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
  o Address letter to Division of Receipt and Referral per Funding Opportunity Announcement (FOA)
  o 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.
  o 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.
  o 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
  o 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.

- 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: