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| **RFA (Parent Announcement)** | <https://grants.nih.gov/grants/guide/pa-files/PA-23-048.html>  (Note that this announcement expires on May 17, 2026) |
| **Standard Due Dates Apply** | January 25; May 25; September 25 (varies according to IC [NIH Institute and Center] consult the NIH site for details) |
| **Helpful Links** | <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>  <http://grants.nih.gov/training/faq_training.htm>  <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/training-forms-h.pdf> |
| **Resubmission Instructions** | Per [NOT-OD-24-061](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-061.html), the use of markups such as bracketing, indenting, highlighting, bolding, italicizing, underlining, margin lines, change in typography, font, or font color, or any other type of markup should NOT be used to identify changes in Resubmission applications. |

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| **AWARD INFORMATION** | |
| **Budget Period** | Up to 5 years |
| **Award Budget** | Applicants requesting $500,000 or more in direct costs in any year are required to contact their program official (PO) to obtain approval from the funding agency six weeks prior to application submission. Refer to the [Table of IC-Specific Information, Requirements and Staff Contacts](https://grants.nih.gov/grants/guide/contacts/nrsa-institutional-research-training-grant-pa-23-048.html) for exceptions.  *Application budgets are not limited but need to reflect actual needs of the proposed training program. Refer to* [*NOT-OD-24-104*](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgrants.nih.gov%2Fgrants%2Fguide%2Fnotice-files%2FNOT-OD-24-104.html&data=05%7C02%7Cchristina.rios%40yale.edu%7Cc364089bd9e74d55244908dc96cdb304%7Cdd8cbebb21394df8b4114e3e87abeb5c%7C0%7C0%7C638551057717823476%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=QYd7gQQHTDLCAlcC%2Fb5YdrYr0zdzLIPaGtcJ86kAEq4%3D&reserved=0)*for current stipends, tuition/fees and institutional allowances, as well as* [*NOT-OD-24-116*](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgrants.nih.gov%2Fgrants%2Fguide%2Fnotice-files%2FNOT-OD-24-116.html&data=05%7C02%7Cchristina.rios%40yale.edu%7Cc364089bd9e74d55244908dc96cdb304%7Cdd8cbebb21394df8b4114e3e87abeb5c%7C0%7C0%7C638551057717837370%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=r%2BsXjVK0IOIJslqke7jCtuhVBqamaNnOx0jEzo9GW7o%3D&reserved=0)*for childcare costs. F&A costs under Institutional Kirschstein-NRSA awards will be awarded at 8%. Indirect costs are not paid on Tuition/Fees.*  **Note regarding tuition/fee**s: Per the SF424 instructions, grantees should request full needs. The formula currently in effect will be applied by the NIH awarding component at the time an award is calculated. |
| **FORMATTING INSTRUCTIONS** | |
| **Document Format** | No headers or footers allowed |
| **Font type/size** | * Arial, Georgia, Helvetica, Palatino Linotype typeface preferred * 11 or larger; 10pt for tables, graphs, and figures * Black font color; tables and graphs can be in color |
| **Line spacing** | * No more than 6 lines of type within a vertical space of 1 inch * Only single column formatting |
| **Page size** | 8.5 x 11 |
| **Margins** | 0.5” all sides |
| **Hyperlinks/URLs** | Not allowed unless specified in the funding opportunity announcement with the following exceptions:   * URLs without active hyperlinks in the Bibliography & References Cited * Hyperlinked URL to a full list of published work in Biosketches |
| **MANDATORY FORMS** | |
| ***Project Summary/Abstract***  **30 lines of text** | Summarize the objectives, rationale and design of the research training program. Provide information regarding the research areas and scientific disciplines encompassed by the program. Include a brief description of the level(s) (i.e., undergraduate, predoctoral, postdoctoral, faculty) and duration of the proposed training, the projected number of participating trainees and their anticipated levels of experience. | |
| ***Narrative***  **2-3 sentences** | Describe the relevance of this research training program to public health. Use plain language that can be understood by a general audience. | |
| ***Bibliography & References Cited*** | Cite references described in the Research Training Program Plan; **T32 applications often do not have references**. Citations that are not covered by the Public Access Policy, but are publicly available in free, online format may include URLS or PubMED ID (PMID) numbers along with the full reference. Active hyperlinks in this section are not allowed. | |
| ***Facilities & Other Resources*** | Describe the facilities and resources that will be used in the proposed training program. Indicate in what ways the applicant organization will support the program, financial or otherwise. | |
| ***Equipment*** | List major items of equipment already available for this project. | |
| ***Senior/Key Personnel Biosketches***  **5-page limit** | Uploads required for the PD(s), training faculty, program staff and any other individuals whose contributions are critical to the development, management and execution of the Research Training Program Plan in a substantive, measurable way (whether or not salaries are reimbursed). Biosketches for mentors and participating faculty must be uploaded separately in the PHS 398 Research Training Program Plan Form. **All key personnel MUST have an eRA Commons ID (regardless of if they are contributing effort).** You may provide a hyperlinked URL to a full list of your published work. This hyperlinked URL must be to a Federal Government website (a .gov suffix). NIH recommends using My Bibliography. Providing a URL to a list of published work is not required. | |
| ***Budget Justification*** | Budget Justification should include an explanation describing the basis for the budget categories requested. Also, Justify the number of trainees (pre-doctoral, postdoctoral, or short-term). | |

