



NIH Medical Scientist Partnership Program (MSPP) Application Guide

March 2024



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INTRODUCTION



The National Institutes of Health (NIH) Medical Scientist Partnership Program's (MSPP) overarching goal is to support highly promising predoctoral students during their mentored dissertation research and clinical training who are matriculated in a (a) combined MD/PhD or other combined-doctoral degree training (e.g., DO/PhD, DNP/PhD, DDS/PhD, AuD/PhD, DVM/PhD), or (b) clinical doctoral degree program with the option to pursue a PhD during clinical degree training. A key feature of this program is that MSPP scholars will conduct their dissertation research in an NIH intramural research program (IRP) laboratory.

To become an MSPP scholar, applicants must submit an application to receive an MSPP award through [PAR-23-109](#). The MSPP award will provide support (stipend, tuition, fees, and institutional allowance) during the scholar's clinical degree education. Concurrently, MSPP applicants must also apply to the Intramural Research Program's Graduate Partnerships Program (GPP). Proof of acceptance to the GPP and selection of an IRP mentor will be required to receive an MSPP award.

This manual is intended to supplement and clarify timelines and application instructions found in PAR-23-109 and the [SF424 \(R&R\) Application Guide](#). This manual does not describe the application process to the GPP. See [Graduate Partnership Training Program](#) for more information about the GPP and admission procedure.

TRACK 1 AND TRACK 2 MSPP APPLICANTS

The MSPP award will provide up to four years of support during the extramural clinical degree training depending on how many years of clinical degree education the applicant has completed prior to the award, as described below. NIH intramural funding through the participation in the GPP will support the Scholar while they are engaged in their doctoral research at NIH. The MSPP accommodates applications via two different academic tracks:

A Track 1 applicant is an undergraduate student usually in the senior year or a graduate who has completed the bachelor's or master's degree and is applying to clinical degree schools and the NIH IRP. When Track 1 students apply, they are not yet affiliated with a clinical degree school.

A Track 2 applicant has been accepted to a clinical degree school and is applying to (or already accepted to) the NIH GPP. Interested candidates will apply to the MSPP at the start of the first year of clinical degree training.

NIH GRANTS PROCESS OVERVIEW

To become an MSPP scholar, you must submit an FM1 fellowship application in response to [PAR-23-109](#). The application will be assessed for policy compliance, undergo the peer review process and

funding selection. The entire NIH grants process takes 7-10 months from receipt of the application to award.

Refer to [Grants Process Overview](#) for an orientation to and general information about NIH funding, grant programs, how the grants process works, and how to apply.

KEY SYSTEMS INVOLVED IN THE APPLICATION PROCESS

There are two main systems involved in the NIH grant application process: eRA Commons and Grants.gov. Refer to [Systems and Roles](#).

Grants.gov—The online portal used by all federal grant-making agencies and their applicants to find and apply for federal grant funding.

eRA Commons—A system managed by NIH that allows applicants, recipients, and federal staff to securely share, manage and process grant-related information. You will need to obtain an eRA Commons account in order to submit a NIH application.

You will also likely use an additional system to prepare and submit your application through Grants.gov. The [Application Submission & Interface for Submission Tracking \(ASSIST\)](#) is a web-based system that is often used to prepare and submit applications electronically to NIH.

Your grant application starts in ASSIST or Grants.gov and is routed to eRA Commons for agency processing. Track 1 applicants must use ASSIST to prepare and complete their MSPP application. Track 2 MSPP applicants should follow their institution's guidance regarding application submission and what systems must be used. You will be interacting with NIH through eRA Commons post-submission.

KEY ROLES IN THE APPLICATION PROCESS

- Principal Investigator (PI)
 - This is you. The applicant is the PI and will write the content of application.
- Authorized Organization Representative/Signing Official (AOR/SO*)
 - Has authority to legally bind your institution and assume responsibility for adhering to federal grants administration requirements
 - Creates applicant eRA Commons accounts
 - Initiates MSPP applications in ASSIST or Grants.gov.
 - Signs and submits grant applications for the applicant

*An AOR may also be referred to as the Signing Official (SO). Other institutions and universities may have a different name for this person.

All MSPP applicants need an AOR/SO to submit their application to NIH. Who that person is depends on whether you are a Track 1 applicant or a Track 2 applicant:

- Track 1 applicants: Track 1 applicants are not yet affiliated with their clinical degree program school. In order to apply, the Track 1 applicant will be affiliated with the National Institute of Allergy and Infectious Diseases (NIAID) as the applicant organization and NIAID staff will be the AOR/SO. If you are a Track 1 applicant, reach out to NIHMSPPQuestions@niaid.nih.gov to reach an NIAID AOR/SO.
- Track 2 applicants: Track 2 applicants are already accepted or enrolled in their clinical degree school. Track 2 applicants will use their clinical degree school as the applicant organization and should contact that school's business or grants administration office (e.g., Office of Research Administration, Office of Research Administration Services, Office of Financial and Grants Administration, Office of Sponsored programs) to identify their AOR/SO and receive specific instructions on how to apply.

