

## Institutional NRSA Training Grants (T32, T35) Admin Shell

### FORMS

#### SF424 Application Page

Cover Letter – if needed for approval to submit with \$500K DC

#### Other Project Info Page

##### Facilities & Other Resources

- Should include how applicant organization will support the program, financial or otherwise
  - o Check for commitment language

#### Senior/Key Person Profile

##### Program Director and Co-Directors

- Faculty Members are generally not considered key

#### PHS 398 Training Budget

- If applying to a specific institute, check allowable costs
- Most current NRSA stipend levels should be used
  - o Stipend levels may not be increased in out years; NIH will award at current FFY stipend level
- Appropriate pre- or post-doc Training Related Expenses
  - o May not be increased in out years
- Travel – costs may be limited by institute
- Tuition and Fees – ask for actual, NIH will apply calculation for allowable funds at time of award
- If costs are \$500K DC or more in any year, need prior approval from NIH
- Tuition and Fees should be excluded from the F&A calculation
- Justification should address categories in budget and should not include personnel

#### PHS Research Training Program Plan

##### Program Plan

- Program Administration
  - o Description of Director and any Co-Directors should include effort (in person months)
    - Make sure to check where salary is covered (TRE or cost shared)
- Tables 2 & 4
  - o Compare Table 2. Participating Faculty Members to Table 4. Research Support of Participating Faculty Members
    - All participating faculty members should be listed on the Table 4 even if they don't have research support (list "none")
- Institutional Environment and Commitment to Training
  - o Review commitment language and make sure it is represented appropriately on PAF

Letters of Support – May not require all for admin shell

- Senior Administration Officials: should be a signed letter describing the applicant institution's commitment to the planned program
- Institutional letter should describe and acknowledge institutional commitment as follows
  - o Ensure proper policies, procedures, and oversight are in place to prevent discriminatory harassment and other discriminatory practices
  - o Respond appropriately to allegations of discriminatory practices
  - o Adopt and follow institutional procedure for requesting NIH prior approval of change in status of PI or other senior/key personnel if administrative or disciplinary action is taken that impacts ability of PI to continue role on training grant

PHS Assignment Request Form

- If a specific institute is requested, check against the Table of IC-Specific Information as not all institutes participate in all announcements.

**PAF**

Proposal Type / Class Code

- 16000 Research Training Grant

Commitments

- Be sure to include any commitments represented in the application in their appropriate section on the PAF