

## **NIH F31 Proposal FAQ's**

1. I am a student at UNM and I also have an internship through MRN, which institution do I submit my F31 proposal through?
  - Submit your F31 proposal through the institution in which your primary sponsor is affiliated.
2. My primary sponsor has an affiliation with **both** UNM and MRN, which institution do I submit my F31 proposal through?
  - Submit your F31 proposal through UNM
3. My primary sponsor has an affiliation with UNM, but my co-sponsors have an affiliation with MRN. Which institution do I submit my F31 proposal through?
  - Submit your F31 proposal through UNM
4. My primary sponsor has an affiliation with MRN, but my co-sponsors have an affiliation with UNM. Which institution do I submit my F31 proposal through?
  - Submit your F31 proposal through MRN
5. I heard that MRN is not able to submit F31 applications, is this true?
  - No, this is not true. MRN allows students to submit F31 applications through LRRI, which is affiliated with MRN.
6. I have decided to submit an F31 application through UNM but I cannot meet the 10 business day deadline that UNM requires. What do I do?
  - Contact [A&S Research Office staff](#) for guidance.
7. How do I determine if I am considered a minority student in order to submit to the diversity F31 solicitation?
  - NIH's definition of minority students can be found below:
    - i. What groups does NIH consider to be in need of a special recruitment and retention plan in order to diversify the biomedical, behavioral, clinical, and social sciences workforce?
      - A. Individuals from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in health-related sciences on a national basis (see data at <http://www.nsf.gov/statistics/showpub.cfm?TopID=2&>

[SubID=27](#) and the report Women, Minorities, and Persons with Disabilities in Science and Engineering, 2007, p. 262). The following racial and ethnic groups have been shown to be underrepresented in biomedical research: American Indians or Alaska Natives, Blacks or African Americans, Hispanics or Latinos, Native Hawaiians or Other Pacific Islanders. In addition, it is recognized that under-representation can vary from setting to setting and individuals from racial or ethnic groups that can be convincingly demonstrated to be underrepresented by the grantee institution should be included in the recruitment and retention plan.

ii. This information was found at

[http://grants.nih.gov/TRAINING/FAQ\\_DIVERSITY.HTM#867](http://grants.nih.gov/TRAINING/FAQ_DIVERSITY.HTM#867)

8. Where can I find the stipend, tuition and fees and institution allowance levels for my F31 application?

- This information can be found at:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-048.html>

9. How do my referees submit letters?

- F31 proposals require at least 3 (maximum of 5) reference letters, from referees other than you sponsor/co-sponsor. Letters must be submitted by the proposal due date. Letters are submitted on the applicant's behalf on the eRA Commons Web site at <https://public.era.nih.gov/commons/public/reference/submitReferenceLetter.do?mode=new>
- Referees will need your need your NIH e-Commons user name, your last name, and the funding opportunity number (PA-14-147 – F31, PA-14-148, F31 Underrepresented) in order to upload their letters.