

This document supplements NIH guidance. Please be sure to read the program solicitation and guidelines thoroughly before preparing your proposal. The F32 guidelines are here: <https://grants.nih.gov/grants/guide/pafiles/PA18r670.html>. The NIH SF424 Application Guide can be found at http://grants.nih.gov/grants/howto_apply_application_guide.htm.

APPLICATION PROCESS

- x NIH proposals are generally submitted electronically by ORSR via the NIH ASSIST system.
- x All PD/PIs and all individuals with a student role must be registered in the eRA Commons. If new to Grants.gov, the PI must register on the eRA Commons at <https://commons.era.nih.gov/commons/>
- x ORSR will start the application package in the electronic NIH ASSIST system and upload attachments

FORMAT SPECIFICATIONS FOR ATTACHMENTS

- x PDF files only – file names are 50 characters or less and use only standard characters (A through Z, a through z, 0 through 9, underscore (_), hyphen (-), space (), and period (.). Do not use any other special characters (e.g., “&”, “*”, “%”, “/”, or “#”) in the file name.
 - x Margins are ½” all around
 - x Font = black; Arial, Garamond, Georgia, Helvetica, Palatino, Linotype, Times New Roman, or Verdana typeface are recommended; size 11 or larger; must be no more than 15 characters per linear inch (including characters and spaces)
 - x Do not include headers or footers
- required

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- c. Activities Planned Under this Award: Describe by year, the activities (research, coursework, etc.) you will be involved in during the

- i. Source of funding;
- ii. ClinicalTrials.gov identifier (e.g., NCT87654321), if applicable; and
- iii. A description of how the sponsor or co-sponsor's expertise is appropriate to guide the applicant in

- b. The letters should be from individuals not directly involved in the application, but who are familiar with the applicant's qualifications, training, and interests.
- c. The sponsor/co-sponsor(s) of the application cannot be counted toward the three required references.
- d. Make sure you include a list of referees (including name, departmental affiliation, and institution) in the cover letter of the application so that the NIH staff will be aware of planned reference letter submissions.
- e. Referees must submit reference letters through the eRACOMMONS by the application due date.
- f. Referees will need to provide the following information with their reference letter:
 - i. PI's (fellow/candidate's) eRACOMMONS username
 - ii. PI's first and last name as they appear on the PI's eRACOMMONS account
 - iii. Number of the funding opportunity announcement to which you are applying

20. Human Subjects and Clinical Trials Information [Create separate documents for each attachment]

- a. Study Record for each proposed study involving human subjects
 - i. Study Title (must be unique for each study record)
 - ii. Clinical Trial Questionnaire
- b. Study Population Characteristics
 - i. Conditions or focus of study
 - ii. Study eligibility criteria
 - iii. Age limits (minimum and maximum)
 - iv. Inclusion of Women, Minorities, and Children (no page limit)
 - v. Recruitment and

add inclusion of Women, Minorities, and Children (no page limit) page 4 of 6