Guide for the Preparation of

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National Research Service Awards (NRSA)
Institutional Research Training Grant
Funding Opportunity Announcement (FOA): PA-18-403

This opportunity is available for Kuali Coeus System-to-System submission to Grants.gov.

**This guide assists with some specific requirements of this solicitation. You still need to refer to the NIH Training Instructions and the SF424 (R&R) Application Guide. The NIH websites listed in the key resources below.**

Key Resources:

NIH Parent Announcement:

NIH Training Grant Instructions:
Please select the VERSION E instructions for T-Training applications on this page.

NIH General Application Guide for SF424 (R&R):
https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.100-how-to-use-the-application-instructions.htm

Additional KC & OSP NIH NRSA Training Grant proposal prep resources:
NIH Training Grant Checklist
NIH Training Grant Budget Workbook for the PHS Training Budget Questionnaire
Posted here: http://kc.mit.edu/training/agency-specific-proposal-preparation-guides

For additional KC proposal instructions
Minimum Requirements for Proposal Routing guide:
Specific Requirements and Restrictions for this NIH Funding Mechanism

Complete Instructions: https://grants.nih.gov/grants/how-to-apply-application-guide.html#inst

Application Due At Sponsor: January 25, May 25, Sept. 25

Note: Applicants should check with relevant IC since some do not accept applications for all three dates.
Not all NIH Institutes and Centers participate in Parent Announcements. Applicants should carefully note which ICs participate in this announcement and view their respective areas of research interest and requirements at the Table of IC-Specific Information, Requirements and Staff Contacts website https://grants.nih.gov/grants/guide/contacts/parent_T32.html
ICs that do not participate in this announcement will not consider applications for funding. Prior consultation with NIH staff is strongly encouraged.

Application Due At OSP: Completed proposals due to OSP five business days in advance of Sponsor due date.

Proposal Types: New, Resubmissions, & Renewals are allowed.

Earliest Anticipated Start Date: See NIH standard due date, review and award cycles:

Project Period: Maximum project period allowed for T32 is five (5) years.

Stipend Funding Levels: (FY17)

- Predoctoral 23,844
- Postdocs:
  - Years of Experience: 0 47,484
  - 1 47,844
  - 2 48,216
  - 3 50,316
  - 4 52,140
  - 5 54,228
  - 6 56,400
  - 7 or more 58,560

Tuition: Request full amount. Grantees are reminded that these formulas are for award calculation purposes only. Grantees should continue to request full needs in all competing applications; the formula will be applied at the time of the award.

F&A: costs are restricted to 8% MTDC (excluding tuition and fees). MIT does not take F&A on stipends.

Page Limits:

Research Training Plan: Sections 2 is limited to 25 pages.
Biographical sketch is limited to Five (5) pages. Please review the instructions for required content.
Introduction on Resubmission is limited to three (3) pages

Note: The PHS 398 Training Budget Questionnaire should be answered & complete before the budget is completed!
Proposal Basics: Create Proposal & Details screen

Begin by creating your KC proposal with the minimum required information to save. Fields with a red asterisk (*) are required to save and to generate a proposal number. Subsequent access to your proposal opens the default Proposal Basic Detail screen.

For detailed instructions on KC, please refer to quick cards like the Minimum Requirements for Proposal Routing located on the kc.mit.edu webpage.

![Create Proposal](image)

For Training Grants

1. Complete the following fields:

<table>
<thead>
<tr>
<th>Required Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal Type</strong></td>
<td>Select New, Renewal, or Resubmission from the drop down list</td>
</tr>
<tr>
<td><strong>Activity Type</strong></td>
<td>Select <em>Organized Research</em> from the drop-down list</td>
</tr>
<tr>
<td><strong>Project Dates</strong></td>
<td>Use mm/dd/yy format or the Calendar tool to select the Start and End dates anticipated for the project.</td>
</tr>
<tr>
<td><strong>Project Title</strong></td>
<td>Enter a descriptive title. For electronic submission, the Title cannot contain special characters. 200-character maximum; Refer to the sponsor instructions</td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
<td>Use 000340 or use the search tool to look up NIH.</td>
</tr>
</tbody>
</table>

Click **Save & Continue** to proceed to the KC Proposal Details screen with your Proposal Number and full navigation options. You will be able to edit the information you entered previously, if needed.
S2S Opportunity Search Screen

Use the left-navigation button “S2S Opportunity Search” to open this screen. Click the “Find an Opportunity” button to link the Grants.gov Funding Opportunity Announcement to retrieve the forms that KC will populate & submit to the sponsor.