MSPP APPLICANT TIMELINE OVERVIEW

3 to 4 Months Before Receipt Date	90 Days Before Receipt Date	Two Weeks Before Receipt Deadline	After Submission
<ul style="list-style-type: none"> • Read Notice of Funding Opportunity (NOFO). • Track 2 applicants should contact their clinical degree school's business or grants administration office to confirm they are willing and able to submit the FM1 application and manage the grant, if awarded. 	<ul style="list-style-type: none"> • Contact MSPPQuestions@niaid.nih.gov • Phone conference with AOR/SO* • Obtain eRA Commons account. • Obtain an ORCID account. • Associate eRA Commons account with Login.gov. • AOR/SO initiates application in ASSIST for applicant. 	<ul style="list-style-type: none"> • Have all documents and information ready. • Upload application to ASSIST • Notify MSPPQuestions@niaid.nih.gov when you are ready to submit. 	<ul style="list-style-type: none"> • View application in eRA Commons and work with AOR/SO to fix errors. • Monitor application's progress. • View summary statement • Check to see if awarded. • Submit just-in-time documents.

*Track 2 applicants should follow the directions from their home institution on how to apply. Each institution may have a different timeline and use another system besides ASSIST to submit applications. The steps indicated here for Track 1 applicants are for how NIAID will submit applications. Track 2 applicants should use for reference only.

STEP 1: READ THE NOTICE OF FUNDING OPPORTUNITY

At least 3 or 4 months prior to the application due date, carefully read the Notice of Funding Opportunity (NOFO) [PAR-23-109](#) for due dates, requirements, and instructions.

Track 1 and Track 2 applicants should contact NIHMSPPQuestions@niaid.nih.gov with any questions regarding the application process.

Track 2 applicants should contact their clinical degree school's business or grants administrative office for guidance at least 3-4 months prior to the application due date. Track 2 applicants will receive specific instructions and timelines from their applicant organization.

STEP 2: PRE-APPLICATION CONSULT WITH THE AOR/SO

At least 90 days prior to the application due date, applicants should contact their AOR/SO.

NIAID will be the applicant organization for Track 1 applicants and NIAID staff will be the AOR/SO. Track 1 applicants should email NIAID staff at NIHMSPPQuestions@niaid.nih.gov at least 90 days prior to the application due date. The NIAID AOR/SO will arrange for an initial phone conference with the Track 1 applicant to develop a timeline and plan for application submission.

For Track 1 applicants during the initial phone conference, the AOR/SO will go over how to submit the application using ASSIST or Grants.gov and will:

- Create an eRA Commons account for the applicant or associate their previously created eRA Commons account with NIAID.
- Inform the applicant about obtaining an Open Research and Contributor ID (ORCID) account and Login.gov account.
- Go over the application forms and documents required for upload to the application.
- Remind the applicant to provide their eRA Commons ID and Notice of Funding Opportunity number to their Letter of Reference writers. The three letters of reference are due by 5 p.m. local time of the applicant organization. (This is 5 p.m. Eastern Time for Track 1 applicants since their applicant organization is NIAID.) See the instructions for fellowship applicant referees (letter writers) at <https://grants.nih.gov/sites/default/files/instructions-for-fellowship-referees.docx>
Reference letters must be submitted directly by the applicant's reference letter writers to eRA Commons at:
<https://public.era.nih.gov/commonsplus/public/reference/submitReferenceLetter.era>.
- Inform the applicant that all application documents must be uploaded to ASSIST **no later than 2 weeks prior to the receipt deadline** in PDF format with a file name no longer than 50 characters.

Similarly, Track 2 applicants should continue working with their clinical degree school's business or grants administrative office on their application process.

STEP 3: OBTAIN AN ERA COMMONS ACCOUNT

Your AOR/SO will help you create an eRA Commons account or affiliate your previously existing eRA Commons account with NIAID. For Track 1 students, the NIAID AOR/SO will collect information needed to create your eRA account during your phone conference and will affiliate the eRA account with NIAID.

The AOR/SO:

- ✓ Needs the applicant's full name
- ✓ Will ask if the applicant already has an eRA Commons username
- ✓ Needs the applicant's email address.
- ✓ Creates a unique username for the applicant to use as their eRA Commons login. It must be more than 6 characters long.

