. Tuition and Fees 	<ul style="list-style-type: none"> Actual tuition and fees, NOT requested amount https://catalog.unmc.edu/general-information/tuition/
Institutional Allowance	<ul style="list-style-type: none"> Pre-doc: \$4,750 Post-doc: \$12,400 	N/A	<ul style="list-style-type: none"> Includes Health Insurance
Childcare Costs	<ul style="list-style-type: none"> \$3,000 	PHS Fellowship Supplemental Form <ul style="list-style-type: none"> 28. Childcare Costs 	<ul style="list-style-type: none"> https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-116.html
F&A	<ul style="list-style-type: none"> 0% 	N/A	

NIH NRSA Fellowship Programs – Budgeting in ADIS

- Salaries (Wage Code Type # 1016)
 - Use applicable stipend amount as IBS
 - Department may supplement stipend if consistently applied to all individuals in a similar status regardless of the source of funds
- Fringe benefits (Wage Code Type # 1416)
 - Health Insurance is part of Institutional Allowance
 - The amount ADIS calculates for fringe benefits could be:
 - Pre-doc (0.4%): Subtracted from the Institutional Allowance budgeted elsewhere (e.g., in Operating) - *\$112 out of \$4,750*
 - Post-doc (17.2%): Cost-shared - *\$10,493+ out of \$12,400*



NIH NRSA Fellowship Programs – Budgeting in ADIS

To cost-share benefits:

Other Classifications

- | | | |
|--|--|--|
| <input type="checkbox"/> Clinical Trial | <input type="checkbox"/> Non-Financial | <input type="checkbox"/> Major Project ? |
| <input type="checkbox"/> Off-Campus Research | <input type="checkbox"/> Comparative Effectiveness | <input checked="" type="checkbox"/> Training |
| <input type="checkbox"/> International Component | <input type="checkbox"/> Transfer | <input type="checkbox"/> Federal Pass Thru |
| <input type="checkbox"/> SBIR/STTR | <input type="checkbox"/> Earmark | <input type="checkbox"/> I.P.A. |



NIH NRSA Fellowship Programs – Senior/Key Profile Form

Who?	Application	Commons
Fellowship candidate	PD/PI	<ul style="list-style-type: none">• Needs account with PD/PI role• May also have other roles (e.g., Trainee, Undergraduate, Graduate_Student, Postdoc)• ORCID ID in Personal Profile
Sponsor (or Co-Sponsor)	Other (Specify) <ul style="list-style-type: none">• Sponsor (or Co-Sponsor)	<ul style="list-style-type: none">• Needs account with Sponsor role• May also have other roles (e.g., PD/PI)

NIH NRSA Fellowship Programs – Biosketches

Fellowship		
Instructions	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm#Instructions	
*Form	https://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format-rev-10-2021.docx *not yet updated for Forms I. Section D not needed.	
*Example	Pre-doctoral	https://grants.nih.gov/grants/forms/predoctoral-fellowship-biosketch-sample-2021.docx
	Post-doctoral	https://grants.nih.gov/grants/forms/postdoctoral-fellowship-biosketch-sample-2021.docx
FAQs	https://grants.nih.gov/grants/policy/faq_biosketches.htm	
SciENcv	https://www.ncbi.nlm.nih.gov/sciencv/	

NIH NRSA Fellowship Programs – Biosketches



NIH Common Forms Implementation for Biographical Sketch and Current and Pending (Other) Support

To further support a successful transition to the Common Forms, NIH is postponing the May 25, 2025 implementation for all applications and Research Performance Progress Reports (RPPRs). NIH will issue future Guide Notices outlining the new effective date and additional implementation details as they are finalized.

NIH applicants and recipients must continue to use the current NIH [Biosketch](#) and [Other Support](#) format pages for applications, Just-in-Time (JIT) and RPPRs.



