

GRO Support for NRSA's:

In addition to assisting School of Nursing faculty with multiple proposal submissions throughout the year, the Grants and Research Office (GRO) is also pleased to assist doctoral students with Individual National Research Service Award (NRSA) submissions. Bearing in mind that faculty submissions take a higher priority, requests for assistance must be made at least **4 months** prior to the Individual NRSA submission deadline (**4/5, 8/5, or 12/5**) GRO's deadline is established to assure that GRO can continue to meet faculty and student needs. To request assistance, please complete and submit a **Notice of Intent Form** to Chris Black, Grant Writing Specialist. The form may be accessed via the GRO website at <http://www.nursing.umich.edu/gro>.

GRO staff are available to assist doctoral students with the following services:

- Developing a timeline
- Developing a budget
- Providing faculty biosketches
- Assisting with forms and formatting documents
- Assisting student with completing Proposal Approval Form (PAF)

Student's Responsibility:

- Submitting a Notice of Intent Form (At best, 4 months prior to individual NRSA submission deadline — Thus, the Notice of Intent Form is due on Dec. 5 for an April 5 deadline.
- Downloading and printing the NIH forms and instructions for grant submission
<http://grants2.nih.gov/grants/funding/416/phs416.htm>
- NIH Responsible Conduct of Research Requirement – visit the following web site and complete the training: <http://www.research.umich.edu/training/peerrs.html>
- Writing and editing the proposal (must use NIH templates)
- Securing signature of faculty mentor, division director, Director of Doctoral Program, and OBFA financial representative on Proposal Approval Form (PAF) at least 7 days prior to delivering proposal to DRDA
- Delivering proposal to DRDA (located in Wolverine Tower) 3 working days prior to NRSA deadline (Students who do not meet DRDA's 3-day deadline are responsible for making required copies at student's expense.)

School's/Division's Responsibility:

- Facilitating faculty sponsorship
- Providing a copy machine for student use (Copies are made at student's expense.)

Faculty Sponsor's Responsibility:

- Working with student to develop the proposal
- Providing guidance about appropriate consultation
- Completing required sponsor forms

University's Responsibility (DRDA):

- Reviewing for necessary components
- Copying and mailing proposal

"Receiving an Individual NRSA was not only the start of a record of funding, it provided the support I needed to be able to work full-time on doctoral studies. The predoctoral fellowship was a great boost to the start of my research career." Julia Seng, PhD, CNM