DOM RAS K Review Checklist

RESOURCES
Section: 7 Supplemental Instructions to the SF424(R&R) for Preparing an Individual Research Career Development Award (CDA) Application ("K" Series) – SF424Forms Version C

K Kiosk – Information about NIH Career Development Awards
SPECIFICS & DIFFERENCES FROM THE GENERAL R01

__ Project Period: Dependent on the Institute & Center (IC) PI submits to.

__ Budget Limitations: Dependent on the Institute & Center (IC) PI submits to.

__ Multiple PIs not allowed.

__ Cover Letter required. Include list of Referees*.

__ Referee Instructions
SF424 RR Other Project Information

__ Item 7 – Project Summary/Abstract: 1 page max.

__ Item 12 – Other Attachments: Include list of Referees*,* including name, departmental affiliation and institution.
o Example: John Smith, M.D.
Professor
Department of Medicine – Cardiology
Emory University, Atlanta
SF424 RR Key Persons

__ Biographical Sketch for Candidate/PI:
o Education – beginning with BS, include **month** and year; name and **location** of institution, of education & training. List professional certification received within the last 10 years.
o Personal Statement – why his/her experience/qualifications make him/her particularly well-suited to receive the K
o Research &/or Professional Experience – should follow the below headings:
_ Employment – Indicate department & organization, department head or supervisor, rank, tenured or non-tenured status (full- or part-time), and inclusive dates, in **month** and year.
_ Honors
_ Professional Societies & Public Advisory Committees – within the last 10 years
o Publications – no more than 15. If he/she does not have 15 publications, the below may be submitted.
_ 1) Original research & theoretical treatises
_ 2) Non-experimental articles, e.g., review of literature in field, book, chapters, etc.

‗ 3) Books, pamphlets, etc.

K Review Checklist

‗ Project Role for Non-PI: Choose "Other Professional" then in Other Project Role Category, enter "Mentor", "Co-Mentor", "Consultant", etc.

‗ Other Support: 4 page max
o Include OS for Mentor & Co-Mentors ONLY. Do not include OS for Candidate/PI.
o Do NOT include overlap and level of effort information.

SF424 RR Budget

‗ Detailed Budgets ONLY – Modular budgets not allowed.

‗ Complete the 3 following sections ONLY: (leave Sections B-E blank)
o A. Senior/Key Person
‗ Include PI's name/information only.
‗ Choose Indirect Cost type NIH Research_Training for Section A&B (bottom of budget pg. 1).
o F.1. Other Direct Costs: Materials and Supplies
‗ Enter total research development support requested in one lump sum. Do not break it down into categories.
‗ Choose Indirect Cost type NIH Research_Training for Section F.1. (budget pg. 3).
o H. Indirect Costs – Choose NIH Research_Training (8.00) as Indirect Cost Type.

‗ Minimal PI effort required & maximum budget amounts allowed are dependent on the Institute & Center (IC) PI submits to.

‗ Budget Justification –Provide detailed Budget Justification, including itemized breakdown all expenses.

PHS 398 Career Development Award Supplemental Form

‗ Page Limitations:
o Items 2-4: 1st 3 Items of Candidate Information & Item 12: Research Strategy = 12 pages
o Item 5: Training in the Responsible Conduct of Research = 1 page
o Item 6: Candidate's Plan to Provide Mentoring (if applicable) = 6 pages
o Item 7: Plans and Statements of Mentor and Co-Mentors(s) = 6 pages
o Item 8: Letters of Support from Collaborators, Contributors, and Consultants = 6 pages
o Item 9: Description of Institutional Environment = 1 page
o Item 10: Institutional Commitment to Candidate's Research Career Development = 1 page

- o Item 11: Specific Aims = 1 page

__ Item 9 – Institutional Commitment to Candidate's Research Career Development
- o Printed on Institutional letterhead
- o Signed and dated by Department Chair.
- o Include Chair's name & title typed under signature.

__ Section 3 – Citizenship – Must check applicable box