NIH NRSA Fellowship Programs – PHS Fellowship Supplement Form (Forms I)

Forms I – PHS Fellowship Supplemental Form Updates

Align application forms with the restructured review criteria

Reduce redundancy

Clarify instructions so it is clear who is responsible to which sections (candidate vs sponsor)

<https://grants.nih.gov/policy-and-compliance/policy-topics/peer-review/revisions-nih-fellowship-application-review-process/candidate-guidance>



NIH NRSA Fellowship Programs – PHS Fellowship Supplement Form (Forms I)

Forms H: Fellowship Applicant Section	Forms I: Candidate Section
<p>Applicants background and Goals for Fellowship Training – 6 pg limit</p> <ul style="list-style-type: none">A. Doctoral Dissertation and Research ExperienceB. Training Goals and ObjectivesC. Activities Planned Under this Award	<p>Goals, Preparedness, and Potential – 3 pg limit</p> <ul style="list-style-type: none">A. Overall Training GoalsB. Candidate's PreparednessC. Candidate's Self-AssessmentD. Scientific Perspective



NIH NRSA Fellowship Programs – PHS Fellowship Supplement Form (Forms I)

Forms H: Research Training Plan Section	Forms I: Research Training Plan Section
	Training Activities and Timeline - Address candidate's goals and areas for development (3 pg. limit)
Specific Aims	Research Training Project Specific Aims – State concisely the broader goals of the research training project and the objectives/aims to be completed (1 pg. limit)
Research Strategy	Research Training Project Strategy (6 pg. limit) 1. Scientific Foundation and Rational 2. Approach
Respective Contributions	
Selection of Sponsor and Institution	
Training in Responsible Conduct of Research	Training in Responsible Conduct of Research – Address five required instructional components outlined in the NIH Policy on Instruction in Responsible Conduct of Research (1 pg. limit)



NIH NRSA Fellowship Programs – PHS Fellowship Supplement Form (Forms I)

Forms H: Sponsor(s), Collaborator(s), and Consultant(s) Section	Forms I: Commitment to Candidate, Mentoring, and Training Environment
Sponsor and Co-Sponsor Statements	Sponsor(s) Commitment (6 pg. limit) A. Mentoring Approach and Candidate Mentoring Plan B. Prior Commitment to Training and Mentoring C. Commitment to the Candidate's Research Training Plan D. Research Training Environment E. Candidate's Potential
Letters of Support from Collaborators, Contributors, and Consultants	Letters of Support from Collaborators, Contributors, and Consultants (6 pg. limit)
	Description of Candidate's Contribution to the Program (moved to this section) – for NIH proposals, this document is no longer required

*Institutional Environment and Commitment to Training Section, including the Description of Institutional Environment and Commitment to Training attachment has been removed



NIH NRSA Fellowship Programs – Letters of Reference

- Due at time of application
- At least three, but no more than five
- From individuals not directly involved in application, but familiar with applicant's qualifications, training, and interests
 - Cannot be sponsor/co-sponsor(s)
- Include list of referees in application **cover letter**
- Referees do not need Commons account
- Resubmissions require new reference letters
- PI can see status in Commons (not letters)



NIH NRSA Fellowship Programs – Letters of Reference

For more information:

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

Instructions for Referees updated November 2024

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgrants.nih.gov%2Fsites%2Fdefault%2Ffiles%2Finstructions-for-fellowship-referees.docx&wdOrigin=BROWSELINK>



NIH NRSA Fellowship Programs – Revised Review Criteria

For due dates before Jan. 25, 2025

Introduction

1. Fellowship Applicant
2. Sponsors, Collaborators, and Consultants
3. Research Training Plan
4. Training Potential
5. Institutional environment and Commitment to Training.

For due dates on or after Jan. 25, 2025

Introduction

1. Candidate's Preparedness and Potential
2. Research Training Plan
3. Commitment to Candidate

<https://grants.nih.gov/policy-and-compliance/policy-topics/peer-review/revisions-nih-fellowship-application-review-process/changes-to-fellowship-review-criteria>



Post Award



NIH NRSA Fellowship Programs – Documents

- Activation Notice
 - Wet-ink signed, mailed
 - Some ICs accepting electronic versions
 - Should receive email acknowledgement and see update in the Commons
- Payback Agreement (post-doctoral only)
 - Agree to engage in health-related biomedical or behavioral research
- Termination Notice
 - 30 days after end date
 - In xTrain module
 - Stipend pro-rated if terminated early
- Revised NOA (if applicable)
 - If stipend level increases



NIH NRSA Fellowship Programs – Changes in Budget

- Re-budgeting
 - In most cases, funds are restricted, and prior approval is needed to re-budget between cost categories
- Carry-forward
 - Although individual fellowships are awarded under the NIH Standard Terms of Award, carryover of unobligated balances does not apply (https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.13_other_terms_and_conditions.htm#Applicab)
 - Therefore, the last three digits of the WBS # should be advanced each year



DOD Use of Common Forms



DOD Use of Common Forms - Resources

CDMRP/DOD Common Forms Implementation Resources	
General Applications Instructions for the Department of Defense, Defense Health Program (Version CD25_01)	https://ebrap.org/eBRAP/public/gai.htm?version=CD25_01
SPA Ticker Helpdesk Article	https://unmcspa.zendesk.com/hc/en-us/articles/33504325265431-DOD-CDMRP-Common-Form-Implementation-Biosketch-and-Current-Pending-Support-2025
ScienCV	https://www.ncbi.nlm.nih.gov/sciencv/

When should we begin to use the new DOD Biosketch and Other Support documents? NOW!