The applicant is then responsible for following the instructions in the automated emails from eRA Commons asking for more information to complete their registration in eRA Commons.

Track 2 applicants will work with the AOR/SO at their clinical degree school's business or grants administrative office to set up and/or affiliate their eRA Commons account.

STEP 4: INITIATE APPLICATION WITH THE AOR/SO

If you are a Track 1 applicant and have your eRA Commons account, your AOR/SO will conduct an initial phone call with you during which they will initiate an application for you in ASSIST. This is the application shell where you will upload your application documents.

Track 2 applicants should follow the instructions from their organization's AOR/SO.

STEP 5: REGISTER WITH ORCID

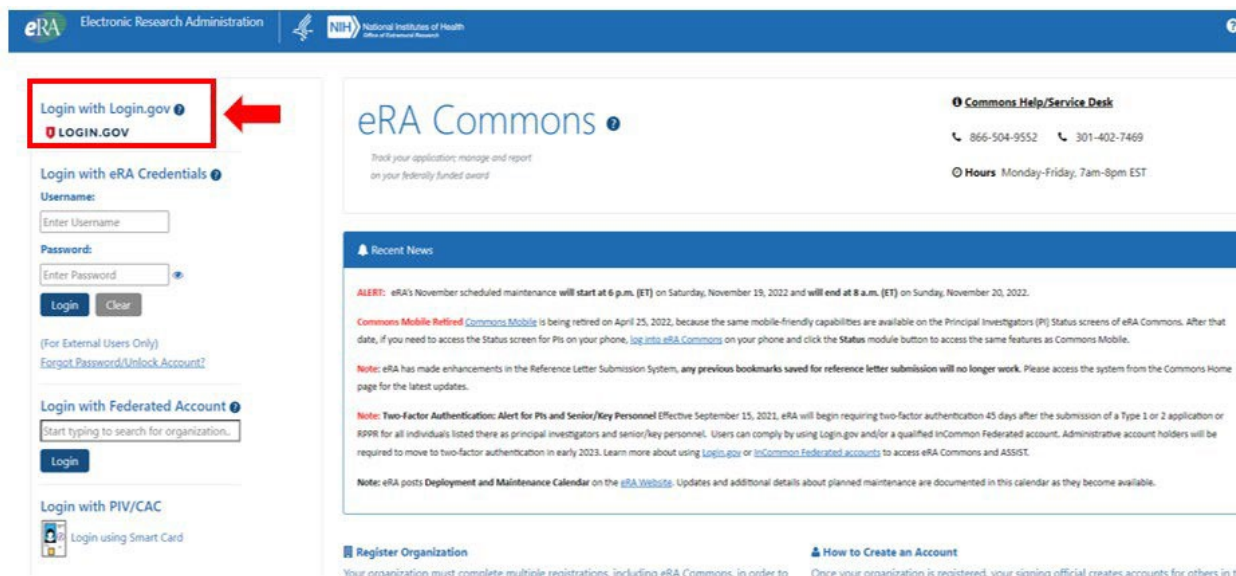
Both Track 1 and Track 2 applicants will need to register with ORCID and get an ORCID ID. Your ORCID ID is a unique, open digital identifier that distinguishes you from every other researcher with the same or a similar name to you. Once you have your eRA Commons account, you must link your personal profile associated with your eRA Commons account to a valid ORCID ID. You should do this yourself. For information on how to link your ORCID ID to your eRA Commons profile, go to [eRA Commons Help—The ORCID ID](#).

STEP 6: ASSOCIATE YOUR ERA COMMONS ACCOUNT WITH LOGIN.GOV

Both Track 1 and Track 2 applicants will need to associate their eRA Commons account with their Login.gov account. Login.gov is a secure sign in service used by the public to sign in to participating government web sites, such as Grants.gov. Information about Login.gov is available at [Two Factor Authentication: Use Login.gov with eRA Modules](#)

To do this, go to the eRA Commons home screen at

<https://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommonsplus>. Click on LOGIN.GOV, and follow the on-screen prompts:



Applicants with a Commons account can associate their eRA Commons account with Login.gov at any time. If you do not do this soon after your eRA Commons account is created, you will be prompted by email to create a Login.gov account 45 days after application submission.

Additional instructions for creating a Log-in.gov account and associating it with your eRA Commons account are available at the video tutorial [2FA: Accessing eRA Modules via Login.gov](#) and [2A Flyer](#).

STEP 7: PREPARE FOR SUBMISSION USING NIH ASSIST



Track 1 applicants: During your initial phone conference with the NIAID AOR/SO, the AOR/SO went over each tab of the application in ASSIST with you, told you about the forms you need to fill out and discussed the documents you will need to upload to your application. Refer to the Notice of Funding Opportunity, [PAR-23-109](#), for specific instructions. Go to the “How to Apply—Application Instructions” web page at <https://grants.nih.gov/grants/how-to-apply-application-guide.html> for links to useful information regarding Page Limits, Biosketches, and Reference Letters.

