How to apply for NIH Fellowships (F series) via Electronic Applications at UW

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What will be covered

• Grant process at UW

• Systems and Resources to help you prepare an application

• Specific Sections to NIH Fellowships

• Navigation in Cayuse
  – Requesting and updating your profile
  – Creating new proposal
  – Tips and tricks
Terms within UW Madison

**WISPER:** “WISconsin Proposal & Electronic Routing”
- Routing, tracking, and approval system for proposals and agreements
- **General rule:** If you are applying for research $ or signing a binding agreement you need a WISPER record

**RSP:** “Research and Sponsored Programs”
- Responsible for all grant proposal submissions, management, audits, closeout, etc.
- [http://www.rsp.wisc.edu/](http://www.rsp.wisc.edu/)

**Cayuse424:** Electronic grant submission web-based program that loads grant applications into Grants.gov

Terms outside UW-Madison

- **Grants.gov:** Electronic submission web portal used by many federal agencies for proposal submission
  - Note at UW, we don’t use this directly, we apply via Cayuse424.

- **eRA Commons:** web-based electronic grants information for NIH proposals
Sponsor Systems

- Grants.gov/ Cayuse
- eRA NIH Commons
- NSF FastLane
- Proposal Central
- American Heart Association (Grants@Heart)
- Other Agencies
  - NASA NSPIRES
  - NOAA Grants Online
  - DOE FedConnect

Start Early!
Before you apply, you need:

• an eRA commons user name
• to log into Cayuse424
  – Update your profile
  – Know how to create, work in and submit a proposal
  – Cayuse Resources: http://www.rsp.wisc.edu/cayuse/index.html

eRA Commons Name

– Request commons account set-up from Dean’s office. Be sure to request “PI Role”
– Usually format will be UW NetID, or “NetID30”
– Track the grant after submission
– Receive communications and comments after review
– Stuck with it for life!
Cayuse424

- Cayuse: A web-based system used by UW to submit proposals requiring Grants.gov that is much easier than tools provided by Grants.gov
  [http://www.rsp.wisc.edu/cayuse/index.html](http://www.rsp.wisc.edu/cayuse/index.html)
- Access with NetID
- Update Your Profile (RSP will create the profile, but you need to update your specific information as the profile data loads into proposals)
- Create Proposals, submission info

WISPER

- WISPER Record format is “MSN123456”
- Dept Administrator creates record 1-2 wks before deadline and needs:
  - Proposal Start/End dates
  - Protocol #s, approval and expiration dates
  - DHHS Assurances form (handout)
  - PA or FOA, summary of application
  - Budget Info* (stipends, tuition? residency? dissertator?)
  - Cayuse proposal name
  - Electronic signature of Faculty Sponsor
  - Work with your dept administrator
Timeline

1 month before deadline:
– Request an eRA Commons name from Dean’s office
– Work with administrator on budget
– Determine with faculty sponsor what institute at NIH you will submit to and if specific institute rules and/or instructions apply
– Update Cayuse Profile and create the proposal. Give sponsor & Dept Administrator access to your Cayuse profile and proposal
– Request external letters of reference (sending writers instructions)

2 weeks before deadline:
– Signed DHHS Assurances form to Dept Administrator
– Confirm your Dept Administrator has created WISPER record
– Faculty Sponsor has signed the WISPER record
– Confirm external letters of reference will be submitted by the deadline

1 week before deadline:
– Finish & upload all sections—Review & print all sections
– Submit!

NIH Fellowships

• Who is eligible:
  – US Citizens
  – Permanent residents of US

• What do they pay for:
  – Stipend (NIH pre-determined levels)
  – Health insurance
  – Tuition (predoc up to $16,000/yr)

• SF424 Fellowship Guide

• Type of fellowship (handout) and which institute:
  Predoc: MD/PhD (F30), PhD (F31), Diversity (F31)
  Postdoc: F32
  Senior Fellow: F33

• Additional Institute restrictions/instructions (PA)

• Form pages (handouts) Fellow Biosketch, Referee Form
Parts of an NIH NRSA

- Research Training Plan (Faculty sponsor must write)
- Sponsor's Training Environment and funding
- Applicant’s
  - Career Goals
  - Research experience
  - Academic credentials-from Biosketch
    - Grades, GRE/MCAT scores, publications, abstracts, personal Statement
- References (specific referee forms needed)
- Science: 7 page limit!
- Responsible Conduct of Research Training
- Justifications for Human Subjects, Vertebrate Animals, and/or Stem Cell use

Review Criteria

- Research Training Plan
- Applicant’s characteristics
- Training Potential
- Instructional Environment & Commitment to Training
Science Sections

- Introduction (Resubmissions only, 1 page)
- Specific Aims (1 page)
- Research Strategy (6 pages)
  - Significance
  - Innovation: omit for fellowships
  - Approach

Research Strategy

Significance: pg I-86 of fellowship guide

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.

- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
Research Strategy, Cont.

Skip Innovation

**Approach:**
- Describe strategy, methods, analyses to be used, including data collection, analysis and interpretation.
- Discuss potential problems, alternative strategies and benchmarks for success anticipated to achieve the aims.
- If the project is still developing, describe strategies to establish feasibility or management of high risk aspects of the proposed work
- Include any courses you plan to take that support the research training experience
- Preliminary studies, published or unpublished results

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Letters of Reference

- Specific referee form is completed by reference and uploaded into eRA Commons
  - [https://commons.era.nih.gov/commons/reference/submitRefereeInformation.jsp](https://commons.era.nih.gov/commons/reference/submitRefereeInformation.jsp)
- Referee does **NOT** log-on to their eRA commons account to submit (must be listed as Guest)
  - PI name is **Fellow** not faculty sponsor
  - Need to know FOA/PA #
  - Sponsors or co-sponsors can’t submit letters
- List of referees should be provided in the cover letter
Checklist-prior to Submission

- eRA commons account with “PI” role (Contact your Dean’s office)
- Know if you need protocols (Vert. Animal, IRB, biosafety, stem cell)
  - Protocol #, approval date and expiration date
- Contact references-email them directions and form page to complete and upload
- Determine timeline with your Sponsor (and Co-sponsor) for submission. Some departments have early deadlines-be ready to submit 1 week before the deadline.
**Additional Resources**

Graduate School:

Responsible Conduct of Research:
Ethics Courses, Professional Development, etc

http://www.grad.wisc.edu/research/wkshop/ethicscourses.html

**Training is required for predoctoral and postdoctoral applicants.**

NIH Resources: F-Kiosk

http://grants.nih.gov/training/f_files_nrsa.htm

**Three important points:**

1. Read the program announcement
2. Start EARLY
3. Know your campus resources (Dean’s office and Department administrators)

“Bad planning on your part does not necessarily constitute an automatic emergency on my part”

-Anonymous
If awarded…

- Email notification through eRA commons
- Protocols:
  - Add proposal title to existing protocol of faculty member (if appropriate).
- Just In Time (JIT) requests
  - Revise budget (tuition and fees)
  - Confirmation of protocols
  - Start time may differ
  - Work with Dept Administrator
  - Sign activation notice, upload a copy in WISPER and mail original to NIH

Questions or Assistance?

- Please feel free to contact us with any specific questions.
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