

## Guidelines for NIH NRSA (F31 & F30) Awards for Emory Graduate Students

### PRE-AWARD:

Discuss your desire to apply for a **NIH Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship** with your Faculty Mentor. The current funding opportunities for F31 and F30 Fellowships are posted on the NIH website for Individual Fellowships [here](#). Both PhD and MD/PhD students are eligible for NIH F31 applications; F30 applications are for MD/PhD or other dual degree students (there are some limitations on applying for the F30, so confirm your eligibility). You should discuss which funding opportunity to apply to with your Faculty Mentor.

Once you decide to apply, ask your Faculty Mentor to identify their home department. Depending on their home department, reach out to the corresponding Research Administration Services (RAS) Unit to inform them of your intent to submit a fellowship proposal.

Faculty Mentor's Department	RAS Unit	RAS Unit Email	RAS Unit Intent to Submit Form
School of Medicine or Emory College of Arts & Sciences	Colleges and Professional Schools (CAPS)	<a href="mailto:ras.ecaps@emory.edu">ras.ecaps@emory.edu</a>	<a href="#">CAPS RAS Intent to Submit Form</a>
School of Public Health or School of Nursing	Public Health & Nursing (PHN)	<a href="mailto:phnras@emory.edu">phnras@emory.edu</a>	<a href="#">PHN RAS Intent to Submit Form</a>
Yerkes National Primate Research Center	Yerkes	<a href="mailto:ras.yerkes@emory.edu">ras.yerkes@emory.edu</a>	<a href="mailto:ras.yerkes@emory.edu">ras.yerkes@emory.edu</a>

Because a number of other grants are also likely due on the same date, once you commit to applying, reach out to your Faculty Mentor and their RAS Unit **at least 8 weeks before the due date**. It is advisable that you set up a meeting with your RAS Pre-Award Administrator to begin the proposal preparation process. They will assist you with:

- Preparing your proposal to submit to the sponsor.
- Routing your proposal through Emory's online proposal routing system, EPEX, for approvals throughout the University.
- Uploading your proposal to CAYUSE, an online proposal routing system for submission to the sponsor.

Emory's Office of Sponsored Programs (OSP) will then be able to see your application, review your files to ensure they meet the granting agency's guidelines, and eventually "hit the send button" to NIH.

Check the funding opportunity announcement (FOA) for due date information. If the FOA says "standard dates apply", refer to the table posted on the NIH website [here](#).

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
F Series Fellowships (including F31 Diversity) <i>new, renewal, resubmission</i>	<i>Individual</i> National Research Service Awards (Standard)	April 8	August 8	December 8

**The budget** for these awards is fairly straightforward and the RAS Pre-Award Administrator will assist you in putting your budget together along with a **budget justification** (explanation for things that may not be obvious from the budget spreadsheet). These grants allow for three types of charges:

- **Stipend:** NIH currently provides \$25,836 for stipend. Emory will provide the gap to meet your Graduate Program's stipend level.
- **Tuition and Fees:** NIH currently provides up to \$16,000 (PhD) or \$21,000 (MD/PhD) for tuition and fees. Emory will provide the gap to cover the total required tuition and fees.
- **Institutional Allowance:** NIH currently provides up to \$4,200 for other expenses, including health insurance. If you enroll in the Emory University Student Health Insurance Plan (EUSHIP), \$1,450 of the \$4,200 budget will be applied towards the EUSHIP premium. Emory will provide the gap to cover the total EUSHIP premium. The remaining funds are available for you to use on costs allowed by NIH. Consult your RAS Post-Award Administrator for guidance to utilize these funds.

Your application will require other support documents (**Institutional Environment and Commitment to Training Section**), which includes a **description of the training program you are in**. Contact the [Program Director/Director of Graduate Studies](#) of your Graduate Program (or the MD/PhD Administrator for MD/PhD students) to request a document that you can adapt for your proposal.

If your grant is likely to be funded, you may receive a "Just in Time (JIT)" request from NIH for information updates. These requests usually have very short turn-around times (days) so do not delay your follow-up. Your RAS Unit and Graduate Program can help with these.

