

NIH NRSA Fellowship Activation Notice

The [Individual Fellowship Activation Notice](#) is still a paper form that must be mailed with original REQUIRED SIGNATURES to the NIH awarding Institute/Center (IC). The Activation Notice is required only once and must be completed prior to starting the initial project year.

The **Fellow** is responsible for mailing the completed Activation Notice to the NIH awarding IC mailing address identified on page 5 of the Notice of Research Fellowship Award.

The Activation Notice must be submitted to the NIH awarding IC **as of the day the Fellow begins training** (i.e. the DATE FELLOW ENTERED ON DUTY on the Activation Notice).

| Who is responsible ...? | What must be done ...? |
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| FELLOW | <ul style="list-style-type: none"> • First step: read the Notice of Research Fellowship Award thoroughly and follow each of the steps listed. Pay close attention to the information starting on/about page 5 addressing the activation form. • Once fully signed and completed, MAIL the paper form with original REQUIRED SIGNATURES to the NIH awarding institute (IC). • Mail the completed Activation Notice to NIH awarding IC listed on/about page 5 of Notice of Research Fellowship Award. • FELLOW is responsible for taking all actions to complete and submit the Activation Notice. No Ulowa department submits it on behalf of the Fellow; the NIH awarding IC expects the FELLOW to handle every step. • FELLOW is responsible for mailing the original, completed Activation Notice to the NIH awarding IC mailing address identified on/about page 5 of the Notice of Research Fellowship Award, and it must be submitted to the NIH awarding IC as of the day the Fellow begins training. • If a Payback Agreement is required, this must be submitted at the same time as the Activation Notice. Payback Agreements are required ONLY for Postdoctoral Fellows. |
| SPONSOR at Ulowa | <ul style="list-style-type: none"> • Sign the original paper Activation Notice as the <u>Faculty member acting as Fellow's Sponsor here at Ulowa.</u> |
| INSTITUTIONAL BUSINESS OFFICIAL (BO) **Grant Accounting Office** | <ul style="list-style-type: none"> • A Business Official (BO) in the GRANT ACCOUNT OFFICE (GAO) must sign the Fellow's Activation Notice as the Institutional Business Official. • The Activation Notice must be completely filled out BEFORE the BO will sign the form. • Activation Notice must be the ORIGINAL paper document that is campus mailed, postal service mailed or hand-carried to GAO at 2410 UCC for signature. |

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| Division of Sponsored Programs | <ul style="list-style-type: none"> • Receive via email <i>fully and signed</i> completed copy of the Activation Notice from the FELLOW. • AFTER copy of completed Activation Notice is received, Division of Sponsored Programs can award the Fellowship. • Contact NIH@uiowa.edu with questions, after thoroughly reading the Notice of Research Fellowship Award. |
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Glossary for Fellowship Activation Form:

- **FELLOWSHIP NUMBER**
This is the Grant Number listed at the top of Page 1 of the Notice of Research Fellowship Award.
- **DATE FELLOW ENTERED ON DUTY (i.e. date Fellow actually begins training)**
 - cannot be *before* the Federal Award Date on the Notice of Research Fellowship Award;
 - cannot be *after* the Latest Activation Date on the Notice of Research Fellowship Award;
 - and
 - cannot fall *between* October 1 and November 30.
- **NAME OF FELLOW**
This is the Principal Investigator listed on Page 1 of the Notice of Research Fellowship Award.
- **HIGHEST DEGREE(S)**
This should be the highest degree(s) received by the Fellow.
- **NAME OF SPONSORING INSTITUTION**
This is The University of Iowa.

Info source: <https://gao.fo.uiowa.edu/nih-nrsa-fellowship-activation-notice>