# 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).

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<tr>
<th>Who is responsible ...?</th>
<th>What must be done ...?</th>
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| **FELLOW**             | • 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**   | • Sign the original paper Activation Notice as the **Faculty member acting as Fellow’s Sponsor here at Ulowa**. |
| **INSTITUTIONAL BUSINESS OFFICIAL (BO)** **Grant Accounting Office** | • 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

- Receive via email *fully and signed* 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.

### 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](https://gao.fo.uiowa.edu/nih-nrsa-fellowship-activation-notice)