

E-SYSTEMS PREP FOR INDIVIDUAL NRSA APPLICATIONS

This job aid summarizes the electronic systems requirements for submitting an individual NIH National Research Service Award (NRSA) fellowship application and a recommended timeline for completing required tasks. **Note:** This job aid only applies to proposals that fall under the “F Series” of funding opportunities (i.e. activity codes F05, F30, F31, F32, F33).

E-SYSTEMS REQUIREMENTS PRIOR TO SUBMISSION

Verify eRA Commons Account & Roles

1) The eRA Commons account of the fellow submitting the proposal must be affiliated with the “PI” role. Although a fellow may have an existing Commons account, previously assigned role(s) may not be sufficient. 2) The fellow’s mentor must have the “sponsor” role affiliated with their Commons account. To request role affiliation, submit an [eRA Commons request form](#) to Sponsored Research (SR).

Monitor Reference Letters (eRA Commons)

It is the fellow’s responsibility to contact individuals about providing letters of reference and monitor submission of the letters via eRA Commons. If reference letters are not submitted by the due date of the proposal, NIH will reject the application. Keep in mind that reference letters are not verified by SR or the RA assisting the fellow because letters are not sent with the application package in InfoEd. Rather, they are submitted separately by each referee via eRA Commons.

Submit Proposal for Admin. Review

At least five (5) business days prior to the proposal deadline, the RA completes the administrative components in InfoEd. The fellow then approves the proposal so it can be sent to Sponsored Research for Review. For more information, visit the SR page on [Proposal Review & Submission](#).



Request Access in InfoEd

Depending on the current type of appointment, the fellow may not be in InfoEd. The fellow’s InfoEd account needs to be correctly affiliated with approving proposals. [Click here](#) for more information on how to request an InfoEd account.

Set Up ORCID ID

The NIH requires that all fellows have an ORCID ID at time of submission for fellowship and career development awards. For more information about ORCID registration and associating your ID with Northwestern, [click here](#).

Complete COI Training & Disclosure

COI training and disclosure requirements must be completed in [eDisclosure](#) BEFORE submission of a proposal may occur. Once a proposal is created in InfoEd with the fellow listed as the PI, a profile will automatically be created in eDisclosure that can be accessed by NetID and password.

Note: [Email the Northwestern Conflict of Interest Office \(NUCOI\)](#) if a fellow would like to complete COI training requirements before the proposal is created in InfoEd but they do not have access to eDisclosure.

Submit Proposal to NIH

The complete proposal (i.e., both administrative and technical components) should be ready to submit to NIH at least two (2) business days before the proposal deadline. This timeline allows adequate time to mitigate any system errors, and allows the opportunity to review the submitted proposal in Commons.

TIPS

Be Proactive!

Provide information to referees early and follow up with them to ensure that reference letters are submitted no later than the due date of the proposal. For more information, visit the NIH [Grants & Funding page on Reference Letters](#).

Submit System Requests ASAP

Specific roles are required in both Commons and InfoEd accounts. While most requests are completed in 1-2 days, same-day turn-around is not guaranteed, and on occasion creation of a new eRA Commons account can take up to five days.