Select Grants.gov in the Search Domain field.

Enter PA-18-403 in the Opportunity ID field. Click Search and KC will locate the this opportunity at Grants.gov.

Select the opportunity from the search results.

Your Opportunity Search screen will populate with tabs showing Opportunity Details, Forms, Submission Detail, and User Attached Forms. You will refer to the Forms tab later to print/preview your application. Follow the NIH Funding Opportunity and Training Instructions to fulfill the required elements for this submission.
- Enter the **deadline** information in the fields on this screen.
- Select **Federal Solicitation** for the Opportunity field.
- Select the appropriate **NSF Science Code** for your department.

For additional proposal instructions, please refer to *the kc.mit.edu webpage*. 
Organization and Location

Maintained data for MIT will automatically populate this screen. Performing Organization indicates the primary site (MIT) where the work will be performed. If a portion of the project will be performed at any other site(s), a new organization/location needs to be added.

From the Performance Site Locations tab, click “Add Performance Site” to search the address book. Select the result to add it to the proposal. You may need to manually enter the Congressional District information.

If you have a subaward, use the Other Organization tab and search for the Organization. Click “Add Organization” to search from existing options. Select and add it to the proposal. You may need to manually enter the Congressional District information.
Key Personnel Screen

Use the Add Personnel button to search for and add persons to this proposal. Once selected, choose a Proposal Role.

Every proposal must have a PI/Contact. Once the PI is added, if appropriate, you can select PI/Multiple, Co-Investigators, or Key Person (requires manually adding the role description).

(FYI: by default, the contact PI is a Multiple PI if PI/Multiples are added.)

Please review your NIH opportunity for all submission requirements.

The proposal Contact PD/PI populates PI fields in the SF424 (R&R) Cover component.

All other Key Personnel are listed in the Research & Related Senior/Key Person component and assigned the project role of “PD/PI.” Please remember that all PDs/PIs must be registered in the eRA Commons prior to application submission. The Commons ID of each PD/PI must be included in the “Credential” field of the Research & Related Senior/Key Person component. Failure to include this data field will cause the application to be rejected.

To obtain an eRA Commons ID, please contact nih-help@mit.edu.

All projects proposing Multiple PDs/PIs require a Multiple PD/PI Leadership Plan: refer to the requirements of this document in the funding announcement and the NIH Training Instructions mentioned previously. A brief summary is included in the section on Attachments in this guide.

Detailed instructions to add Key Personnel is provided in this KC Quick Guide:
Proposal Certification

Before your proposal can be submitted for routing, the Key Personnel must certify the proposal. If you need assistance, please refer to the COI Quick Reference Cards on Proposal Development Certification.


Adding NIH/PHS Investigators and Key Person Certification guide is located here:

The list of PI Certification questions can be reviewed here:

Proposal Certification quick reference card for Investigators and Key Persons is located here:

Certifying Key Persons and Fellows quick card is located here:

The MIT Financial Conflicts of Interest Website is found here:
http://coi.mit.edu/

*Further NIH specific information including Who is an investigator?, NIH Key Person Maintenance at award stage, and the NIH Training Requirement may be found here:
http://coi.mit.edu/sponsor-specific-guidelines/national-institutes-health-nih
Human Subjects Research

Please read the Training Instructions for NIH and Other PHS Agencies guide for details for full guidance on the use of human subjects. If human subjects will be part of your submission, you’ll need to provide the data to complete the PHS Human Subjects And Clinical Trial Information form (HSCT). This form accommodates the full spectrum of all types of clinical trials, including, but not limited to, behavioral, exploratory/development, mechanistic, pilot/feasibility, early phase, efficacy, effectiveness, group-randomized, and others.

