

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

*Revised February 25, 2022*

## **RESOURCES**

[Career Development Instructions \("K" Series\)](#) SF424 Application Packages **Version G**

[K Kiosk](#) – Information about NIH Career Development Awards

## **SPECIFICS & DIFFERENCES FROM THE GENERAL R01**

- ☐ Project Period: Dependent on the [Type of K and Institute & Center \(IC\)](#)\* PI submits to.
- ☐ Budget Limitations: Dependent on the [Type of K and 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 Funding Opportunity Announcement (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](#)

## **Performance Sites**

- ☐ UEI #: Enter the UEI associated with the organization where the project will be performed.
  - UCLA UEI #: RN64EPNH8JC6

## **Other Project Information**

The use of hyperlinks and URLs are not allowed unless specified in the funding opportunity announcement for the Other Project Information fields:

- ☐ 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.
- ☐ Item 8 – Project Narrative: 3 sentences max
  - Describe the relevance of this research to public health

## **Key Persons**

- ☐ Biographical Sketch for [Candidate/PI](#): For all career development award applications, the candidate is considered the PD/PI. Therefore, the candidate **must** have an eRA Commons account with the PI role and the account must be affiliated with the applicant organization.

- ORCID needs to be linked to their eRA Commons ID
- 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 – may list up to 4 citations. Use of hyperlinks and URLs to cite these items is not allowed.
- B. Positions, Scientific Appointment and Honors – list dates in reverse chronological order (Most recent first)
- C. Scientific Contribution – 5 contributions allowed up to 4 citations per each contribution. Use of hyperlinks and URLs to cite these items is not allowed.
- D. Scholastic Performance – \* Note that only the following types of applicants must complete this section:
  - Applicants for predoctoral and postdoctoral fellowships
  - Applicants to dissertation research grants (e.g., R36)
  - Candidates for research supplements to promote diversity in health-related research from the undergraduate through postdoctoral levels
- ☐ Mentor, Co-Mentor, and Consultant Roles: **Choose “Other Professional”** dropdown then in Other Project Role Category, enter “Mentor”, “Co-Mentor”, “Consultant”.
  - Primary mentor is required.
  - Co-mentors is as needed/applicable.
  - Those listed as senior/key personnel on the application should **not** be asked to provide reference letters, as such letters are expected to be from individuals **not** directly involved in the application.
- ☐ All senior key personnel must provide a NIH eRA Commons User Name in credential field.
- ☐ Other Support (Current and Pending Support): 3 page max
  - Include OS for Mentor & Co-Mentors ONLY. Do **not** include OS for Candidate/PI.
  - Provide project number, source, major goals, project/proposal start and end dates, **total** award amount.
  - Effort and Overlap should **not** be included, but are okay, if listed on the already DocuSigned document.
  - Only those projects relevant to the candidate’s research plan need to be included.
  - DocuSigned documents with DocuSign headers are acceptable.

## **Budget**

- ☐ Detailed Budgets ONLY – Modular budgets not allowed.
- ☐ Make sure to use Indirect Cost Type: NIH Research\_Training – current rate is 8% MTDC.
- ☐ Complete the 3 following sections ONLY: (leave Sections B-E blank)
  - A. Senior/Key Person
    - Include PI’s name/information only. No other personnel payroll information.
  - **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 unless RFA specifies.
  - 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 [Type of K and Institute & Center \(IC\)](#)\* PI submits to.

- ☐ Budget Justification – Provide detailed BJ, including itemized breakdown all expenses. Don't forget to include TIF.
- 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:
- Item 1: Introduction (Resubmission only) = 1 page
  - Items 2 & 4: Candidate Information & Goals for Career Development + Research Strategy = 12 pages
  - Item 3: Specific Aims = 1 page
  - Item 6: Training in the Responsible Conduct of Research = 1 page
  - Item 7: Candidate's Plan to Provide Mentoring (if applicable) = 6 pages
  - Item 8: Plans and Statements of Mentor and Co-Mentors(s) = 6 pages
  - Item 9: Letters of Support from Collaborators, Contributors, and Consultants = 6 pages
  - Item 10: Description of Institutional Environment = 1 page
  - Item 11: Institutional Commitment to Candidate's Research Career Development = 1 page
- ☐ Item 11 – Institutional Commitment to Candidate's Research Career Development
- Printed on Institutional letterhead
  - Signed and dated by Department Chair.
    - DOM: Also obtain signature **from Division Chief** prior to having the Chair sign.
  - Include Chair's name & title typed under signature.
    - DOM Department Chair information signature block:  
 Dr. E. Dale Abel, MD, PhD  
 William S. Adams Distinguished Professor of Medicine  
 Chair and Executive Medical Director  
 Department of Medicine  
 David Geffen School of Medicine and UCLA Health
- ☐ Citizenship – Must check applicable box(es).

\* **Note:** Table of IC-Specific Information is now FOA specific. To locate information, click hyperlink Part 1 or 2.II of FOA. Sample:

Components of Participating Organizations	<p><b>Special Note:</b> Not all NIH Institutes and Centers participate in Parent Announcements. Applicants should carefully note which ICs participate in this announcement and view their respective areas of research interest and requirements at the <a href="#">Table of IC-Specific Information, Requirements and Staff Contacts</a> website. ICs that do not participate in this announcement will not consider applications for funding. Consultation with NIH staff before submitting an application is strongly encouraged.</p>
<b>Other Award Budget Information</b>	
Salary	<p>The participating NIH Institutes and Centers will provide salary and fringe benefits for the award recipient (see the <a href="#">Table of IC-Specific Information, Requirements and Staff Contacts</a>). Further guidance on budgeting for career development salaries is provided in the SF424 (R&amp;R) Application Guide. See also <a href="#">NOT-OD-17-094</a>.</p> <p>The total NIH contribution to salary, however, may not exceed the legislatively mandated salary cap. See: <a href="http://grants.nih.gov/grants/policy/salcap_summary.htm">http://grants.nih.gov/grants/policy/salcap_summary.htm</a>.</p>
Other Program-Related Expenses	<p>These funds may be used for the following expenses: (a) tuition and fees related to career development; (b) research-related expenses, such as supplies, equipment and technical personnel; (c) travel to research meetings or training; and (d) statistical services including personnel and computer time.</p> <p>Salary for mentors, secretarial and administrative assistants, etc. is not allowed.</p>
Indirect Costs	<p>Indirect Costs (also known as Facilities &amp; Administrative [F&amp;A] Costs) are reimbursed at 8% of modified total direct costs.</p>