

ORA Office Hours: NIH Forms-I Overview

School of Medicine
Office of Research Administration

January 16, 2024
10:00 AM



JOHNS HOPKINS
M E D I C I N E

Office Hours Overview

I. Welcome

II. NIH Forms-I Overview

- I. *Reminder:* NIH Forms-I \neq 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

III. Q&A

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...
<p>On or before January 24, 2025, including:</p> <ul style="list-style-type: none">• 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
<p>On or after January 25, 2025, including:</p> <ul style="list-style-type: none">• 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 not 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 [session](#) and [slides](#)
 - 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

Training Program Section

2. * Program Plan

Add Attachment

Delete Attachment

View Attachment

3. Recruitment Plan to Enhance Diversity

New attachment. Previously included as part of Program Plan. Moving this information into a separate attachment means it no longer counts towards the Program Plan page limit.

Attachment

4. Plan for Instruction in the Responsible Conduct of Research

Add Attachment

Delete Attachment

View Attachment

5. Plan for Instruction in Methods for Enhancing Reproducibility

Add Attachment

Delete Attachment

View Attachment

6. Multiple PD/PI Leadership Plan (if applicable)

Add Attachment

Delete Attachment

View Attachment

7. Progress Report (for Renewal applications)

Add Attachment

Delete Attachment

View Attachment

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

Candidate Section

Section renamed. Previously called "Fellowship Applicant Section."

2. * Goals, Preparedness, and Potential

Attachment renamed. Previously called "Applicants Background and Goals for Fellowship Training."

ment

Delete Attachment

View Attachment

Research Training Plan

3. * Training Activities and Timeline

Add Attachment

Delete Attachment

View Attachment

4. * Research Training Project Specific Aims

ment

ment

View Attachment

5. * Research Training Project Strategy

ment

ment

View Attachment

6. Progress Report Publication List
(for Renewal applications)

ment

ment

View Attachment

7. * Training in the Responsible Conduct of
Research

Add Attachment

Delete Attachment

View Attachment

Research Training Plan attachments replaced. Previously included "Specific Aims", "Research Strategy", "Respective Contributions", and "Selection of Sponsor and Institution"

Forms-I: PHS 398 Fellowship Supplemental Form

Commitment to Candidate, Mentoring, and Training Environment		Section renamed. Previously called "Sponsor(s), Collaborator(s), and Consultant(s) Section."		
8. Sponsor(s) Commitment		Attachment renamed. Previously called "Sponsor and Co-Sponsor Statements."		
9. Letters of Support from Collaborators, Contributors, and Consultants		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
10. Description of Candidate's Contribution to Program Goals	Attachment relocated into this section.	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
Other Research Training Plan Section	"Institutional Environment and Commitment to Training Section" removed including the "Description of Institutional Environment and Commitment to Training" attachment.			
<u>Vertebrate Animals</u>				
The following item is taken from the Research & Related Other Project Information form and repeated here for your reference. Any change to this item must be made on the Research & Related Other Project Information form.				
Are Vertebrate Animals Used? <input type="checkbox"/> Yes <input type="checkbox"/> No				

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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 Investigator/Change of Recipient Organization Section

Change of Project Director/Principal Investigator

Name of former Project Director/Principal Investigator:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

Change of Recipient Organization

*Name of former organization:

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](#)
- [Extramural NEXUS: FORMS-I Application Form and Training Data Table 2025 Changes – preview](#)
- Fellowship Application & Review Process Changes – [slides](#) / [recording](#)
- Training Grant Application Updates - [slides](#) / [recording](#)
- [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