K01 PROPOSAL CHECKLIST
PA-16-190: NIH Mentored Research Scientist Development Award

The following attachments need to be uploaded as PDFs into Cayuse. Please check the Career Development Instructions and the K01 Funding Opportunity Announcement for more details.

Deadline | Standard Dates
Award Project Period | May not exceed 5 years.

☐ COVER LETTER
☐ Addressed to the Division of Receipt and Referral.
☐ List of references contained (name, departmental affiliation, and institution).

☐ ABSTRACT
☐ Does not exceed 30 lines.
☐ Summarized research project to be conducted under the career development award.
☐ Description of the candidate’s career development plan, the candidate’s career goals, and the environment in which the career development will take place included.

☐ NARRATIVE
☐ Does not exceed 3 sentences.

☐ BIBLIOGRAPHY & REFERENCES CITED
☐ Any references cited in Career Development Award Supplemental Form included.
☐ Articles authored/co-authored by applicant that arose from NIH support formatted as one of the following:
  • NIHMS97531 (NIH Manuscript Submission reference number)
  • PMCID234567 (PubMed Central reference number)
  • PMC Journal – In Process (PMCID not yet available)

☐ FACILITIES AND OTHER RESOURCES
☐ No quantifiable financial information provided.
☐ Detailed description of the institutional facilities and resources available to the candidate provided. (This information is important in establishing the feasibility of the goals of the career development plan.)

☐ EQUIPMENT

☐ BIOSKETCH
☐ All mentors included as senior/key personnel.
☐ Does not exceed 5 pages.
☐ 4 complete sections:
  ☐ A. Personal Statement.
  ☐ Up to 4 publications or research products cited.
  ☐ B. Positions and Honors.
  ☐ C. Contributions to Science.
  ☐ Up to 5 described.
  ☐ Each entry does not exceed ½ page.
Up to 4 publications or research products cited.

D. Additional Information: Research Support and/or Scholastic Performance.

CURRENT AND PENDING SUPPORT PAGES
- Submitted only for mentors.
- Each attachment does not exceed 4 pages.
- Information provided on mentor’s research support relevant to candidate’s research plan:
  - Project Number
  - Source (agency)
  - Major Goals
  - Dates of Approved/Proposed Project
  - Annual Direct Costs

BUDGET
- Only candidate’s name included as senior/key person.
- Other Personnel, Equipment, Travel, and Participant/Trainee Support Costs sections left blank.
- Total research development support being requested for the initial year of the award entered in Other Direct Costs: Material and Supplies
- Indirect Cost type indicated as Modified Total Direct Costs.
- Indirect Cost Rate 8%.

BUDGET JUSTIFICATION
- Detailed description for specific items (equipment, supplies, other personnel) included.

CANDIDATE INFORMATION AND GOALS FOR CAREER DEVELOPMENT
- Does not exceed 12 pages when combined with research strategy.
- Three sections:
  - Candidate’s Background
  - Career Goals and Objectives
  - Plan for Career Development/Training Activities During Award Period

SPECIFIC AIMS
- Does not exceed 1 page.

RESEARCH STRATEGY
- Research Strategy + Candidate Info does not exceed twelve pages.
- Three sections:
  - Significance
  - Innovation
  - Approach
- Relationship between mentor’s research and candidate’s proposed research plan described.

TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH
- Does not exceed 1 page.
- Format, subject matter, faculty participation, duration of instruction, and frequency of instruction described.

PLANS AND STATEMENTS OF MENTOR AND CO-MENTOR(S)
- Does not exceed 6 pages.
DESCRIPTION OF INSTITUTIONAL ENVIRONMENT

☑ Does not exceed 1 page.

INSTITUTIONAL COMMITMENT TO CANDIDATE’S RESEARCH CAREER DEVELOPMENT

☑ Does not exceed 1 page.
☑ Provided on institutional letterhead.
☑ Dated and signed by authorized individual (dean of the department). Signature must appear over the signer’s name and title at the end of the statement.

RESOURCE SHARING

LETTERS OF REFERENCE

☑ Submitted by referees through eRA Commons by application due date (separate process from application).
☑ At least 3 but no more than 5 required – from individuals not directly involved in the application.
☑ Instructions provided to referees.

IF APPLICABLE

LETTERS OF SUPPORT FROM COLLABORATORS, CONTRIBUTORS, AND CONSULTANTS

☑ Does not exceed 6 pages.
☑ Attached as single PDF.

HUMAN SUBJECTS SECTION

☑ PROTECTION OF HUMAN SUBJECTS
☑ DATA SAFETY MONITORING PLAN if clinical trial
☑ INCLUSION OF WOMEN AND MINORITIES
☑ INCLUSION OF CHILDREN

OTHER RESEARCH PLAN SECTIONS

☑ VERTEBRATE ANIMALS
☑ SELECT AGENT RESEARCH
☑ CONSORTIUM/CONTRACTUAL AGREEMENTS
☑ AUTHENTICATION OF KEY BIOLOGICAL AND/OR CHEMICAL RESOURCES

PAGE FORMATTING

☑ Page Size | 8½ x 11
☑ Margins | 0.5+ top, bottom, right, left | No page numbers | No headers or footers
☑ Font | 11+ | Arial | Georgia | Helvetica | Palatino Linotype recommended fonts
☑ Type Density | Up to 15 characters per linear inch
☑ Line Spacing | Up to 6 lines per vertical inch
☑ Figures | Max size 1200 x 1500 pixels | JPEG or PNG
☑ Headings | Highly encouraged (e.g., Significance, Innovation) within attachments
☑ Hyperlinks | Limited to publications in biosketches & publication list