Read all the instructions in the Funding Opportunity Announcement (FOA) before completing this form to ensure your application meets all IC-specific criteria. If you are proposing a clinical trial, make sure your FOA accepts clinical trials (i.e., ‘clinical trial required’ or ‘clinical trial optional’).

The PHS Human Subjects and Clinical Trials Information form, together with the rest of your application, should include sufficient information for the evaluation of the project, independent of any other documents (e.g., previous application). Be specific, describe each study clearly, and avoid redundancies. Be especially careful to avoid redundancies with your research strategy..

If you need to complete the PHS HSCT form, please retrieve the KC Quick Card available at kc.mit.edu for the KC specific instructions to maintain this requirement.

Care and Use of Vertebrate Animals in Research

If vertebrate animals are to be used in the project, the applicant must be responsive to the NIH Training Instructions Guide. Noted in that guide are additional resources:


Biohazards

The investigator and the sponsoring institution are responsible for protecting the environment and research personnel from hazardous conditions. It materials or procedures are proposed that are potentially hazardous to research personnel and/or the environment, the procedures to be taken in order to ensure adequate protection must be described. In addition to this compliance entry, NIH instructions reference providing information in The Facilities & Other Resources document as well as the Select Agent Research document.
All uploads follow the same guidelines as all other NIH submissions with the exceptions noted below. For NIH formatting requirements on uploads see:

Please note that NIH only accepts PDF files.

File names and entries in the KC Attachment Description fields should not contain spaces or ‘special’ characters. These will cause errors and delay your submission.
Use only numbers, letters, hyphens, underscores, and periods in file names and KC description fields.

Items 1 – 15 use Attachment Types that map to the PHS398 Research Training Program Plan. Navigate to the KC > Attachments screen; use the [+Add] button on the Proposal tab. Select the Attachment Type from the drop-down selection list.

Note that all page limits in NIH FOA guide take precedence.

1. Intro to Application  Resubmissions only. Limit three pages
Attachment Type: PHS_ResTrainingPlan_Introduction

   Training Program Section: refer to the Instructions for required elements and page restrictions.

2. Program Plan (25 page limit)
Attachment Type: PHS_ResTrainingPlan_ProgramPlan

3. Plan for Instruction in Responsible Conduct of Research (3 page limit)
   Attachment Type: PHS_ResTrainingPlan_RespConductResearch
   Required for All Training Grants except T36. If a Renewal, it must describe any changes.

4. Plan for Instruction in Methods for Enhancing Reproducibility
   Attachment Type: PHS_ResTrainingPlan_MethodsEnhanceRepro
   Do not include unless it is specifically required in the FOA.

5. Multiple PD/PI Leadership Plan
   Attachment Type: PHS_ResTrainingPlan_PILeadershipPlan
   Do not include if no Multiple PI’s designated in key personnel. See the NIH Training Instructions for the required content of this plan.

6. Progress Report  Renewals only
Attachment Type: PHS_ResTrainingPlan_ProgressReport
See the NIH Training Instructions for the required content of this upload.

Cont’d...
Faculty, Trainees and Training Record Section refer to the Instructions for required elements and page restrictions.

7. Participating Faculty Biosketches
   Attachment Type: PHS_ResTrainingPlan_FacBiosketches
   Combine all participating faculty biosketches into a single PDF. See NIH Format Instructions & content requirements.

8. Letters of Support
   Attachment Type: PHS_ResTrainingPlan_SupportLetters
   Combine all Letters into a single PDF. Check the FOA for program-specific requirements.

9. Data Tables
   Attachment Type: PHS_ResTrainingPlan_DataTables
   See NIH Format Instructions & content requirements.

Other Training Program Section refer to the Instructions for required elements and page restrictions.

10. Vertebrate Animals (may be required for this submission)
    Attachment Type: PHS_ResTrainingPlan_VertAnimals
    Required if Animal Special Review added in proposal details.

11. Select Agent Research
    Attachment Type: PHS_ResTrainingPlan_SelectAgentResearch

12. Consortium and Contractual Arrangements
    Attachment Type: PHS_ResTrainingPlan_ConsContractual

13. Appendix CHECK INSTRUCTIONS: NOT ALWAYS ALLOWED!
    Attachment Type: PHS_ResTrainingPlan_Appendix
    Refer to the FOA to determine whether an appendix is allowed; follow instructions on Appendix materials:
    Compliance with NIH Application Format and Content Instructions:

Continue to next section for additional form attachment instructions
The next six (6) attachment types populate the Research & Related Other Project Information form.

