

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 ...?
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 UIowa 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 UIowa	<ul style="list-style-type: none">• Sign the original paper Activation Notice as the <u>Faculty member acting as Fellow's Sponsor here at UIowa.</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.

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>