DOD Use of Common Forms - Biosketch

Previous Biosketch Guidance: General Application Instructions Version 901

The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page at, <https://ebrap.org/eBRAP/public/Program.htm> in eBRAP. The National Institutes of Health Biographical Sketch may also be used. All biographical sketches should be submitted in uneditable PDF format. Page limitations will be specified in the program announcement.

<https://cdmrp.health.mil/funding/pa/General%20Application%20Instructions%20901.pdf>



DOD Use of Common Forms - Biosketch

Current Biosketch Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

Biographical sketches must conform to the federal wide Biographical Sketch Common Form. Applicants may use the instructions provided below, or may use a pdf form created in SciENCv for the National Institutes of Health (NIH) or the U.S. National Science Foundation (NSF).

https://ebrap.org/eBRAP/public/gai.htm?version=CD25_01



DOD Use of Common Forms - Biosketch

Current Biosketch Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

1. Identifying Information

1. Name
2. ORCID ID (optional)
3. Position/Title

2. Organization and Location

1. Name of the Primary Organization
2. Location – City, State/Province, Country



DOD Use of Common Forms - Biosketch

Current Biosketch Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

3. Professional Preparation

- List professional preparation (e.g. education and training) in reverse chronological order by start date
- Include postdoc and fellowship training, baccalaureate degree, and other initial professional education
- For each entry, include:

Name of organization

Location of organization

Degree received

Start date of the program

Month/Year degree received

Field of study



DOD Use of Common Forms - Biosketch

Current Biosketch Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

4. Appointments and Positions

- List in reverse chronological order by start date, all academic, institutional, or professional appointments/positions, starting with the current appointment
- Must only identify all domestic and foreign appointments within the past three years of the application date

For each appointment/position, include:

Start Date	Name of Organization
End Date	Department (if applicable)
Appointment/Position Title	Location of Organization



DOD Use of Common Forms - Biosketch

Current Biosketch Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

5. Products

- List products that demonstrate qualifications to carry out the project
- Example of products: publications, conference papers, presentations, websites, technologies, inventions/patents, data or databases...

Each product must include the following:

Names of authors

Website URL

Product title

Other persistent identifier

Date of publication/release

Other relevant information



DOD Use of Common Forms - Biosketch

Current Biosketch Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

6. Certification

- Each senior/key personnel is required to complete the following certifications:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729- 3733 and 3802.

Signature and Date



DOD Use of Common Forms – Current/Pending Support

Previous Current/Pending Guidance: General Application Instructions Version 901

Previous/Current/Pending Support:

Research Support: For all previous (award period of performance ending within the past 5 years), current, and pending (includes all proposals currently under review or pending award) research support, include the following:

Title of Project	Supporting Agency
Project Number	Supporting agency POC
Level of effort	Specific aims/tasks
Performance period	Description of project's goals
Funding amounts	Overlap

<https://cdmrp.health.mil/funding/pa/General%20Application%20Instructions%20901.pdf>



DOD Use of Common Forms – Current/Pending Support

Updated Current/Pending Support Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

Current and pending support documentation must conform to the federal wide format. Applicants may use the instructions provided below, or may use a pdf form created in SciENcv for NIH or NSF.

ebrap.org/eBRAP/public/gai.htm?version=CD25_01

Instructions for Current/Pending Support:

1. Identifying Information
 - Name
 - ORCID ID (optional)
 - Position



DOD Use of Common Forms – Current/Pending Support

Updated Current/Pending Support Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

2. Organization and Location

- Name of primary Organization
- Location – City, State, Country

3. Proposals/Active Projects

- Disclose all proposals and active projects in accordance with current and pending support definitions: <https://nsf.gov-resources.nsf.gov/files/nspm33definitions-r.pdf#page=2>



DOD Use of Common Forms – Current/Pending Support

Updated Current/Pending Support Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