Follow the NIH Training instructions for required content & format.

**Project Summary/Abstract:** Attachment Type = ProjectSummary – **Required**

Provide a succinct & accurate description of the proposed work, able to stand on its own. Limited to 30 lines of text; will ERROR in eCommons if format is not followed.

**Project Narrative:** Attachment Type = Narrative – **Required**

*Public Health Relevance Statement* Using no more than two or three sentences at most, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.

**Bibliography & References Cited:** Attachment Type = Bibliography  **Required unless otherwise noted in the FOA**

Follow the instructions in the NIH Training Instructions Guide and Funding Announcement

**Facilities & Other Resources:** Attachment Type = Facilities  **Required unless otherwise noted in the FOA**

Follow the instructions in the NIH Training Instructions Guide.

**Equipment:** Attachment Type = Equipment – **Required**

List major items of equipment *already available* for this project, and if appropriate, identify the equipment’s location and pertinent capabilities.

**Other Attachments:** Attachment Type = Other

Use to provide additional information only in accordance with the FOA and/or agency-specific instructions. OR if applicable, attach a “Foreign Justification” if relevant to this application.

The Budget Justification attachment is uploaded with the Proposal Attachments.

Review your Funding Opportunity to determine which type of budget is required. The budget mechanism (RR Budget Form or PHS Training Budget form) determines which KC proposal attachment type is required for your submission.

**Budget Justifications:**

For **PHS Training Budgets,** use:

Attachment Type: **PHS_Train_Budg_Just**

OR

For **RR Budgets,** use:

Attachment Type: **BudgetJustification**
There are 3 questionnaires to populate various system-to-system (S2S) forms in this funding opportunity. All presented questions are required; some answers present follow-up questions.

- **Grants.gov S2S Questionnaire** - supports the SF 424 RR and RR Other Project Info.
- **PHS 398 Cover Page Supplement** - populates that form.
- **PHS398 Training Budget** - populates the budget with the trainee count and Stipend, but the Tuition and other expenses are populated from your KC budget.

Select an answer for each question. The answers can be changed later, if necessary. You must click the [Save] button at the bottom of the screen to update the questionnaire to ‘Completed’ status.

Refer to the NIH Training Instructions guide and/or the Funding Announcement for definitions and requirements.

Click on each tab/questionnaire name to see the initial questions. As noted previously, conditional questions will appear based on the answers to some questions; not all required questions appear immediately.
Questionnaire: PHS 398 Training Budget

Form Questionnaires appear after you link your proposal to the Grants.gov opportunity. Click the Questionnaire navigation button and then the PHS 398 Training Budget V1-0. When answers are added, additional questions may appear.

Complete this questionnaire **BEFORE** you begin your budget because your answers here calculate the stipend amounts printed on the training budget form. You need to enter corresponding Stipend and Tuition amounts into your detailed KC budget.

**We’ve created an Excel tool to help calculate your budget needs. It’s available here in the section on NIH Training Grants:** [http://osp.mit.edu/grant-and-contract-administration/sponsor-information/national-institutes-health-nih](http://osp.mit.edu/grant-and-contract-administration/sponsor-information/national-institutes-health-nih)

The questionnaire can be modified later, if needed. **Make sure you click [Save] at the bottom of the screen to retain your work.**

There are a series of questions for each of the 5 possible budget periods. You must identify how many trainees are anticipated in each of the categories, for every year of funding requested. Every presented question must be answered.

The stipend rates for the types and levels of trainees are maintained in a KC data table, and the total requested amount will calculate per type, based on your answers. Other budget data for the form will come from your KC budget (tuition, Trainee Travel, Training Related Expenses, etc.)

**You must create a detailed budget in KC to fulfill the submission requirements.**
A DETAILED Budget is required for this submission, not Modular.

