

Department of Health and Human Services
Public Health Service

Ruth L. Kirschstein National Research Service Award
Individual Fellowship Activation Notice

FELLOWSHIP NUMBER:

DATE FELLOW ENTERED ON DUTY (Month, day, year):

1. All fellows must complete this form for the first year of their fellowship, indicating their start date under the fellowship and other requested information.
2. Send the signed original of the completed form to the awarding agency using the address provided in the Notice of Award. This should be submitted immediately after the fellow enters on duty. Keep a copy; one will not be returned. This form must be completed online, printed, and then signed for submission to PHS.
3. An appropriate statement regarding degrees (certified by degree-granting institution) MUST be attached if such contingency appears on the award notice.
4. For Ruth L. Kirschstein National Research Service Award fellows in their first 12 months of postdoctoral support, a signed payback agreement MUST accompany this form.
5. No funds may be disbursed until the fellow enters on duty and the proper forms are submitted to PHS.
6. As a condition of this activation, all NRSA fellows agree to complete and submit a Termination Notice (PHS 416-7) immediately upon completion of support.

NIH estimates that it will take 5 minutes to complete this form. This includes time for reviewing the instructions, gathering needed information, and completing and reviewing the form. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. If you have comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send comments to: NIH, Project Clearance Office, 6705 Rockledge Drive MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0001). DO NOT RETURN THE COMPLETED FORM TO THIS ADDRESS.

RETURN TO: The awarding agency, using the contact information provided on the Notice of Award. Contact the assigned Grants Management Specialist for questions.

NAME OF FELLOW (*Last, first, middle*):

HIGHEST DEGREE(S):

NAME OF SPONSORING INSTITUTION:

REQUIRED SIGNATURES	E-MAIL	PHONE NO.	DATE
FELLOW			
SPONSOR			
INSTITUTIONAL BUSINESS OFFICIAL			

DO NOT WRITE IN THIS BLOCK (For PHS use only)

AWARD PERIOD: From: **Through:**

PROCESSED BY/DATE:

NOTES:

Privacy Act Statement. The NIH maintains application and grant records as part of a system of records as defined by the Privacy Act: NIH 09-25-0036, *Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH: <http://oma.od.nih.gov/ms/privacy/pa-files/0036.htm>.*