

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.

- 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)
 - 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).
 - 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).
 - 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.
 - 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.
 - 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](#)" hyper link in the Funding Opportunity Purpose section of the specific FOA.