

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:

PHS Fellowship Supplemental Form	<ul style="list-style-type: none">• Updated Expiration Date• Added new attachment titled “Description of Candidate’s Contribution to Program Goals” to the Institutional Environment and Commitment to Training Section• Renumbered form fields, as needed
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Institutional Environment and Commitment to Training Section	
11. Description of Institutional Environment and Commitment to Training	<input type="checkbox"/> 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. <input type="checkbox"/> attachment
12. Description of Candidate's Contribution to Program Goals	<input type="checkbox"/> Must be completed by candidates for diversity-related fellowships, not required for others. <input type="checkbox"/> attachment

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 RAPPOR!

Graduate Students are not automatically entered into RAPPOR, therefore, please email OSP-RAPPOR@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 RAPPOR until this is done.

Update that Applicant RAPPOR Profile

Email your Applicant’s ERA Commons ID, degree type and year to OSP-RAPPOR@cloud.dartmouth.edu so this information can be added to the Applicant’s RAPPOR 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:

Complete the Effort and Base per the FOA Instructions
The stipend will need to be the current NRSA rate

Personnel Costs

Show Totals	Period 1 4/1/2021 3/31/2022	Period 2 4/1/2022 3/31/2023
Person: Fellow Name (12 Months)	Effort: <input type="text" value="100"/> % ▾	<input type="text" value="100"/> %
	Months: <input type="text" value="12"/>	<input type="text" value="12"/>
	Sal Req: <input type="text" value="100"/> % ▾	<input type="text" value="100"/> %
	FB Rate: <input type="text" value="0"/> % ▾	<input type="text" value="0"/> %
	Base: <input type="text" value="\$25,320.00"/> ▾	<input type="text" value="\$25,320.00"/>
Salary Cost Total:	\$25,320.00	\$25,320.00
Benefits Cost Total:	\$0.00	\$0.00
Personnel Cost Total:	\$25,320.00	\$25,320.00

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.

Create Budget Categories per the FOA Instructions
The Tuition should be the FULL tuition rate
The institutional allowance will be the current NRSA rate

General Cost Definition

1. General costs:

+ Add		
Cost Type	Description	Unit Cost
Update Other	Institutional Allowance	\$4,200.00
Update Tuition	Tuition	\$77,061.00

Proposal Information

Direct Sponsor: National Institutes of Health (NIH)

Prime Sponsor:

PI: The FP Workspace will look similar to this one depending on the current Tuition and NRSA Rates

DRA:

Type:

Sponsor ID:

FOA: PA-20-246

At Risk: No

Budget Totals:

	Period 1	Period 2	Cumulative
Start Date:	4/1/2021	4/1/2022	4/1/2021
End Date:	3/31/2022	3/31/2023	3/31/2023
Total Direct:	\$106,581	\$106,581	\$213,162
Total F&A:	\$0	\$0	\$0
Project Total:	\$106,581	\$106,581	\$213,162

Budget Justification:

Abstract: ProjectSummary(0.01)

Final Submission:

The above numbers, representing Dartmouth's Total Federal Request (\$213,162) will map automatically to the SF424 Cover Page:

Estimated Project Funding

1. * Total Federal Funds Requested

\$213,162.00

2. * Total Non-Federal Funds

\$0.00

3. * Total Federal & Non-Federal Funds

\$213,162.00

4. * Estimated Program Income

\$0.00

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

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

Senior Fellowship Applicants Only:

27. Present Institutional Base Salary:

Amount

Academic Period

Number of Months

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.

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

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>