NOT-OD-24-107 (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-107.html>)

**Changes to the PHS Fellowship Supplemental Form**

The PHS Fellowship Supplemental Form included in fellowship application packages will be updated to align with the restructured criteria. Notable changes include:

1. Revisions to the Applicant Section (now “Candidate Section”)
   * Grades will no longer be required or allowed.
   * Candidates will be required to submit four personal statements: (1) a statement of professional and fellowship goals, (2) fellowship qualifications, (3) a self-assessment, and (4) scientific perspective.
2. Revisions to the Research Training Plan Section
   * The headings of some sections have been revised to emphasize the importance of training in the fellowship plan.
   * The section Selection of Sponsor and Institution has been removed in favor of including the information elsewhere in the application.
   * The sections include: (1) Training Activities and Timeline, (2) Research Training Project Specific Aims, (3) Research Training Project Strategy, including the Scientific Foundation & Rationale and Approach.
3. Revisions to the Candidate Sponsor and Co-sponsor Section (now “Commitment to Candidate, Mentoring, and Training Environment”)
   * Sponsors and Co-sponsors will be required to submit five statements: (1) Mentoring Approach and Candidate Mentoring Plan; (2) Prior Commitment to Training and Mentoring; (3) Commitment to the Candidate’s Research Training Plan; (4) Research Training Environment; and (5) Candidate’s Potential. A sixth statement on Clinical Training will be required for candidates proposing to gain experience in a clinical trial as part of the research training plan.

**Additional Details** (from: <https://grants.nih.gov/faqs#/Revisions-to-the-NIH-Fellowship-Application-and-Review-Process.htm> )

The Candidate Section will require candidates to provide four personal statements: (1) a statement of professional and fellowship goals, (2) fellowship qualifications, (3) a self-assessment, and (4) a statement of scientific perspective.

1. The statement of professional and fellowship goals is intended to allow candidates to share their career goals and explain how the fellowship training period fits in with those goals.
2. The statement on fellowship qualifications is intended to provide candidates the opportunity to share a description of the scientific, research, and other experiences they have had that prepare them to successfully complete the fellowship training. This may include courses completed, workshops, and other trainings. Course grades should not be included.
3. The self-assessment is intended to provide candidates the opportunity to describe personal characteristics (e.g. skills, abilities, traits, attitudes) that will contribute most significantly to their success as a scientist. Candidates may wish to draw on previous/current education, research, work, or outreach experiences, and provide examples of how they demonstrated, developed or strengthened each characteristic.
4. The statement of scientific perspective is intended to provide information about the candidate’s potential to think about and express ideas within a scientific field. In this section, candidates should explain:
   * Why this field of science is important and the ways the chosen research training project will advance the field.
   * A broader, unresolved scientific question in the chosen scientific field, the importance of the problem, and the ways biomedical research might advance the scientific field.

**Review Criteria**

The revised fellowship peer review process reorganizes the five current scored review criteria and redefines them in three scored criteria.

***Revised Review Criteria***

**Candidate’s Preparedness and Potential**

* Discuss the candidate’s preparedness for the proposed research training plan. Consider the context, for example, the candidate’s stage of training and the opportunities available.
* Assess whether the candidate and sponsor statements as well as the referee letters provide convincing evidence that the candidate possesses qualities (such as scientific understanding, creativity, curiosity, resourcefulness, and drive) that will improve the likelihood of a successful research training outcome.
* Consider the candidate’s potential to benefit from the fellowship research training plan and to transition to the next career stage in the biomedical research workforce.

**Research Training Plan**

* Assess the rigor and feasibility of the research training project and how completion of the project will contribute to the development of the candidate as a research scientist.
* Evaluate the goals of the overall research training plan and the extent to which the plan will facilitate the attainment of the goals.
* Discuss whether the research training plan identifies areas of needed development and contains appropriate, realistic activities and milestones to address those needs.
* Consider whether the sponsor(s), scientific environment, facilities, and resources are adequate and appropriate for the proposed research training plan.

**Commitment to Candidate**

* Assess whether the sponsor(s) presents a strong mentoring plan appropriate to the needs and goals of the candidate.
* Evaluate the extent to which the sponsor(s) and organizational commitment is appropriate, sufficient, and in alignment with the candidate’s research training plan.
* Consider whether the level of commitment provided will contribute to the successful completion of the proposed plan and allow the candidate to advance to a productive career in the biomedical research workforce.

**Changes in Biographical Sketch**

Applications for April 8 will use the standard NIH Biosketch format pages for Fellowships (see: <https://grants.nih.gov/grants-process/write-application/forms-directory/biosketch> ) but CANNOT INCLUDE the list of courses and grades.

For all Applications after May 25, NIH is adopting something call the “Common Form” (see: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-163.html> )

This form requires PIs and faculty (and fellowship applicants) to use the Science Experts Network Curriculum Vitae site to develop the biosketch AND have an ORCID ID. For details, see: <https://grants.nih.gov/policy-and-compliance/changes-coming-2025/common-forms-for-biosketch>