NRSA Fellowship Application Checklist

ASPIRE

Getting Started

- [ ] Check out the ASPIRE fellowship blog series.
- [ ] Identify Funding Opportunity
- [ ] Register for an ORCID and an eRA Commons account
- [ ] Contact your grant manager and complete any required questionnaires (ideally at least 6+ weeks out).
- [ ] Check out examples of successfully funded fellowship applications.

Request Materials from Others

- [ ] 3-5 Letter of References
- [ ] Letters of Support and their biosketches
  - These are different than Letters of Reference
- [ ] Sponsor(s) Commitment
- [ ] Sponsor & Co-Sponsor (if applicable) biosketches
- [ ] Facilities and Other Resources

Supplemental Items (project dependent)

- [ ] Vertebrate Animals
- [ ] Authentication of Key Biological Agents and/or Chemical Resources
- [ ] Select Reagent Research
- [ ] Foreign Justification
- [ ] Appendix Items
- [ ] Human Subjects & Clinical Trials Information
- [ ] Study Record for each proposed study involving humans (only if human subjects are involved)

Deadline #2

At this point, each document throughout this checklist sheet needs to be _finalized_ and sent to your grant manager.

- [ ] Re-read each component for coherence and typos.
- [ ] Check for formatting errors (page limits, fonts, margins).
- [ ] Confirm you and your Sponsor used the correct biosketch forms.
- [ ] Each document is finalized

3 Months | **2 Months** | **3 Weeks** | **~1 Week**

2-3 Months | **1-2 Months** | **~2 Weeks** | **1-3 Days**

Drafting Materials

- [ ] Research Training Project
  - [ ] Specific Aims
  - [ ] Strategy
- [ ] Goals, Preparedness, & Potential for Research Training
- [ ] Training Activities and Timeline
- [ ] Facilities & Other Equipment
- [ ] Selection of Sponsor
- [ ] Respective Contributions
- [ ] Training in RCR
- [ ] Biosketch
- [ ] Human Subjects (if applicable)
- [ ] Bibliography and References

Few More Documents and Editing

- [ ] Title
- [ ] Cover letter
- [ ] Project Summary/Abstract
- [ ] Project Narrative
- [ ] Introduction to Applicant (resubmissions only)

- Begin wrapping up drafts and have your Sponsor(s) begin reviewing them.

Deadline #1

Due to your grant manager:
- [ ] Title
- [ ] Project Summary/Abstract
- [ ] Project Narrative
- [ ] Facilities and Other Resources
- [ ] Equipment
- [ ] Your Biosketch
- [ ] Biosketch(s) from Sponsor(s)
- [ ] Biosketch(s) for Letter of Support Writers
- [ ] Budget
- [ ] Any other documents requested by your Grant Manager

Institutional Approval Deadline

- [ ] Verify all application materials are correct before the final submission to the NIH.

NIH Deadline
April 8 | August 8 | December 8
- [ ] Ensure all Letters of Reference have been submitted to eRA Commons
- [ ] Confirm there are no errors or warnings in eRA Commons
- [ ] Celebrate!