

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](#)