Budget Settings: F&A Rate type = **MTDC** (this is the default type)

Organized F&A Rates: change MTDC Applicable Rate to **8% on and off campus**
This setting will incur under recovered F&A (U/R). Use 0000001 as the source account and in the budget comments in the Settings window add: “DLC is not required by Institute policy to fund the U/R on Training Grants.”
Most KC object codes used for the Training Grant budget form are in **Category Type: Participant Support**.

1. **Stipends (students):** Use: **422315 – Stipends – Not MTDC**
   The expenses do not need to be separated out by trainee type in your budget; a single line item with the total for all stipends using this cost object can be entered for each year.
   
   **NOTE:** Users should be careful to use the authorized NIH Stipend Rate for each category to coordinate with the Questionnaire calculated amounts. An Excel workbook is available to aid in coordinating the entries.

   **We recommend that you print the training budget form after entering Stipend to confirm that budget has 0 for other expenses. This must match the Questionnaire. See next page for instructions.**

2. **Tuition and Fees:** There are six (6) special Tuition cost elements in KC mapped to support the Training Budget form.
   
   **TUIUNDGR** for undergraduates; **TUIPRES**D for pre-doc single degree; **TUIPRED**D for pre-doc dual-degree; **TUIPD**ND for post-doc not degree seeking; **TUIPD**YD for post doc degree seeking; **TUIOT**HER for other.
   Request full tuition expense expected. Grantees are reminded that these formulas are for award calculation purposes only. Grantees should continue to request full needs in all competing applications; the formula will be applied at the time of the award.

3. **Trainee Travel:** Use **TRGTT**RVL: Training Grant-Trainee Travel Expenses $400-$1,000 per trainee varies by NIH Institute. Refer to the FOA and/or contact the awarding component to determine the amount.

4. **Training Related Expenses:** Use **420172 – Fellowship Expense** Predoc is $4,200; Postdoc is $8,850

When your expenses match and validate with the PHS398 Training Budget, click [Complete Budget] to finalize.
To preview the PHS398 Training Budget, you must have the following proposal elements in place:

1. Successful connection to the s2s funding opportunity PA-16-152.
2. Completed the Training Budget Questionnaire
3. Entered a detailed budget with at least the minimum funds calculated from the questionnaire answers
4. Uploaded the budget justification file as attachment type **PHS_TRAIN_Budg_Just**

**To Preview your budget:**

• Navigate to the Proposal Basics > S2S Opportunity Search Screen
• Click on the Forms tab
• Click the checkbox in the Select column for the PHS398_TrainingBudget-V1.0 form
• Click [Create PDF] A PDF file will generate; you may need to open your PDF viewer.

**Tips:**
If the print/preview failed, review the validation messages presented in the window.
Possible corrections to make:
• If you do not have sufficient funds in your budget, use the Excel workbook tool referenced previously.
  Compare the calculated amounts to the entries in your budget and make the needed updates.
• If you have more than one budget version, make sure the one you want to preview is marked “for submission” on the Budget Versions screen.
• You must have the correct budget justification Attachment Type selected.

**Note:** Follow these same steps to print/preview the other forms for your submission. As with the budget form, each have required elements that must be complete before they can be previewed.
Use the Data Validation tool at any time during your preparation, but always check prior to routing your proposal.

In the Toolbar, click **Data Validation** to open the window. Click **[Turn On]** to present the list to check your proposal against any internal rules & mandatory sponsor items.

**Making Corrections:**

You can close the Validation window and leave the validations turned on. When you navigate to each screen in KC, the validation warning or error message will appear in on screen.

You can use the “Fix It” link in the validation window to navigate to the item to make corrections, additions, or changes as required and then perform the validation again.

Once you pass the validations, you are ready to submit your application for approval routing.
Submit the Proposal for Approval Routing

Submit for approval

Once your proposal is complete and passes all validations, you can submit it into ‘workflow’ for review, approval, and transmission to Grants.gov.

*NOTE:* before you submit, you may want to preview the routing path the proposal must take before it gets to OSP. Click on the hyperlink ‘View Route Log’, and then click the [Show] button on the Future Action Requests panel.

If you see some Departments included that you didn’t expect, review the Units of your Key Personnel. You may need to remove the default units for some of your key personnel, and replace the unit(s) where their research takes place.

Click the [Submit for Review] button to start the review and approval process.