

From: Claudia Mitchell-Kernan, Vice Chancellor and Dean

Sent: Thursday, July 09, 2009 1:00 PM

Subject: Submission of Federal Individual Fellowship Applications via Grants.gov

UCLA Graduate Division

Deans, Chairs and Directors:

Please note the following change in Business Processes for all individual fellowship applications to NIH, which are processed at UCLA through the Graduate Division under the auspices of Associate Dean M. Belinda Tucker.

From the NIH Notice Number: NOT-OD-09-106 (release date June 12, 2009):

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-106.html>

Effective with the August 8, 2009 submission date, all grant applications for the Individual National Research Service Award (NRSA) Fellowships (F-series) will require electronic submission through Grants.gov to eRA Commons. Paper applications will not be accepted for submissions on or after the August 8 transition. Funding Opportunity Announcements (FOAs) for F-series programs have been updated and will also be announced in the NIH Guide for Grants and Contracts.

Several new business processes are being implemented concurrent with the transition to electronic submission:

1. **Reference Letters:** The electronic submission of reference letters is separate from the electronic submission of applications. Reference letters are submitted directly through the eRA Commons and do not use Grants.gov. Therefore, fellowship applicants must follow the Reference Letter Instructions in the SF424 (R&R) Individual Fellowship Application Guide for specific directions (Part 1, Section 5.4). Letters of reference are an important component of the application for fellowship support. Applicants must arrange to have at least three (but no more than five) letters of reference submitted on their behalf to the eRA Commons Web site at:
<https://commons.era.nih.gov/commons/reference/submitRefereeInformation.jsp>
2. **Resubmissions:** Applicants may submit a resubmission application, but such application must include an Introduction addressing the previous peer review critique (Summary Statement). See new NIH policy on resubmission (amended) applications (NOT-OD-09-003, NOT-OD-09-016). Please note that when resubmitting an application electronically via Grants.gov, applicants must also resubmit their letters of reference through the eRA Commons as described above.
3. **Review Criteria:** Reviewers will provide an overall impact/priority score, and will consider each of the five criteria below in determining scientific and technical merit and will give a separate score for each:
 - o Fellowship Applicant
 - o Sponsor(s), Collaborator(s), and Consultant(s)
 - o Research Training Plan
 - o Training Potential
 - o Institutional Environment and Commitment to Training

The new procedures noted above apply to the following F-series Ruth L. Kirschstein National Research Service Award (NRSA), including:

- F30 (predoctoral dual degree fellowships)
- F31 (predoctoral fellowships)
- F32 (postdoctoral fellowships)
- F33 (senior fellowships)

For a complete listing of Fellowship FOAs, see the F-Kiosk at:
http://grants1.nih.gov/training/F_files_nrsa.htm

All applicants (Fellows) must have an NIH eRA Commons ID to apply. Fellows are encouraged to contact Jenny Tang or Lisa Itagaki in Graduate Division as soon as possible to request a Commons ID if they don't already have one.

In order to process applications under these guidelines, you must submit your completed application to the Graduate Division for review at least five (5) working days before the appropriate deadlines (in this upcoming case, this means July 31, 2009) to the following e-mail address: uclafellow@gdnet.ucla.edu. If your application is a large size, and cannot be submitted via email, please drop off a CD to 1237 Murphy Hall by 5pm on July 31.

Graduate Division staff will review your proposal package for errors. Please check your email regularly as you will be contacted immediately if there is an error. Once all errors are corrected, the application will be forwarded by the Graduate Division to NIH.

Please note that you can go to the Grants.gov help desk for problems encountered during preparation of your proposal: <http://www.grants.gov/help/help.jsp>

You are also encouraged to contact Graduate Division fellowship processing staff prior to your submission:

- Jenny Tang, jtang@gdnet.ucla.edu, (310) 206-9791.
- Lisa Itagaki, litagaki@gdnet.ucla.edu, (310) 825-0636

Please also visit the Graduate Division NRSA Submission website for specific instructions:
<http://www.gdnet.ucla.edu/gss/postdoc/nihadmin.htm>.

Sincerely,

Claudia Mitchell-Kernan
Vice Chancellor, Graduate Studies
Dean, Graduate Division