ORA Office Hours: NIH Forms-I Overview

School of Medicine
Office of Research Administration

January 16, 2024 10:00 AM



Office Hours Overview

I. Welcome

II. NIH Forms-I Overview

- *I.* Reminder: NIH Forms-I ≠ Common Forms
- II. PHS 398 Research Training Program Plan Changes
- III. PHS 398 Fellowship Supplemental Form Changes
- IV. PHS Assignment Request Form Changes
- V. PHS 398 Cover Page Supplement Changes
- VI. Training Data Table Changes
- VII. Forms-I Resources



Forms-I: Changes to NIH Application Forms for Due Dates on or after January 25, 2025

 Choosing the correct funding opportunity and/or application package based on your submission due date:

If your intended due date is	You must use
 On or before January 24, 2025, including: Applications submitted for due dates on or before January 24, 2025 Applications submitted under NIH Late Policy 2-week window of consideration for intended due dates on or before January 24, 2025 Applications submitted by February 1, 2025, under NIH Continuous Submission Policy for the January 7, 2025, AIDS intended due date 	FORMS-H application package
 On or after January 25, 2025, including: Applications submitted for due dates on or after January 25, 2025 All application types (New, Resubmission, Renewal, Revision) Applications submitted early for intended due dates on or after January 25, 2025 	FORMS-I application package

Forms-I: Changes to NIH Application Forms for Due Dates on or after January 25, 2025

Changes with NIH Application Forms-I:

- ✓ Updates PHS 398 Research Training Program Plan
- ✓ Major Updates to PHS Fellowship Supplemental Form
- ✓ Updates to PHS Assignment Request Form
- ✓ Updates to PHS Cover Page Supplement
- ✓ Updates to OMB Expiration Date on All Forms
- ✓ Updates to Training Data Tables
- ✓ *Mentions* the Adoption of NIH Common Forms for Biographical Sketch and Current and Pending (Other) Support *May 25, 2025*

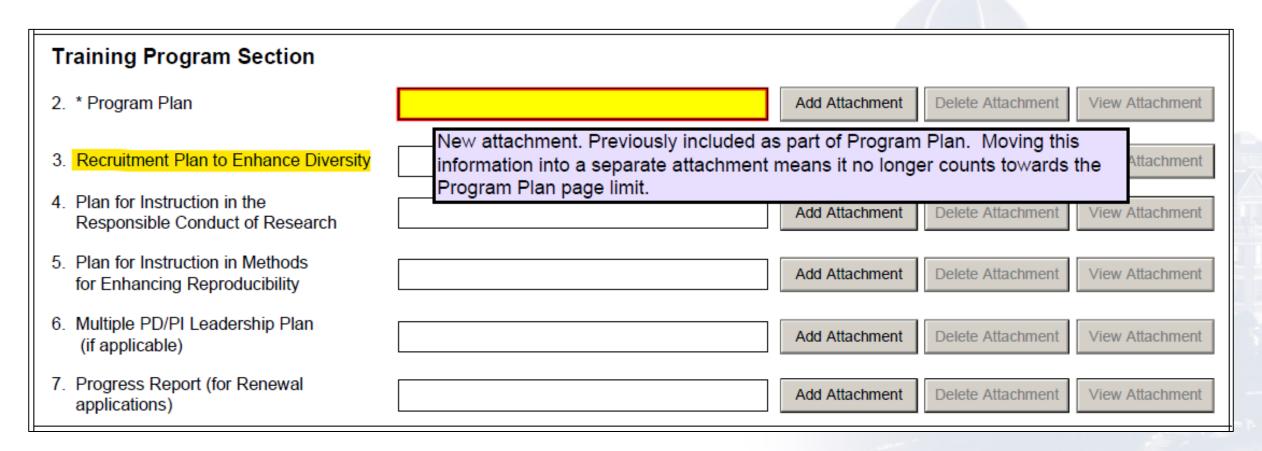
Forms-I ≠ NIH Common Forms

- NIH grant application Forms-I should <u>not</u> be confused with the NIH Common Form Implementation (coming May 25, 2025)
- Additional resources on NIH Common Form implementation:
 - ORA's November 14, 2024 Office Hours <u>session</u> and <u>slides</u>
 - Additional Office Hours sessions will be held on this topic once we have additional information from NIH, including sample NIH Common Form documents
 - NOT-OD-24-163
 - Common Forms for Biographical Sketch and Current and Pending (Other)
 Support | grants.nih.gov
 - Frequently Asked Questions (FAQs) | grants.nih.gov





