# LETTERS OF REFERENCE FOR NIH "K" PROPOSALS

*Revised November 30, 2022*

## GETTING STARTED

- All Individual Research Career Development Award (CDA) Applications, a.k.a. "K" Series, must now be <u>submitted electronically via Grants.gov</u> using the SF 424 R&R application.
- Letters of References are submitted electronically via <u>NIH eRA Commons</u>.
- Read your <u>particular RFA/PA</u> carefully for the <u>specific</u> set of <u>instructions</u>, as the below information will cover the generic K award only.
- <u>Career Development SF424 RR Instructions</u>
- Information such as Funding Opportunity Announcements (FOAs), budget limitations, effort minimums and other guidelines are available on the <u>NIH K Kiosk</u>
- <u>Additional NIH information</u> reference letters
- <u>Reference letters FAQs</u> (section V. Submitting Your Application – C. Reference Letters)

## LETTER OF REFERENCE *instructions for CANDIDATE/PI*

- At least 3, but no more than 5, Letters of Reference required
- Mentors/Co-Mentors of the application cannot be counted toward the 3 required letters
- Include the list of referees (their names, departmental affiliation & institution) in the PHS 398 Cover Letter
- Provide each referee with following information for them to upload letters
  1) Your eRA Commons user name
  2) Your first and last name, as they appear on your eRA Commons account
  3) The FOA number, i.e. PA-11-193
- You may check the status of submitted letters by logging into your eRA Commons account and accessing the "check status" screen for this application.
- As of notice NOT-OD-11-036 dated 01/20/11, all letters are <u>due by the application receipt deadline date</u>!

## LETTER OF REFERENCE *instructions for REFEREES*

- <u>Instructions</u>
- Referee **must submit** to <u>NIH via eRA Commons</u> **by the application receipt deadline** date. You may even be submitted BEFORE the proposal is submitted.
- Referees do NOT need their own personal eRA Commons user name to submit letter
- Ensure Candidate/PI has provided you with following information to upload letters.
  1) PI's eRA Commons user name
  2) PI's first and last name, as they appear on the PI's eRA Commons account
  3) The Funding Opportunity Announcement number, i.e. PA-11-193
- Letters should be no more than 2 pages, and in PDF format.
- Confirmation emails will be sent to both you, as the referee, and the PI following reference letter submission.