NIH CAREER DEVELOPMENT AWARDS (CDA)/K SERIES REVIEW CHECKLIST

Revised June 14, 2016

RESOURCES
Career Development Instructions (“K” Series) – SF424 Application Packages Version D

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 Letters – required for Mentored CDA
  ○ Address letter to Division of Receipt and Referral per FOA
  ○ Include:
    ▪ Application Title
    ▪ Funding Opportunity Announcement Title
    ▪ List of Referees
      • Include name, departmental affiliation and institution.
      • Example: Joseph M. Bruin, M.D.
        Professor
        Department of Medicine – Cardiology
        University of California, Los Angeles

☐ Referee Instructions

SF424 RR Other Project Information

☐ Item 7 – Project Summary/Abstract: 30 lines max.
  ○ Provide an abstract of the entire application (candidate, environment, and research). Include the candidate’s immediate and long-term career goals, key elements of the research career development plan, and a description of the research project.

SF424 RR Key Persons

☐ Biographical Sketch for Candidate/PI:
  ○ Education – beginning with BS, include month and year; name and location of institution, and field of study.
  ○ A. Personal Statement – why his/her experience/qualifications make him/her particularly well-suited to receive the K
  ○ D. Additional Information: Research Support and/or Scholastic Performance

☐ Mentor, Co-Mentor, and Consultant Roles: Choose “Other Professional” dropdown then in Other Project Role Category, enter “Mentor”, “Co-Mentor”, “Consultant”.

☐ Mentors must provide a NIH Commons User Name in credential field

☐ Other Support: 4 page max
  ○ Include OS for Mentor & Co-Mentors ONLY. Do not include OS for Candidate/PI.
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 BJ, including itemized breakdown all expenses. Don’t forget to include TIF.
  o For certain mechanisms (e.g. K23s), certain Institutes (e.g. NIA) allow applicant to request additional monies beyond the norm (e.g. $25,000 normally, but up to $50,000 for patient-oriented protocols). In these cases, be sure to add specific justification for these additional monies.

PHS 398 Career Development Award Supplemental Form

☐ Page Limitations:
  o Item 1: Introduction (Resubmission only) = 1 page
  o Items 2 & 4: Candidate Information & Goals for Career Development + Research Strategy = 12 pages
  o Item 3: Specific Aims = 1 page
  o Item 6: Training in the Responsible Conduct of Research = 1 page
  o Item 7: Candidate’s Plan to Provide Mentoring (if applicable) = 6 pages
  o Item 8: Plans and Statements of Mentor and Co-Mentors(s) = 6 pages
  o Item 9: Letters of Support from Collaborators, Contributors, and Consultants = 6 pages
  o Item 10: Description of Institutional Environment = 1 page
  o Item 11: Institutional Commitment to Candidate’s Research Career Development = 1 page

☐ Item 11 – 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.

☐ Citizenship – Must check applicable box(es).

*Note: Table of IC-Specific Information is now Funding Opportunity Announcement (FOA) specific. To locate information, click “Table of IC-Specific Information, Requirements and Staff Contacts” hyperlink in the Funding Opportunity Purpose section of the specific FOA.