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| ***Program Plan***  **25-page limit** | **Background** - Provide the rationale for the proposed research training program, relevant background history, and the need for the research training proposed. Indicate how the proposed program relates to current training activities at the applicant institution. Summarize the research training activities of the major participating unit(s) and department(s) represented in the proposed program.  **Program Administration** - Describe the Program Director's qualifications for providing leadership of the program, including relevant scientific background, current research areas, and experience in research training. Indicate the Program Director's percent effort in the proposed program.  **Program Faculty -**Describe each faculty member's research that is relevant to the program and indicate how trainees will participate in the research.  **Proposed Training -** Describe the proposed training program. Indicate the training level(s) and number of trainees, the academic and research background needed to pursue the proposed training, and, as appropriate, plans to accommodate differences in preparation among trainees.  **Training Program Evaluation-** Describe an evaluation plan to review and determine the quality and effectiveness of the training program.  **Trainee Candidates-** Describe recruitment plans, including the sources and availability of trainees; the qualifications of prospective trainees; and the criteria and procedures by which trainees will be selected.  **Institutional Environment and Commitment to the Training Program**- Describe financial and other support (student services, admissions support, etc. provided by the school(s) involved and detail how these are coordinated.  **Qualifications of Trainee Candidates and Admissions and Completion Records** – Describe the ability of the participating departments/programs to recruit and retain trainees through the completion of their training. Discuss the quality and depth of the applicant pools. Report the number and characteristics of current program participants and their distribution by department and mentor.  **Recruitment & Retention Plan** – Address history, outcomes and plans. See template located at <http://your.yale.edu/policies-procedures/other/recruitment-retention-template> |

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| ***Plan for Instruction in the Responsible Conduct of Research***  **3-pages limit** | See Yale template at <https://your.yale.edu/research-support/conflict-interest/responsible-conduct-research-rcr> |
| ***Plan for Instruction in Methods for Enhancing Reproducibility***  **3-page limit** | **Applications lacking a Plan for Instruction in Methods for Enhancing Reproducibility will not be reviewed.** The plan must describe how trainees will be instructed in principles important for enhancing research reproducibility. These principles include, at a minimum, the following:   * evaluation of the foundational research underlying a project (i.e., the rigor of the prior research); * rigorous experimental design and data interpretation; * consideration of relevant biological variables such as sex; * authentication of key biological and/or chemical resources; and * transparency in reporting.   Include a description of how instructional strategies will be integrated into the overall training program at multiple stages of trainee development and in a variety of formats and contexts. Describe how program faculty will reiterate and augment key elements of methods for enhancing reproducibility in the context of trainees’ research projects. |
| ***Participating Faculty Biosketches***  **5-page limit per biosketch**. | Note that a personal statement is not required for these biosketches. All files should be uploaded as a single document.  The use of hyperlinks and URLSs to cite items is not allowed. |
| ***Letter of Support***  ***(REQUIRED)***  **10-page limit** | A President, Provost, Dean, Department Chair, or other key institutional leader with institution-wide responsibilities. This letter should be a signed letter on institutional letterhead, and it should describe and acknowledge institutional commitment to the following areas:   * Ensuring that proper policies, procedures, and oversight are in place to prevent discriminatory harassment and other discriminatory practices; * Responding appropriately to allegations of discriminatory practices, including any required notifications to the HHS Office of Civil Rights; and * Adopting and following institutional procedure for requesting NIH prior approval of a change in the status of the Program Director/Principal Investigator (PD/PI) or other senior/key personnel if administrative or disciplinary action is taken that impacts the ability of the PD/PI or other key personnel to continue his/her role on the NIH award as described in the training grant application.   **Applications without this required information will be withdrawn.**  See notifications:  <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-056.html>  [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-029.html](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgrants.nih.gov%2Fgrants%2Fguide%2Fnotice-files%2FNOT-OD-19-029.html&data=02%7C01%7Cmichele.deschino%40yale.edu%7C04bf06d733a640270c7b08d7dc8ae892%7Cdd8cbebb21394df8b4114e3e87abeb5c%7C0%7C0%7C637220361481221191&sdata=f9yEhmp%2FnOveD5vn67bp%2B5zxR4x2YFHSbLRzDrnZTlI%3D&reserved=0) |
| ***Data Tables*** | Tables 1-8 as applicable. For guidance, refer to <https://your.yale.edu/research-support/office-sponsored-projects/proposals/yales-nih-institutional-training-grant> |
| **AS APPLICABLE** | |