Track 2 applicants: Work closely with your clinical degree school’s business office or grants administration office to identify the AOR/SO. Your institution’s AOR/SO will provide instructions and assist you with the submission process.

The instructions in the Notice of Funding Opportunity always take precedence over those in the [SF424 \(R&R\) Application Guide](#). Use the instructions in the Notice of Funding Opportunity whenever they differ from the instructions in the [SF424 \(R&R\) Application Guide](#).

All page limitations described in the [SF424 \(R&R\) Application Guide](#) and [Table of Page Limits](#) must be followed.

Documents to Prepare

You will need to prepare the following documents in pdf format to upload to your application. You are responsible for uploading the following forms to your application. Be sure to have these ready and uploaded **no later two weeks prior to the receipt deadline**:

- **Project Narrative**
Prepare a pdf attachment that indicates “Not Applicable”
- **Project Summary**
Prepare a pdf attachment that indicates “Not Applicable”
- **Biographical Sketch**
Note: Use the non-fellowship [Biographical Sketch Form](#)

Follow these instructions for formatting documents: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>

Applicants must provide the following, each as a separate pdf attachment. If your application is missing any of the attachments below, it will be considered incomplete and will be WITHDRAWN:

- **Applicant’s Background and Goals for Fellowship Training (3-page limit)**
Your record should be provided, including your most recent transcripts from prior baccalaureate, master's education, or other course work, and a description of your academic accomplishments and accolades. The transcripts should be provided in a table format listing the institution, course name, and grade. Accomplishments can include any honors, awards, internships, prizes, or other activities related to their academic or research work. The filename "Applicants_Background.pdf" must be used.
- **Research Experience and Accomplishments (3-page limit)**
Describe your prior research experience(s). The description should include information about where, when, duration of the research experience, and identity of primary and secondary research mentor(s). It should provide information about the projects that you participated in and your specific role. Outputs such as publications, patents, abstracts, presentations at scientific conferences, and awards or recognition resulting from the research should be described. The filename "Research_Experience.pdf" must be used.
- **Personal Statement (2-page limit)**

You should provide a personal statement describing your interest and commitment to a career as a clinician scientist. Describe your research aspirations and goals and describe how your current career trajectory will allow you to achieve those goals. You should discuss your specific interest in, and motivation for, pursuing a combined degree that involves conducting your research training in the NIH IRP as well as your intended general or specific area(s) of research interest with a statement about whether basic, clinical, or a combination of these types of research is intended. Address the unique nature of a combined degree program and the synergistic benefits of integrating research and clinical training. Also provide a self-assessment of your scientific and academic strengths and any area of growth necessary to advance your career in biomedical research. The filename "Personal_Statement.pdf" must be used.

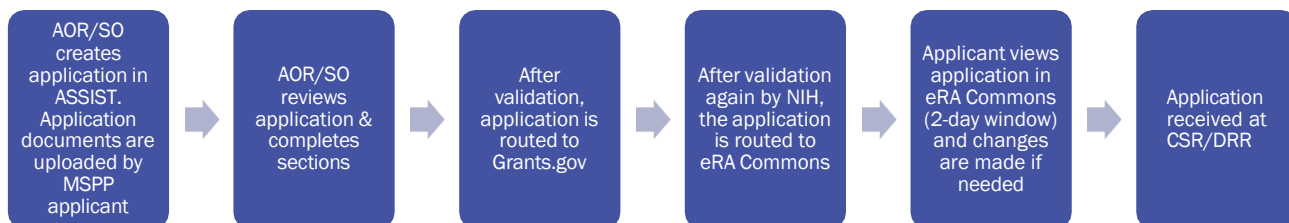
Reference Letters should be uploaded to eRA Commons by your reference letter writers **no later than 5 p.m. local time of their organization**. For Track 1 applicants, the applicant organization is NIAID and will be on Eastern Daylight Time. See the section [REFERENCE LETTERS](#) in this manual for more information about reference letters and how reference letter writers should submit them,

The AOR/SO will fill in the budget on the R&R Cover Page Tab for Track 1 applicants. Track II applicants will work with their institution to complete their budget information.

If you have any questions about what information to complete on each tab of the application, contact your AOR/SO.

