NIH Fellowship Proposal Instructions

For all NIH Fellowship types it is extremely important to read the FOA carefully and thoroughly.

FORMS F Changes to the PHS Fellowship Supplemental Form

Effective May 25, 2020, these changes were made to the PHS 398 Fellowship Supplemental Form:

<table>
<thead>
<tr>
<th>PHS Fellowship Supplemental Form</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Updated Expiration Date</td>
<td></td>
</tr>
<tr>
<td>• Added new attachment titled “Description of Candidate’s Contribution to Program Goals” to the Institutional Environment and Commitment to Training Section</td>
<td></td>
</tr>
<tr>
<td>• Renumbered form fields, as needed</td>
<td></td>
</tr>
</tbody>
</table>

Institutional Environment and Commitment to Training Section

11. Description of Institutional Environment and Commitment to Training

Required for F05, F30, F31, F32, F33, F37, F38, F12, F99/K00. Limited to 2 pages. Includes Additional Education Information for F30 and F31 applications.

12. Description of Candidate’s Contribution to Program Goals

Must be completed by candidates for diversity-related fellowships, not required for others.

Fellowship First Steps

eRA Commons

Contact your Pre Award Grants Officer to make sure the Fellowship Applicant has a Commons Account with the role of PI (required for submission).

NOTE: Orchid IDs are now required on eRA Commons accounts, so please make sure your Applicant gets an ID and adds it to their Commons Person Profile.

Get that Grad in RAPPORT!

Graduate Students are not automatically entered into RAPPORT, therefore, please email OSP-RAPPORT@cloud.dartmouth.edu with the name and Net ID of the student to be added. You will not be able to choose your Applicant in RAPPORT until this is done.

Update that Applicant RAPPORT Profile

Email your Applicant’s ERA Commons ID, degree type and year to OSP-RAPPORT@cloud.dartmouth.edu so this information can be added to the Applicant’s RAPPORT Person Profile. This ensures that the information will map to the SF424 automatically (no manually entry for you – ever!).

Now you’re ready to start your FP!
Entering the RAPPORT Budget

Example of a Graduate Student Fellow entered in the RAPPORT Budget:

![Personnel Costs Table]

SF424 guidelines state to enter the ‘estimated cost of tuition and fees’, which would be the total amount. At the Award stage, NIH will award up to 60% or a maximum limit (e.g., $16,000) per the FOA.

If applications include only the maximum amount for Tuition, e.g., $16,000, then at the Award stage, NIH will take 60% of $16,000 instead of awarding Dartmouth the maximum amount allowed.

Therefore, it is important that the full Tuition rate is entered in our Fellowship budgets.

General Cost Definition

1. General costs:

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Description</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Institutional Allowance</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>Tuition</td>
<td>$77,061.00</td>
</tr>
</tbody>
</table>
The above numbers, representing Dartmouth’s Total Federal Request ($213,162) will map automatically to the SF424 Cover Page:

SF424 Cover Page is automatically populated after running Create/Update SF424 in the FP

This is another reason why we need to enter all costs in the RAPPORT Budget Module, to ensure that our Total Federal Request amount is correct per the application guidelines.

**Budget Information to Manually Enter in the SF424**

The only budget category in the PHS 398 Fellowship Supplemental Form is for Tuition and Fees, however, this amount does not map from the RAPPORT Budget Module to the SF424 Application, therefore, it must be manually entered.
**Budget Section**

**All Fellowship Applicants:**

* 26. Tuition and Fees:
  - Yes ○ No [Clear]

  Year 1
  $77,061.00

  Year 2
  $77,061.00

  Year 3

  Year 4

  Year 5

  Year 6 (when applicable)

**Total Funds Requested:**
$154,122.00

**Senior Fellowship Applicants Only:**

27. Present Institutional Base Salary:
   - Amount

   Academic Period
   - [Dropdown]

   Number of Months

28. Stipends/Salary During First Year of Proposed Fellowship:
   a. Federal Stipend Requested:
      - Amount
      - Number of Months
   b. Supplementation from Other Sources:
      - Amount
      - Number of Months
      - Type (e.g., sabbatical leave, salary)
      - Source

There is no mapping from the budget module to the Tuition and Fees section of the PHS 398 Fellowship Supplemental Form. The TOTAL Tuition will need to be entered in the SF424 for each year it is requested.

Only senior fellowship applicants should complete the "Institutional Base Salary" section.

Only senior fellowship applicants should complete the "Stipends/Salary During First Year of Proposed Fellowship" section.
Required NIH Fellowship Assurance Form

Please remember to complete the Fellowship Certification Assurance Form as OSP is required to have this form on file for Fellowship applications. You can upload the signed version on the History tab of the FP via the Log Comment activity.

This form can be downloaded from the OSP web site:

https://www.dartmouth.edu/osp/resources/forms.html