

New Working Group Series:

Developing an NIH NRSA Individual F32 Fellowship Application

Winter quarter, January– April, 2023

Group meets weekly via zoom on Tuesdays, 12PM-2PM

Learning Objectives:

- Postdocs will be introduced to the format and requirements of a NIH research fellowship proposal
- Postdocs will learn from examples of successful UCLA F32 fellowship applications
- Postdocs will work together in a peer feedback group to develop drafts of each document
- Postdocs will get feedback from faculty and fellowship recipients
- Over the duration of the series, participating postdocs will produce the key documents required for an NIH NRSA F32 Individual Fellowship Application in time for the April or August 2023 deadlines.

Time Commitment

Postdocs will commit to one 2-hour meeting per week throughout Winter quarter (January – March, 2023) with the aim of workshoping and completing an F32 application to be ready in time for the April 8 submission deadline. Between meetings, participating postdocs will be asked to create document drafts according to the enclosed timeline and provide reciprocal feedback to peers.

Group Advisors

- Lynn Talton (LTalton@mednet.ucla.edu)
- Other faculty, including your mentors
- Postdocs who have been awarded F32

Commitments of Participating Postdocs:

1. Participate in workgroup meetings, submit drafts of documents on time, and provide peer feedback on time
2. Proposal draft writing assignments should be uploaded to a designated Box folder by indicated deadlines
3. Peer Feedback assignments should be uploaded to the peer's designated Box folder by indicated deadlines
4. We also recommend a series of parallel tasks outside of the workgroup each week to ensure all components of the proposal are ready by deadline

Commitment of Faculty Mentor with a Participating Postdoc:

Faculty mentors will be asked to provide three documents for an F32 proposal: 1. *Biosketch*, 2. *Sponsor Statement*, and 3. *Inst'l Environment and Commitment to Training*. Mentors will also need to work with their postdoc to provide input on the *Respective Contributions* document.

Recommended supplies for this workgroup:

- Use of a computer with web access
- UCLA Box account

F32 Fellowship Writing Workgroup Timeline Checklist

Week	Dates	(✓)	Topics and Assignments
WEEK 1	Jan 9-13		Writing Assignment: Gather all the documents you will need for your proposal (on laptop, printed, etc). PI grant proposals, relevant articles, CVs/biosketches
			Parallel Task: Request letters of support by March 17; If your dept has a pre-awards office, inform them you plan to submit, find out deadlines, procedures
	Tuesday, 12-2pm		Workgroup Activity: Introduction and advice on first draft of Specific Aims document
WEEK 2	Jan 16-20		Writing Assignment: Upload current drafts of your Biosketch and your Mentor's Biosketch; Continue refining Specific Aims
			Parallel Task: List major items of equipment available for this project in Equipment, noting any that must go in Facilities and Other Resources
	Tuesday, 12-2pm		Workgroup Activity: Developing Your Biosketch and customizing Your Mentor's, Preparing Facilities and Other Resources document
WEEK 3	Jan 23-27		Writing Assignment: Finish drafting Facilities and Other Resources; Continue refining Specific Aims
			Parallel Task: Confirm all your references have PMCID numbers and correct if they do not; request an eRA Commons account or move to UCLA
	Tuesday, 12-2pm		Workgroup Activity: Advice for preparing Applicant's Background and Goals for Fellowship Training
WEEK 4	Jan 30-Feb 3		Writing Assignment: Finish Specific Aims draft 1 in preparation for first round of feedback
			Parallel Task: Customize the provided Responsible Conduct in Research boilerplate for your application
	Tuesday, 12-2pm		Workgroup Activity: Specific Aims Feedback and group work, Advice on preparing Applicant's Background and Goals for Training
WEEK 5	Feb 6-10		Writing Assignment: Finish drafting Applicant's Background and Goals for Fellowship Training
			Parallel Task: Draft the Cover Letter that accompanies your proposal
	Tuesday, 12-2pm		Workgroup Activity: Present your research project Specific Aims in a short PowerPoint (first set of presenters)
WEEK 6	Feb 13-17		Writing Assignment: Keep refining your Specific Aims; Begin working on expanding outline of Research Strategy document
			Parallel Task: Fill out all the forms in the application according to the directions of your pre-award office
	Tuesday, 12-2pm		Workgroup Activity: Present your research project Specific Aims in a short PowerPoint (second set of presenters)

F32 Fellowship Writing Workgroup Timeline Checklist – Part 2

Week	Dates	(✓)	Topics and Assignments
WEEK 7	Feb 20-24		Writing Assignment: Create an outline of your Research Strategy
			Parallel Task: Get PI's input on Respective Contributions and Selection of Sponsor and Institution portions of the Research Strategy
	Tuesday, 12-2pm		Workgroup Activity: Advice and work on developing the Research Strategy
WEEK 8	Feb 27-Mar 3		Writing Assignment: Create Research Strategy Draft 1
			Parallel Task: Confirm that you have all necessary letters of support and send reminders, if necessary
	Tuesday, 12-2pm		Workgroup Activity: Advice on Sponsor and Co-Sponsor Statements and Description of Institutional Environment and Commitment to Training
WEEK 9	Mar 6-10		Writing Assignment: Finish drafting Sponsor and Co-Sponsor Statements and Description of Inst'l Environment and Commitment to Training Documents
			Parallel Task: Remind your Sponsors that they need to finish their (Co-)Sponsor Statement by Mar 17
	Tuesday, 12-2pm		Workgroup Activity: Human Subjects, Vertebrate Animals, Select Agent Research, Human Embryonic Research, Resource Sharing Plan sections
WEEK 10	Mar 13-17		Writing Assignment: Update Research Strategy in preparation for peer feedback
			Parallel Task: Ask a collaborator or lab member with good writing skills and knowledge of the research to read and comment on Strategy
	Tuesday, 12-2pm		Workgroup Activity: Group work and Feedback on Research Strategy, Advice on Project Summary/Abstract Document
WEEK 11	Mar 20-24		Writing Assignment: Finish Project Summary/Abstract Document
			Parallel Task: Draft a compelling 3 sentence statement for your Project Narrative, Submit documents to your Pre-Awards Office
	Tuesday, 12-2pm		Workgroup Activity: Proofreading, editing and peer feedback
WEEK 12	Mar 27-31		Writing Assignment: Finalize documents
			Parallel Task: Get (Co-)Sponsors to approve final submission, Submit final draft to OCGA
	Tuesday, 12-2pm		Workgroup Activity: Final proofreading and editing