THE APPLICATION SUBMISSION PROCESS

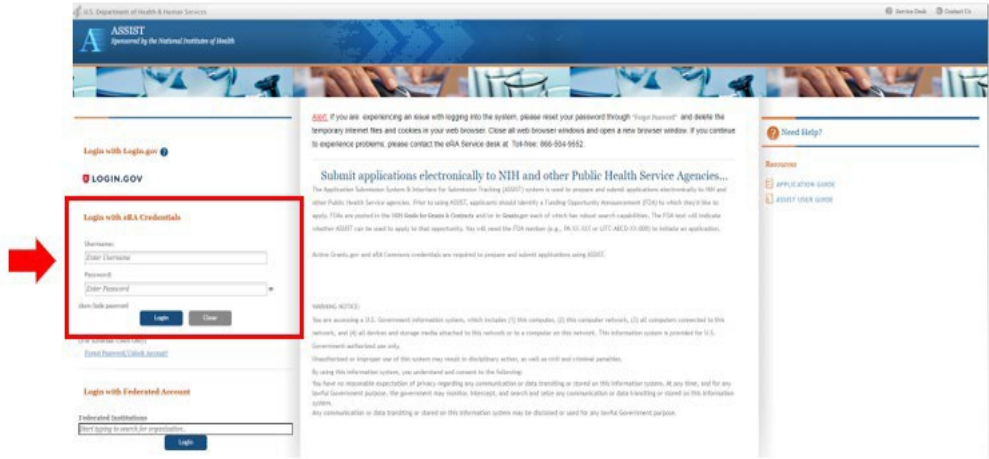
APPLICATION SUBMISSION PROCESS



INSTRUCTIONS FOR COMPLETING THE FM1 APPLICATION IN ASSIST

For Track 1 applicants, the AOR/SO created your application shell in [ASSIST](#). Log-in with your eRA Commons username and password.

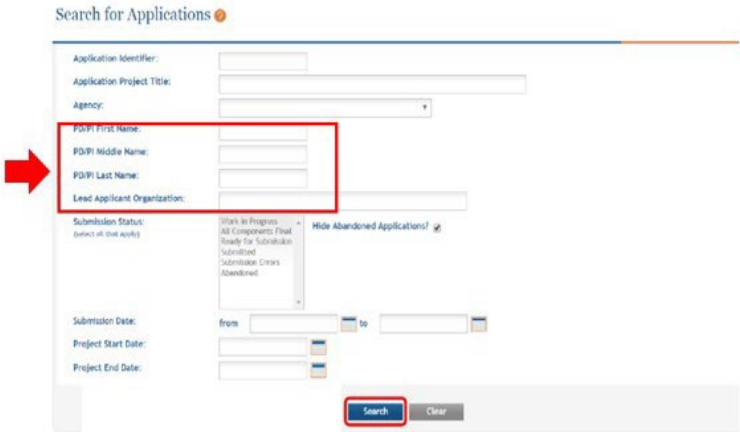
ENTRY WEB PAGE FOR NIH ASSIST



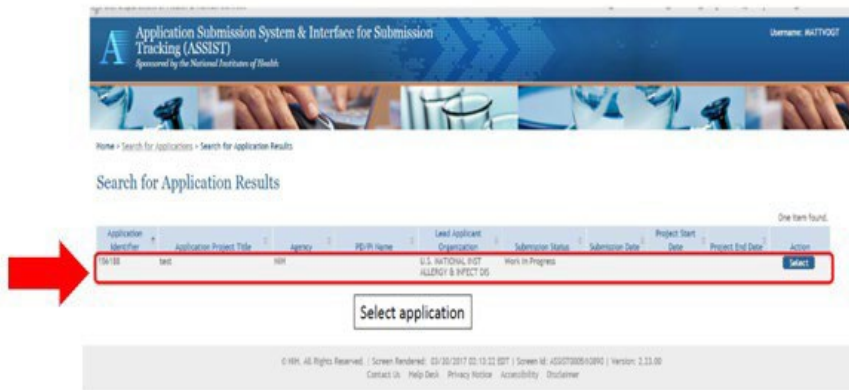
To find your application, click on the first **Search for Applications** button.



Use the query screen that appears, search for your application that the AOR initiated for you:



Click on Select in the *Action* column for the row that contains your name.



The following are tab by tab instructions for completing your FM1 application in ASSIST.

Track 2 applicants should follow the instructions by their institution's AOR/SO for completing their application in the application submission system used by the institution.

Summary Tab

The information on this tab autocompletes from information from [PAR-23-109](#) and from your application.