## POST-AWARD:

### AWARD SET-UP:

**NIH Notice of Award (NIH-NOA):** You will receive a notification of award from NIH. Please forward the NIH-NOA to your Graduate Program and RAS Pre-Award Administrator. The RAS Pre-Award Administrator will contact you if there are any additional items requested by NIH or Emory before the award can be activated. The NIH-NOA also includes the names of your NIH contacts if you have budget or reporting questions.

In the months and years that follow, you will receive additional NIH-NOAs, whether annual budgets or mid-year updates (e.g., when NIH updates stipend levels). Forward those as well to help us make any needed updates as soon as possible.

**Emory Notice of Award (eNOA):** Once the award is activated at Emory, you will receive an Emory Electronic Notification of Award (eNOA) from OSP. The eNOA is an Emory-generated cover sheet that is attached to the NIH-NOA once the award is set up at Emory. It includes all of the pertinent information you need to start work on and manage your grant. The eNOA also includes your SpeedType, which is a string of numbers that you will use to pay for expenses that need to be charged to your grant.

### **Please forward the eNOAs to your Graduate Program:**

- eNOAs are issued annually (because budgets are annual).
- eNOAs are automatically sent to the award PI (you), the department through which the award was submitted, and the RAS Post-Award Administrator.
- We depend on you to stay current on your award information. Forward all eNOAs to your Graduate Program Administrator and:
  - GDBBS students should include: [funding.gdbbs@emory.edu](mailto:funding.gdbbs@emory.edu)
  - MD/PhD students should include Cathy Quiñones: [Cathy.Quinones@emory.edu](mailto:Cathy.Quinones@emory.edu)

A RAS Post-Award Administrator will reach out to you once the eNOA is issued to begin working with you on the financial management of your award. The RAS Post-Award Administrator will ask for a meeting or phone call to go over the terms and conditions of your award and explain how they can assist you in managing your award through closeout.

**STIPEND SUPPLEMENT:** If your award stipend covers >75% of your Graduate Program's stipend level, you will receive a \$2,000/year supplement while your award is active. Keep us informed so we can disburse these funds to you.

**PAYSTUBS:** You will now have 2 paystubs: one for the NIH source, and one for the Emory source. You can download your paystubs via Emory's PeopleSoft HR website: <https://psfthr.cc.emory.edu/>.

- Your NIH stipend is exempt from tax withholdings and is taxable. That means Emory does not withhold taxes and you should plan accordingly. You will not receive a W-2 or 1099 for the NIH portion of your stipend. Use your December NIH paystub to see the total you were paid from the award.
- Your Emory stipend is subject to tax withholdings. The W-2 you receive will summarize your non-NIH income and deductions.

**MONITOR YOUR SPENDING:**

- The RAS Post-Award Administrator will provide you with award reconciliations every 30 to 60 days. They will ask to meet with you to review the reconciliation report and discuss any updates on your award or changes you may want to make.
- The RAS Post-Award Administrator can show you how to run reports in Emory's financial reporting system, Emory Business Intelligence (EBI), to assist you in tracking all of your expenses at a more detailed level.
- As the award PI, you should feel free to request budget updates and ask questions about charges and how your award is being spent. Miscommunications can lead to erroneous charges, which need to be corrected ASAP.
- Do not exceed spending your funds available under the Institutional Allowance budget line. If your Institutional Allowance funds are over-spent, the department hosting the award is responsible for clearing the deficit, which means your Faculty Mentor will be asked to cover the difference.

**FINANCIAL REPORTS:** The RAS Post-Award Administrator will work with you on any annual financial reporting that may be due to NIH.

**ANNUAL REPORTS:** You are required to complete an annual Research Performance Progress Report (RPPR) by NIH. This is done electronically through eRA Commons and must "route" through Emory as your original grant. Your RAS Pre-Award Administrator and/or Post-Award Administrator will help you with this every year. You should consult your Faculty Mentor and other students with F31/F30 awards for guidance on the technical narrative.

**ACKNOWLEDGE YOUR AWARD:** Remember to acknowledge your award at every opportunity in publications, posters, etc. This is one of many requirements of you as PI. For your NIH award information (project number, etc.), check your eNOA or go to <https://projectreporter.nih.gov/reporter.cfm> and search for your name.