NIH F31 Proposal Checklist

1. **Determine Proposal Due Date**
   a. Standard Due Dates for General F31 Applications:
      i. April 8
      ii. August 8
      iii. December 8
   b. Standard Due Dates for Diversity F31 Applications:
      i. April 13
      ii. August 13
      iii. December 13

2. **Designate Primary Sponsor and Submitting Institution**
   a. If primary sponsor is affiliated with MRN, proposal will be submitted through MRN
   b. If primary sponsor is affiliated with UNM, proposal will be submitted through UNM
   c. If primary sponsor is affiliated with BOTH UNM and MRN, proposal will be submitted through UNM

3. **Designate Co-Sponsors**
   a. Co-sponsors can be affiliated with UNM or MRN

4. **For MRN Proposal Submission**
   a. Contact Janet Holmberg for guidance through MRN submission process
      i. Contact Information: jholmberg@mrn.org, (505) 272-8739

5. **For UNM Proposal Submission**
   a. Contact A&S Research Office staff