Summary R&R Cover Other Project Information Sr/Key Person Profile

Application Information

Application Identifier:	1409841
Application Project Title:	This is a test to view the application forms for this NOFO
PD/PI Name:	Dickson, Lucille
Organization:	U.S. NATIONAL INST ALLERGY & INFECT DIS
Project Period:	
Status:	Work in Progress Submit Application "Submit Application" is only active for Signing Officials
Status Date:	2023-03-09 03:30:57.000 PM EST

FOA Information:

FOA Information:	PAR-23-109
Opportunity Title:	NIH Medical Scientist Partnership Program (FM1 Clinical Trial Not Allowed)
Agency:	National Institutes of Health
CFDA Number:	
Competition ID:	FORMS-H
Competition Title:	Use for due dates on or after January 25, 2023
Opportunity Open Date:	07/08/2023
Opportunity Close Date:	08/08/2025
Agency Contact:	eRA Service Desk Monday to Friday 7 am to 8 pm ET http://grants.nih.gov/support/

SAM Registration Expiration Date: No Registration found!

An active SAM Registration is required to submit your application to the agency [Click for SAM Registration Details](#)

R&R Cover Tab

Track 1 applicants will work together with the NIAID AOR/SO to complete the questions on this tab. The AOR/SO completes most of the information on this page.

Click on **Edit** in the upper left corner to open the fields on this tab for data entry.

The AOR/SO completes Item 1. Skip Items 2 through 4.

Summary **R&R Cover** Other Project Information Sr/Key Person Profile

Application for Federal Assistance
SF 424 (R&R) v5.0

OMB Number: 4040-0001
Expiration Date: 11/30/2025

Edit Expand All * Required field(s)

1. * TYPE OF SUBMISSION

* Type of Submission Pre-Application Application Changed/Corrected Application

2. DATE SUBMITTED

Date Submitted

Applicant Identifier

3. DATE RECEIVED BY STATE

Date Received by State

State Application Identifier

4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER

Federal Identifier

Agency Routing Identifier

Previous Grants.gov Tracking ID

NIH ASSIST autofills the first part of Item #5. The AOR/SO enters his or her information in the second part of Item 5, Person to be contacted on matters involving this application.

5. * APPLICANT INFORMATION

* UEI

* Legal Name

Department

Division

* Street 1

Street 2

* City

County/Parish

State

Province

* Country

Zip/Postal Code

Person to be contacted on matters involving this application

Prefix

* First Name

Middle Name

* Last Name

Suffix

Position/Title

* Street 1

Street 2

* City

County/Parish

State

AOR/SO fills in their info here.

The AOR will complete Items 6 through 10. NIAID's EIN number is **152085811501**. The applicant edits or enters Item 11.

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN)

* Employer Identification

7. * TYPE OF APPLICANT

* Type of Applicant

Other (specify)

Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. * TYPE OF APPLICATION

New Resubmission Renewal Continuation Revision

If Revision, mark appropriate box(es).

A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)

* Is this application being submitted to other agencies? Yes No

What other Agencies?

9. * NAME OF FEDERAL AGENCY

* Name of Federal Agency

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER

Catalog of Federal Domestic Assistance Number

Title

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT

* Descriptive Title of Applicant's Project

The “Estimated Project Funding” section will be completed with assistance from NIAID’s AOR/SO for Track 1 applicants. Track 2 applicants should seek assistance from their institution’s AOR/SO in completing the Estimated Project Funding section.

Total Federal Funds Requested: Enter applicable stipend amount, the estimated tuition and fees, and the standard institutional allowance

Total Non-Federal Funds: Enter \$0.

Total Federal & Non-Federal Funds: Enter applicable stipend amount, the estimated tuition and fees, and the standard institutional allowance

Estimated Program Income: Enter \$0.

Note: Only the total should be entered in the fields for "Total Federal Funds Requested" and "Total Federal & Non-Federal Funds." Enter the total amount requested for the entire period of support. This amount should include the applicable stipend amount, the estimated tuition and fees, and the standard institutional allowance.

A detailed budget and budget forms are not required at this time and will not be accepted. If the application is under consideration for funding after review, detailed budget information will be requested from you through a 'Just in Time' request. Refer to [Respond to Pre-Award Requests \("Just-in-Time"\)](#). The AOR/SO will submit the Just-in-Time required information that you provide.

The AOR completes Item 16. You mark the “I agree” box in Item 17 to sign the application.

15. * ESTIMATED PROJECT FUNDING

- * a. Total Federal Funds Requested
- * b. Total Non-Federal Funds
- * c. Total Federal & Non-Federal Funds
- * d. Estimated Program Income

16. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. * Yes This pre-application/application was made available to the State Executive Order 12372 process for review on: Date

b. * No Program is not covered by E.O. 12372; or Program has not been selected by State for review

17. By signing this application, I certify (1) to the statements contained in the list of certifications^a and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances^a and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I agree

^a The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (DISCLOSURE OF LOBBYING ACTIVITIES) OR OTHER EXPLANATORY DOCUMENTATION

SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation [View Attachment](#)



Other Project Information Tab

Click **Edit** to open the fields on this tab for data entry. The applicant completes the information requested on this tab.