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| ***Introduction***  *(if applicable)* | **Resubmission-3 page limit**  **Revision- 1 page limit**  Per [NOT-OD-24-061](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-061.html) **c**hanges made to a Resubmission application should only be outlined in the Introduction attachment. The Introduction must include a summary of substantial additions, deletions, and changes to the application. It must also include a response to weaknesses raised in the Summary Statement. |

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| ***Multiple PD/PI Leadership Plan***  ***(if applicable)*** | The emphasis in a training grant multiple PD leadership plan should be on how it will benefit the program and the trainees. |
| ***Progress Report (Renewals Only)*** | **Program Overview (Page limit: 5 pages)**  Provide an overview of accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the training program (rather than on opportunities generally available in the institution’s other departments or other programs). Describe how the funds provided under Training Related Expenses were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program. Indicate whether the training program uses Individual Development Plans (IDPs). If so, describe how IDPs were used in this reporting period to help manage the trainees’/scholars’ training and career development.  **Progress of Those Appointed to the Grant (Page limit: 1 page per appointee)**  For each trainee or scholar appointed to the grant in the period covered since the last competitive review, provide a summary of his or her training and progress, including the following information, as applicable:   * Degrees working toward or received; * Mentor(s); * Description of the trainee/scholar’s research project and progress; * Career development activities (e.g., individualized coursework or workshops attended); * Conference presentations; * A description of the trainee’s contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); and * Honors, awards, fellowships, and any other support received during the period of training. Note: Support before and after the appointment is reported in the Data Tables and should not be reported here. |
| ***Vertebrate Animals***  ***(if applicable)*** | **Trainee Participation Only in Research Involving Vertebrate Animals that is Part of Other Research Project Grants**: Describe how the institution will ensure that trainees participate only in IACUC-approved vertebrate animal research if the following two conditions apply:   * the training program uses live vertebrate animals only as part of other research project grants, and * the training grant does not support the purchase, use, or husbandry of live vertebrate animals.   **Independent Trainee Research Involving Vertebrate Animals:** In training programs where trainees will design and conduct their own independent vertebrate animal research, address each of the following: Description of procedures, Justifications for use of animals, and minimization of pain. |
| ***Select Agent Research***  ***(if applicable)*** | Must be included if participating faculty proposed in the training program are conducting or plan to conduct research involving select agents in which trainees may participate. |
| ***Consortium/***  ***Contractual Arrangements***  ***(if applicable)*** | Describe any programmatic, fiscal, or administrative arrangements between the applicant organization and other participating organizations. |
| **OPTIONAL FORMS** | |
| ***Cover letter***  ***(Optional)*** | Letter should contain any of the following information that applies to the application:   1. Application Title 2. Title of FOA (PA or RFA) 3. For late applications, include the information about the timing and nature of the cause of the delay. 4. For Changed/Corrected Applications after the due date, explaining the late submission. 5. If application contains a subaward that is not active in all periods. 6. Statement that you have attached any required agency approval for the type of application submitted ($500K or more, Conference grant or Cooperative agreement). 7. Intent to submit a video as part of the application. 8. If the proposed studies will generate large-scale human or non-human genomic data. 9. Include a statement if the proposed studies involve human fetal tissue obtained from elective abortions (HFT), regardless of whether or not Human Subjects are involved and/or there are costs associated with the HFT. |
| ***Assignment request form (Optional, fillable PDF)*** | Use of this form is required if requesting specific Awarding Components (NIH IC), Study Sections, potential reviewers in conflict (and why), and scientific expertise needed to review the application. |
| ***Letters of Support***  ***(Optional)*** | Attach appropriate letters here from all individuals confirming their roles in the project. Letters documenting any agreements between the Program Director(s) and senior administration officials or other institutional officials are not required but may be included. For consultants, letters should include rate/charge for consulting services. |
| ***Other Attachments***  ***(If applicable)*** | An Advisory Committee is not a required component of a training program. However, if an Advisory Committee is intended, provide a plan for the appointment of an Advisory Committee to monitor progress of the training program. The composition, roles, responsibilities, and desired expertise of committee members, frequency of committee meetings, and other relevant information should be included. Describe how the Advisory Committee will evaluate the overall effectiveness of the program. Proposed Advisory Committee members should be named in the application if they have been invited to participate at the time the application is submitted. Renewal applications with Advisory Committees should include the names of all committee members during the past project period. Please name your file “Advisory\_Committee.pdf”.  **If this project involves foreign activities/partnerships, a justification addressing the following must be included:**   * Describe special resources or characteristics of the research project (e.g., human subjects, animals, disease, equipment, and techniques), including the reasons why the facilities or other aspects of the proposed project are more appropriate than a domestic setting. |