3. Proposals/Active Projects Data Points	
Title	Project End Date
Status of Support: Current/Pending	Total Amount – entire performance period, including indirect costs
Proposal/Award Number	Person-Months per Year
Source of Support	Overall Objectives
Primary Place of Performance	Overlap Statement
Project State Date	



DOD Use of Common Forms – Current/Pending Support

Updated Current/Pending Support Guidance: General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

4. In-Kind Contributions

- Disclose all in-kind contributions with an estimated dollar value of \$5,000 or more AND that require a commitment of the individual's time
 - In-Kind examples: real property; lab space; equipment; data/data sets; supplies; goods/services; employee or student resources

5. Certification

- Each senior/key personnel is required to complete the following certification:
 - I certify that the information provided is current, accurate and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. §6605.
 - I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.
 - Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§287, 1001, 1031 and 31 U.S.C. §§3729- 3733 and 3802

Signature and Date



DOD Use of Common Forms – Current/Pending Support

General Application Instructions for the Department of Defense, Defense Health Programs Version CD25_01

Biosketch and Current/Pending Support

- **No page limits**
- **Signature can either be wet/ink or digital**

Application Formatting Guidelines

- **Font Size:** 11 point or larger, not condensed
- **Font Type:** Arial



NIH Updates



Supporting Fairness and Originality in NIH Research Applications (NOT-OD-25-132) 07/17/2025

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-132.html>

**Effective for applications submitted to the September 25, 2025,
receipt date and beyond**

Artificial Intelligence

- *AI tools may be appropriate to assist in application preparation for limited aspects or in specific circumstances*
- *Researchers should be aware that using AI comes with its own risks*
 - *plagiarism*
 - *fabricated citations*
 - *other kinds of research misconduct*

UNMC AI Use Guidelines:

https://wiki.unmc.edu/index.php/UNMC_AI_Use_Guidelines



Supporting Fairness and Originality in NIH Research Applications (NOT-OD-25-132) 07/17/2025

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-132.html>

**Effective for applications submitted to the September 25, 2025,
receipt date and beyond**

Artificial Intelligence

- *NIH will not consider applications that are either substantially developed by AI, or contain sections substantially developed by AI, to be original ideas of applicants*
- *If the detection of AI is identified post award, NIH may*
 - *refer the matter to the Office of Research Integrity to determine whether there is research misconduct*
 - *take enforcement actions including but not limited to*
 - *disallowing costs*
 - *withholding future awards*
 - *wholly or in part suspending the grant*
 - *possible termination*



Supporting Fairness and Originality in NIH Research Applications (NOT-OD-25-132) 07/17/2025

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-132.html>

Effective for applications submitted to the September 25, 2025, receipt date and beyond

Limit on number of submissions

- NIH will only accept six new, renewal, resubmission, or revision applications from an individual Principal Investigator/Program Director or Multiple Principal Investigator
 - for all council rounds in a calendar year
 - for all activity codes except T activity codes and R13 Conference Grant Applications

Review and Award Cycles

	Cycle I	Cycle II	Cycle III
Application Due Dates	January 25 - May 7	May 25 - September 7	September 25 - January 7
Scientific Merit Review	June - July	October - November	February - March
Advisory Council Round	August or October *	January	May
Earliest Project Start Date	September or December *	April	July

NIH Announces a New Policy Requirement to Train Senior/Key Personnel on Other Support Disclosure Requirements (NOT-OD-25-133) 05/17/2025

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-133.html>

Effective October 1, 2025

Must ensure Senior/Key Personnel fully understand their responsibility to disclose

- *All resources made available to the researcher in support of and/or related to all of their research endeavors*
 - *Regardless of whether or not they have monetary value*
 - *Regardless of whether they are based at the institution the researcher identifies for the current grant*

Requirements

- Implement trainings
- Maintain a written and enforces policy



NIH Announces a New Policy Requirement to Train Senior/Key Personnel on Other Support Disclosure Requirements (NOT-OD-25-133) 05/17/2025

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-133.html>

Resources

- Grant Policy Statement
 - To be updated
 - Current version: https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5.1_jus-t-in-time_procedures.htm?Highlight=%22other%20support%22
- Biosketches
 - Implementation of Commons Forms delayed
 - Current version: <https://grants.nih.gov/grants-process/write-application/forms-directory/biosketch>
- Other Support
 - Implementation of Commons Forms delayed
 - Current version: <https://grants.nih.gov/grants-process/write-application/forms-directory/other-support>
- NSF online research security training
 - May be adequate
 - <https://www.nsf.gov/research-security/training>





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