Are Human Subjects Involved? Check 'NO'.

Are Vertebrate Animals Used? Check 'NO'.

Do not enter the IACUC Approval Date and Assurance Number. The AOR/SO will complete Items 3 through 6.

Summary RBR Cover **Other Project Information** Sr/Key Person Profile

Research & Related Other Project Information
R&R OtherProjectInfo v1.4 ⓘ

Edit

1. * Are Human Subjects Involved Yes No

1.a If YES to Human Subjects
 Is the project exempt from Federal regulations? Yes No
 If yes, check the appropriate exemption number. 1 2 3 4 5 6 7 8
 If no, is the IRB review Pending? Yes No
 IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used? Yes No

2.a If YES to Vertebrate Animals
 Is the IACUC review Pending? Yes No
 IACUC Approval Date

Assurance Number

3. * Is proprietary/privileged information included in the application? Yes No

4.a. * Does this project have an actual or potential impact - positive or negative - on the environment? Yes No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No

4.d. If yes, please explain:

5. * Is the research performance site designated, or eligible to be designated, as a historic place? Yes No

5.a. If yes, please explain:

6. * Does this project involve activities outside of the United States or partnerships with international collaborators? Yes No

6.a. If yes, identify countries:

6.b. Optional Explanation:

You upload the following:

Item 7, Project Summary/Abstract: Upload pdf attachment that indicates “Not Applicable.”

Item 8, Project Narrative: Upload pdf attachment that indicates “Not Applicable.”

Click on Add Attachment to upload the document(s).

Do not upload:

Item 9, Bibliography and References Cited: DO NOT PROVIDE ATTACHMENT.

Item 10, Facilities and Other Resources: DO NOT PROVIDE ATTACHMENT.

Item 11, Equipment: DO NOT PROVIDE ATTACHMENT.

You upload the following in Item 12, Other Attachments (See the [DOCUMENTS TO PREPARE](#) subsection in this guide.) Applicants must provide each as a separate pdf attachment. **If the application is missing any of the attachments, it will be considered incomplete and will be WITHDRAWN.**

Applicant's Background and Goals for Fellowship Training (3-page limit). The filename, "Applicants_Background.pdf" must be used.

Research Experience and Accomplishments (3-page limit). The filename, "Research_Experience.pdf" must be used.

Personal Statement: (2-page limit). The filename, "Personal_Statement.pdf" must be used.

Always click on "Save and Release Lock" while working on this tab. If you click on "Save and Keep Lock," no other FM1 applicants will be able to work on their application until you click "Cancel and Release Lock."

The screenshot displays a list of application sections with corresponding attachment management buttons:

- 7. * Project Summary/Abstract: Add Attachment, Delete Attachment, View Attachment
- 8. * Project Narrative: Add Attachment, Delete Attachment, View Attachment
- 9. Bibliography & References Cited: Add Attachment, Delete Attachment, View Attachment
- 10. Facilities & Other Resources: Add Attachment, Delete Attachment, View Attachment
- 11. Equipment: Add Attachment, Delete Attachment, View Attachment
- 12. Other Attachments: Add Attachment

Below the list is a table header for attachments:

Attachment File Name	Delete on Save	Update Attachment	View Attachment
----------------------	----------------	-------------------	-----------------

Nothing found to display.

At the bottom, three buttons are visible: "Save and Keep Lock", "Save and Release Lock" (highlighted with a red box), and "Cancel and Release Lock".

SF424 (R&R) Senior / Key Person Profile Tab

You complete the information on this tab. Click on **Edit** on this tab to open the data entry fields on this tab and add information for the Project Director/Principal Investigator.

**Do not click on the "Add Sr./Key Persons" button.
Do not add any information about Senior/Key Persons to your application.**

Summary R&R Cover Other Project Information **Sr/Key Person Profile**

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name	Project Role	Action
! Lucille Dickson	PD/PI	Edit View

PROFILE - Senior/Key Person(s) ~~Attach Key~~

No items found.

Entry #	Sr/Key Person	Project Role	Action
Nothing found to display.			

IMPORTANT REMINDER: The personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must have an eRA Commons account associated with an ORCID ID. For more information on linking an ORCID ID to an eRA Commons personal profile, refer to the [ORCID topic in our eRA Commons online help](#).

Click **Populate Fields from Credentials** to populate the fields for the PD/PI from the information from your eRA Commons account profile. Complete all fields that are marked with a red asterisk (*) on this tab.

Attach Biographical Sketch: Upload your non-fellowship [Biographical Sketch Form](#) in pdf format

Do not upload anything to the **Attach Current & Pending Support** field.


