OSPA Tip Sheet | F31 Ruth L. Kirschstein NRSA proposals

Ruth L. Kirschstein National Research Service Awards are currently available under two FOAs: PA-21-051 Parent F31 and PA-21-052 Parent F31-Diversity.   Stipends, tuition/fees, institutional allowance levels are outlined in NOT-OD-049 for 2021. **NOTE: These FOAs may be expired. Check for updates to these documents.**

OSPA requests that you follow these budgeting guidelines to clearly identify the amounts applicable to this proposal. The award will be adjusted to reflect the allowable amounts and any updates to the levels, and a revised budget will likely be processed at that time.

This tip sheet is only intended to give an overview of high level proposal preparation and more specific budgeting methods. It does not replace a full and thorough review of the FOA, the associated guidance, or the sections of the Forms-G NIH Instructions that may apply to this proposal.

Before you begin:
Does the faculty advisor have the *Sponsor* role assigned in eRA Commons? (OSPA must assign)
Does this student have an ORCID ID, and is that ID correctly entered into the student's eRA profile?

Proposal Development (PD) tips:
NIH will be listed as the **sponsor**   **IDC:** Other: 0%
Mentor will be listed as PI on the PD**, student** must be listed as **Co-PI.** (Follow FOA for proposal roles)

Stipends:

ISU Budget	Cayuse Budget
• Use NIH currently established stipend rate for *all* years of the project with no escalation. Enter stipend amount into Participant Support Costs/Stipend category of the budget. • At the time of or during the award, stipend may be adjusted to reflect more current rates.	• The full stipend amounts will be entered manually in the total project costs in the SF-424 R&R (fields a and c) on page 2. The yearly stipend amounts will not be entered elsewhere in Cayuse.

Tuition and Fees:

ISU Budget	Cayuse Budget
• Budget the full tuition and fees applicable to the student. Use the ISU budget tab tuition amounts **and** use the fee detail sheet from the Office of the Registrar to calculate fees. This amount will be entered in the tuition category of the budget. • At the time of award, NIH will calculate the tuition/fee award at 60%, or at a cap of $21,000 per year, whichever is less. Remainder of tuition should be covered by non-federal funds	• Enter the yearly tuition and fees (matching the ISU budget) in PHS Fellowship Supplement Budget, Section #27 • The amounts entered in Budget Section #27 will automatically populate into #15 (fields a and c) on page 2 of the SF-424 R&R. This may be overwritten by the stipend and institutional allowance manual entry, and therefore the total requested funds will require recalculation.

Institutional Allowance:

ISU Budget	Cayuse Budget
• The institutional allowance for individual fellows should be budgeted annually. Enter this allowance into the other: other category in the budget. • This amount replaces IDC.	• The institutional allowance will be entered manually in the total project costs on the SF-424 R&R (fields a and c) on page 2. The yearly institutional allowance will not be entered elsewhere in Cayuse.