Summary of Forms and Documents included in an F32 NIH Individual Fellowship Application

Documents listed in red require the most care and attention

Form/Document	Status	Page Count	Main Contents	Time Investment
SF 424 (R&R) PDF Attachments:	Mandatory	2	Applicant and Application Details Project Title (81 characters)	Filling out Form
Cover Letter	Mandatory	1-2	Fellowship applicants must include a cover letter that contains a list of referees including name, dep'tl affiliation, and institution)	Preparing Letter
RESEARCH & RELATED Other Project Information PDF Attachments:	Mandatory	1	Types of Research Involved in Project	Filling out Form
Project Summary/ Abstract	Mandatory	30 lines	A succinct and accurate description of the proposed work, aims, long-term objectives, public health significance	Multiple drafts to capture the essence of the project and training opportunity
Project Narrative	Mandatory	3 sentences	Relevance of this research to public health	Craft compelling brief statement
Bibliography & References Cited	Mandatory	No limit	Should include any references cited in PHS Fellowship Supplemental Form	Accumulation of references cited throughout, including PMC ID
Facilities and Other Resources	Mandatory	No limit	Detailed description of the institutional facilities and resources available to applicant to establish feasibility of the goals of the training plan	Aggregating all the information and presenting in support of training plan
Equipment	Mandatory	No limit	List major items of equipment already available for this project	Aggregating all the information and presenting in support of training plan
Other Attachments	Optional*	No limit	*If F31: include Certification Letter for <u>Predoc</u> Fellowships (F31) to Promote Diversity	Obtain letter on institutional letterhead with official signature
RESEARCH & RELATED Senior/Key Person Profile (Expanded) PDF Attachments:	Mandatory	1	Identify Mentors and key collaborators	Filling out Form
Biosketch -Applicant	Mandatory	5	Applicant is PI/PD, so must have an eRA Commons account with PI Role	Customizing to suit proposal package, formatting for clarity
Biosketch -Mentor	Mandatory	5	Sponsor must have an eRA Commons account	Customizing to suit proposal package, formatting for clarity
Biosketch -Co-Mentor	Optional	5	Include if you have a Co-Sponsor	Customizing to suit proposal package, formatting for clarity

Biosketch -Senior/Key Personnel	Optional	5	All individuals who have committed to contribute to the scientific devel. and execution of the project should be identified as senior/key personnel	Customizing to suit proposal package, formatting for clarity
Project/Performance Site Location(s)	Mandatory	1	Identifies the location (UCLA) where the project will take place	Filling out Form
PHS Assignment Request Form	Optional	1	Preferences for Agency and Study Section	Filling out Form
PHS Inclusion Enrollment Report	Optional	1	Required for NIH-defined clinical research	Filling out Form and Data Table
PHS Fellowship Supplemental Form PDF Attachments:	Mandatory	4	This is the form onto which most of the PDF documents attach, also Budget Section	Fill out form, attach numerous PDF docs, Enter Budget Info
Introduction	Optional	1	Required only if this is a resubmission application	summarize substantial changes; respond to criticism in summary statement
Applicant's Background & Goals for Fellowship Training	Mandatory	6	Includes Doctoral Dissertation and Research Experience, Training Goals and Objectives, and Activities Planned under the Award	Crafting a document that helps complete a picture of a uniquely qualified individual in a unique training environment
Specific Aims	Mandatory	1	State concisely the goals of the proposed research and summarize the expected outcome(s)	Key document that should require much review, revising and care
Research Strategy	Mandatory	6	Main description of research plan	Key document that should require much review, revising and care
Respective Contributions	Mandatory	1	Describes the collaborative process between applicant and sponsor/co-sponsor(s) in the development, review, and editing of Research Training Plan	Requires collaboration with sponsor/mentor - Key document
Selection of Sponsor and Institution	Mandatory	1	Describe the rationale/justification for the selection of both the sponsor and the institution	Why the sponsor/institution were selected to accomplish research training goals
Institutional Environment and Commitment to Training	Mandatory	2	From perspective of program: describe research program, key faculty members, indicate facilities and other resources, opportunities for intellectual interactions with other investigators, including courses offered, journal clubs, seminars, and presentations.	What makes this an ideal training environment for the goals and research interests of this trainee?
Training in the Responsible Conduct of Research	Mandatory	1	Description of RCR training, UCLA boilerplate available	Customize to match application package
Sponsor and Co-Sponsor Statement	Mandatory	6	Research support available; sponsor's prev. trainees; training plan, environment, research facilities; # of trainees supervised during award; applicant's qualifications and potential for research career	Requires collaboration with sponsor/mentor – this part must be as strong as the rest; this is one, 6-pg document, even if there are co-sponsor(s)