Summary R&R Cover Other Project Information **SI/Key Person Profile**

SI/Key Person Summary

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
R&R Key Person Expanded v4.0 Expiration Date: 11/30/2025

Edit * Required field(s)

PROFILE -

Credential, e.g., agency login: DICKSONLBD **Populate fields from Credentials** 

Prefix: --- Select Prefix ---

* First Name: Lucille

Middle Name:

* Last Name: Dickson

Suffix: --- Select Suffix ---

Position/Title:

Department:

Organization Name: U.S. NATIONAL INST ALLERGY & INFECT DIS

Division:

* Street 1:

Street 2:

* City:

County/Parish:

State: --- Select State ---

Province:

* Country: UNITED STATES

* Zip/Postal Code:

* Phone Number:

Fax Number:

* E-Mail:

* Project Role: PD/PI

Other Project Role Category:

Degree Type:

Degree Year:

Attach Biographical Sketch:

Attach Current & Pending Support:

REFERENCE LETTERS

Applicants must carefully follow the [SF424 \(R&R\) Application Guide](https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm) instructions for reference letters at <https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm>.

Provide your eRA Commons Username and the NOFO number, PAR-23-109, to your Reference Letter writers. They will need this information to submit Reference Letters for you.

A reference letter is not the same as a letter of support. See [Reference Letters vs. Letters of Support: What's the Difference?](#)

Three Reference Letters are required. Referees should describe their relationship with the applicant, their own experience as a research trainee mentor, their assessment of the applicant's academic qualifications, and their assessment of the applicant's commitment and to, and potential as, a future biomedical scientist that utilizes the combined degree.

References should provide examples of personal and professional growth as a consequence of the applicant's research experience and accomplishments, in addition to any areas of growth necessary to advance the applicant's career in biomedical research. This is a separate process from submitting the application electronically. Reference letters are submitted directly by the reference letter writers through the [eRA Commons Submit Reference Letter link](#).

Applications lacking 3 reference letters will not be reviewed.

STEP 8: NOTIFY THE AOR/SO WHEN YOU ARE READY TO SUBMIT

Upload **ALL** required documents to your application in ASSIST no later than **two weeks** prior to the application due date.

Track 1 applicants should email the AOR/SO when you have completed your application in ASSIST and are ready to submit, Plan to be available in case the AOR/SO has any questions about your application. Do not wait until the last minute to do this. In case there are any problems, you will need to leave some time to correct the application and re-submit it by the receipt deadline. The AOR/SO will go over your responses and validate your application prior to submitting your application.

Track 2 applicants should work closely with their institution's AOR/SO who will provide instruction and assist you in the submission process. It is recommended to assemble and submit your application well in advance of the application deadline.

Your AOR/SO will submit your application to Grants.gov.

STEP 9: AFTER APPLICATION SUBMISSION

After your application is submitted by the AOR/SO, you will receive confirmation directly from the designated AOR/SO or by email from eRA Commons. You can use the tracking number in the confirmation pdf to check your application's status in Grants.gov.

Applicants:

- Work with the AOR/SO to address any errors or warnings. Instructions should be in the email from the Commons and correct the application if necessary. This should be done prior to the application receipt deadline.
- Follow the procedures in [How Do I Correct Errors During the Application Submission Process](#)
- Use eRA Commons for the following actions:
 - ✓ Monitor the application's progress and status
 - ✓ View the summary statement and overall impact score
 - ✓ Find out whether the application will be selected for funding

MSPP APPLICANT RESOURCES

[PAR-23-109: NIH Medical Scientist Partnership Program \(FM1 Clinical Trial Not Allowed\)](#)

[Information about the Graduate Partnership Program \(GPP\)](#)

[eRA Commons Log in Page](#)

[ASSIST Log-in Page](#)

[Grants Process Overview](#)

[Systems and Roles](#)

[eRA Commons Help—The ORCID ID](#)

[NIH Research Training and Career Development Website](#)

[NOT-OD-21-040, Required Use of Two-Factor Authentication Using Login.Gov for eRA's External Modules in 2021](#)

[Two Factor Authentication: Use Login.gov with eRA Modules](#)

[2FA: Accessing eRA Modules via Login.gov](#)

[2A Flyer](#)

[Biographical Sketch Form](#)

[SF424 \(R&R\) Application Guide](#)

[Table of Page Limits](#)

[Reference Letters vs. Letters of Support: What's the Difference?](#)

[eRA Commons Submit Reference Letter link](#)

[How Do I Correct Errors During the Application Submission Process](#)

[Update to NIH/AHRQ/NIOSH Policy on Post Submission Materials](#)