

Review Priorities for ASSIST Fellow

NOTE: Auditing is done to all PDF files uploaded in the application
vertical inch, PDF filename and PDF file type guidelines, U

Application Information	Form Completion	Review Responsibility
Summary	Department	HS SPPO
SF424 (R&R) Form	Department	HS SPPO
PHS 398 Cover Page Supplement Form		
1. Vertebrate Animal Section	Department	Department
2. Program Income Section	Department	Department
3. Human Embryonic Stem Cells Section	Department	Department
4. Human Fetal Tissue (HFT) Section	Department	Department
5. Inventions and Patents Section (Renewals only)	Department	Department
6. Change of Investigator/Change of Institution Section	Department	Department
R&R Other Project Information Form		
1. Response to Human Subjects	Department	Department
2. Response to Animals Subjects	Department	Department
3. Proprietary/Privileged Information	Department	Department
4. Impact to the Environment	Department	Department
5. Designated or Eligible as a Historical Place	Department	Department
6. Activities Outside the USA or International Collaborators	Department	Department
7. Project Summary/Abstract	Department	Department
8. Project Narrative	Department	Department
9. Bibliography & References Cited	Department	Department
10. Facilities & Other Resources	Department	Department
11. Equipment	Department	Department
12. Other Attachments (when applicable)	Department	Department
Project Performance Site Location(s) Form		
UEI #, Congressional District, and subaward sites (when applicable)	Department	Department
Senior/Key Person Profile (Expanded) Form		

Credential	Department	Department
Investigator & Key Personnel Information	Department	Department
Project Role	Department	Department
Degree Type and Year	Department	Department
Biographical Sketch	Department	Department
Current & Pending Support (when applicable)	Department	Department
PHS Fellowship Supplemental Form		
Introduction		
1. Introduction to Application (when applicable)	Department	Department
Fellowship Applicant Section		
2. Applicant's Background and Goals for Fellowship Training	Department	Department
Research Training Plan Section		
3. Specific Aims	Department	Department
4. Research Strategy	Department	Department
5. Respective Contributions (when applicable)	Department	Department
6. Selection of Sponsor and Institution	Department	Department
7. Progress Report Publication List (when applicable)	Department	Department
8. Training in the Responsible Conduct of Research	Department	Department
Sponsor(s), Collaborator(s), and Consultant(s) Section		
9. Sponsor and Co-Sponsor Statements	Department	Department
10. Letters of Support from Collaborators, Contributors, and Consultants	Department	Department
Institutional Environment and Commitment to Training Section		

11. Description of Institutional Environment and Commitment to Training	Department	Department
12. Description of Candidate's Contribution to Program Goals	Department	Department
Other Research Training Plan Section & Vertebrate Animals Section (when applicable)		
13. Are vertebrate animals euthanized?	Department	Department
14. Vertebrate Animals	Department	Department
15. Select Agent Research	Department	Department
16. Resource Sharing Plan	Department	Department
17. Authentication of Key Biological and/or Chemical Resources	Department	Department
Additional Information Section		
18. Human Embryonic Stem Cells	Department	Department
19. Alternate Phone Number	Department	Department
20. Degree Sought During Proposed Award (when applicable)	Department	Department
21. Field of Training for Current Proposal	Department	Department
22. Current or Prior Kirschstein-NRSA Support?	Department	Department
23. Applications for Concurrent Support?	Department	Department
24. Citizenship	Department	Department
25. Change of Sponsoring Institution (when applicable)	Department	Department
Budget Section		
26. Tuition and Fees	Department	HS SPPO
27. Childcare Costs	Department	HS SPPO
28. Present Institutional Base Salary (when applicable)	Department	Department
29. Stipends/Salary During First Year of Proposed Fellowship (when applicable)	Department	Department
Appendix Section (when applicable)		
30. Appendix	Department	Department
PHS Human Subjects and Clinical Trials Information		
Section 1. Basic Information	Department	Department
Section 2. Study Population Characteristics	Department	Department
Section 3. Protection and Monitoring Plans Section	Department	Department
Section 4. Protocol Synopsis Section	Department	Department
Section 5. Other Clinical Trial-related Attachments Section	Department	Department
PHS Assignment Request Form		
Agency, review committee, etc.	Department	Department

ship (F) Applications (Forms G)

n for compliance of font type, font size, characters per inch, lines per
JS Letter paper size, URL, Hyperlinks, images, and videos.

Additional HSSPPO Auditing

Depending on submission timeline, Ensures correct info, FOA, and form type (i.e. Forms G).

Depending on submission timeline, Ensures completed properly.

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Ensures completed properly and compliance when applicable

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Ensures if yes, then review Item#12 Other Attachments

Audit number of lines compliance. No hyperlinks and/or URLs are allowed unless specified in the
Audit number of sentences compliance. No hyperlinks and/or URLs are allowed unless specified
in the FOA.

No hyperlinks and/or URLs are allowed unless specified in the FOA, except for citations that are
not covered by the Public Access Policy, but are publicly available in a free, online format may
include URLs or PubMed ID (PMID) numbers along with the full reference. Active hyperlinks in
this section are not allowed.

Ensures formats and guideline compliance. No hyperlinks and/or URLs are allowed unless
specified in the FOA.

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Ensures completed properly

Audit content and ensures completed properly

Ensures eRA Commons ID is completed for PD/PI(s) and all Sr/Key Personnel
Ensures completed properly and correct information
Ensures correct role, matches budget role and the role of "Co-PI" is not utilized
Audit page limits, content and format comply with guidelines. No hyperlinks and/or URLs are allowed except for the link to all publications, under C. Contributions to Science unless specified
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Ensures calculated correctly based on the current NRSA Stipend Rates and UC San Diego Graduate School (PhD), School of Medicine (MD), and/or School of Pharmacy (PharmD) Tuition
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Ensures completed. No hyperlinks and/or URLs are allowed unless specified in the FOA
Ensures completed in full
Ensures compliance – Not required for Exemption 4 (only) designation
Ensures completed per guideline
Ensures compliance – Only required if answered “Yes” to all Clinical Trial Questionnaire (Sect.1)
Ensures compliance – Do not complete unless FOA specifies
Ensures completed if used