Forms-I: PHS 398 Research Training Program Plan

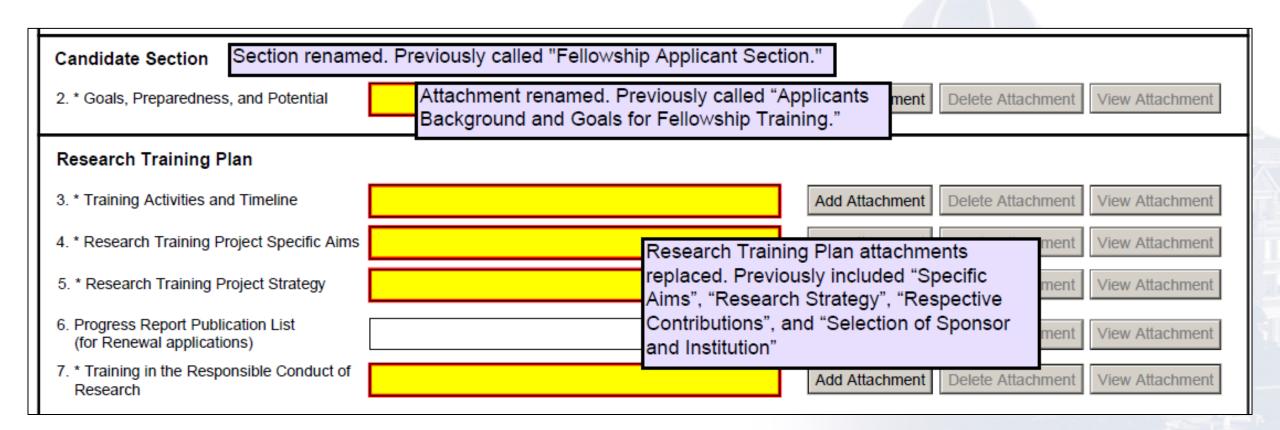


NIH Page Limits: https://grants.nih.gov/grants-process/write-application/how-to-apply-application-guide/page-limits





Forms-I: PHS 398 Fellowship Supplemental Form







Forms-I: PHS 398 Fellowship Supplemental Form

Add Attachment Delete Attachment View Attachment	
chment relocated into this section. Add Attachment Delete Attachment View Attachment	
titutional Environment and Commitment to Training Section" removed including the	
ther Research Training Plan Section "Description of Institutional Environment and Commitment to Training" attachment.	
Related Other Project Information form and repeated here for your reference. Any change to this item must	





Forms-I: PHS Assignment Request Form

Instruction text updated throughout form.
Some fields rearranged.

PHS Assignment Request Form

OMB Number: 0925-0001

Expiration Date: TBD

Update to OMB approval Expiration Date.

Awarding Component Assignment Suggestions (optional)

Verify your suggested awarding component(s) (e.g., NIH Institute/Center) participate(s) in the Funding Opportunity. Use the link below to identify the appropriate short abbreviation (e.g., "NCI" for National Cancer Institute) and enter it below. All requests will be considered; however, assignment suggestions cannot always be honored.

Suggestions must be listed in the "Components of Participating Organizations" of the NOFO, or R&R Cover Form Box 4B must list an appropriate Notice of Special Interest.

Information about Awarding Component can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents

Suggested Awarding Components:

Study Section Assignment Suggestions (optional)

Enter the short study section code in the box below. Remove all hyphens, parentheses, and spaces. For example, enter "AIRT" to suggest the study section "Anti-Infective Resistance and Targets", or B10 to suggest "Small Business: Biobehavioral Processes – BP (10)". All requests will be considered; however, assignment suggestions cannot always be honored.

Information about Study Sections can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection

Suggested Study Sections:





Forms-I: PHS Assignment Request Form

Rationale for assignment suggestions (optional)
Explain why you think the suggestions are appropriate. If you contacted NIH staff, list their name(s). Entry is limited to 1000 characters.
Identify scientific areas of expertise needed to review your application (optional) Do not provide names of individuals. Each entry is limited to 40 characters.
Do not provide names of individuals. Each entry is limited to 40 characters.
List individuals who should not review your application and why (optional)
Entry is limited to 1000 characters





Forms-I: PHS 398 Cover Page Supplement

6. Change of Inv	estigator/Change of Recipient Organization Section
Change of Project	t Director/Principal Investigator
Name of former F	Project Director/Principal Investigator:
Prefix:	
*First Name:	
Middle Name:	
*Last Name:	
Suffix:	
Change of Recipi	



Forms-I: Training Data Table Changes

All Training Data Tables

- Removed redundancies (i.e., not asking for structured data elsewhere available in application)
- Updated table instructions (clarified terms, use of consistent lettering for training stage) and rationale
- Updated examples (use of current dates; wider variety of names, fields, and careers including research-related careers)
- Added optional structure for partnership programs (Tables 2 and 4)

Table 5 (Publications of Trainees Supported by this Program)

- Reorganize to focus on trainee publication outcomes (instead of participating faculty publication record).
- Allow applicants to include, as appropriate, interim research products which the trainee contributed to (such as preprints) when the final peer-reviewed publication is not already included on the table

Forms-I: Training Data Tables

All Predoctoral and Postdoctoral Training Data Tables

- Limited data collection to information for the training stage of the program to reduce burden (Tables 1 and 2)
- Removed most trainee characteristics from **Table 6** to reduce applicant burden
- Removed "Part II. Those Clearly Associated with the Training Grant" from Table 8

Undergraduate Training Data Tables

- To align with data standards for other training grants, and better structure information already incorporated in the application, added:
 - Table 1: Census of Participating Biomedical Departments and Interdepartmental Programs
 - **Table 7:** Appointments to the Training Grant for Each Year of the Current Project Period (Only for Renewals)

Forms-I Resources

- NOT-OD-24-086 new NIH Forms-I
- High-level summary of form changes in FORMS-I application packages
- <u>Extramural NEXUS: FORMS-I Application Form and Training Data Table 2025 Changes</u> –
 preview
- Fellowship Application & Review Process Changes <u>slides</u> / <u>recording</u>
- Training Grant Application Updates <u>slides</u> / <u>recording</u>
- NIH Fellowship Sponsor Guidance page
- NIH Data Tables hub (instructions, FAQ, etc.)



Q & A Panelists

ORA Panelists:

- Sharel Brown, Associate Director (Grants)
- Ashley Evans, Assistant Director (Grants)
- Jessica Atlass Roscoe, Sr. Operations Manager

