Guidelines for NIH NRSA (F30, F31, F99) Awards for Emory Graduate Students

**PRE-AWARD:**

Discuss your desire to apply for an individual student award with your Faculty Mentor. Enroll in the grant-writing course offered by your specific Graduate Program. PLAN to use the course document as the basis for an application. You have done the hard work – so APPLY! The current funding opportunities for F31 and F30 Fellowship grants 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, you will need to reach out to one of the Research Administration Services (RAS) Units to inform them of your intent to submit a fellowship proposal.

If your Faculty Mentor’s department is in:

- **The School of Medicine or Emory College of Arts and Sciences**, contact the Colleges and Professional Schools (CAPS RAS) Pre-Award team at ras.ecaps@emory.edu
- **The School of Public Health or The School of Nursing**, contact the Public Health and Nursing (PHN) Pre-Award team at phnras@eory.edu
- **The Yerkes National Primate Research Center**, contact the Yerkes RAS Pre-Award Manager at kelly.ferguson@emory.edu

The RAS Pre-Award Administrator will assist you in preparing your proposal to submit to the sponsor. It is advisable that you set up a meeting with them to begin the proposal preparation process. The RAS Pre-Award Administrator will assist you in routing your proposal through Emory’s online proposal routing system, called EPEX, for approvals throughout the University. The RAS Pre-Award Administrator will also assist you in uploading your proposal into CAYUSE, an online proposal submission system for submission to the sponsor. The 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.” Because a number of other grants are also likely due on that same date, once you commit to applying, reach out to your Faculty Mentor and the RAS Pre-Award team at least 8 weeks in advance to make sure they schedule time to help.

**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 $23,844 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 (F31)/$21,000 (F30) for tuition and fees. Emory will provide the gap to cover the total required tuition and fees.
- **Institutional Allowance**: NIH currently supports up to $4,200 for other expenses, including health insurance. If you enroll in the Emory/Aetna Student Health Insurance Plan, $1,450 of the $4,200 budget will be applied towards the Aetna premium. Emory will provide the gap to cover the total Aetna premium. The remaining funds are available for you to use on costs allowed by NIH. Consult your assigned 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 DGS 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:** You got the grant, congratulations! Once Emory is notified by NIH that your award has been funded, the Office of Sponsored Programs (OSP) will notify the RAS Pre-Award Administrator that the award has arrived. The RAS Pre-Award Administrator will contact you if there are any additional items requested by NIH or required by Emory before the award can be activated. Once the award is activated, you will receive an email with an Emory Electronic Notification of Award or eNOA from OSP to your designated Emory email account. The eNOA includes your Notice of Award from NIH.

**NIH Notice of Award (NIH-NOA):** You will receive a notification of award from NIH. Please forward the NIH-NOA to your RAS Pre-Award Administrator and your Graduate Program Administrator. GDBBS students should also send it to Margie Varnado. Extra eyes ensure the award set-up is completed in a timely manner. MD/PhD students should also send it to Cathy Quiñones. Emory’s OSP office will also be notified of this award prompting the setup of your award at Emory. 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):** 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. The SpeedType is a string of numbers that you will use to pay for goods and services that need to be charged to your grant utilizing Emory Express and Compass.

**Please forward the eNOAs to your Graduate Program Administrators:**
- 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 Margie Varnado: Margie.Varnado@emory.edu
  - MD/PhD students should include Cathy Quiñones: 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 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.
You will now have 2 paystubs: one for the NIH source, and one for the Emory source.

- 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 its deductions.

You can download your paystubs via PeopleSoft HR: https://psofthr.cc.emory.edu/.

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

**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.

**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 NOA or go to https://projectreporter.nih.gov/reporter.cfm and search for your name.

**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.