K01 PROPOSAL CHECKLIST
PA-18-369: NIH Mentored Research Scientist Development Award
(Parent K01 - Independent Clinical Trial Not Allowed)

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.
Candidates required to commit a minimum of 75% full-time professional effort (9CM).
Multiple PIs not allowed.

☐ COVER LETTER
☐ Addressed to the Division of Receipt and Referral.
☐ List of referees 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 and Human Subjects and Clinical Trials Information 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
☐ Only the candidate should use the PI role.
☐ All mentors included as senior/key personnel.
☐ Use the sample format page that is approved through 03/31/2020.
☐ Does not exceed 5 pages.
☐ 4 complete sections:
   ☐ A. Personal Statement.
      ☐ Up to 4 publications or research products cited.
      ☐ Interim research products allowed.
   ☐ 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 per contribution.
   ☐ D. Additional Information: Research Support and/or Scholastic Performance.
      ☐ Complete the Research Support section only.
      ☐ Do not include person month or direct costs.

☐ CURRENT AND PENDING SUPPORT PAGES
   ☐ Submitted only for mentors.
   ☐ Each attachment does not exceed 3 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

☐ R&R BUDGET
   ☐ Only candidate’s name included as senior/key person.
      ☐ Minimum effort 9 person months.
   ☐ Skip sections B. Other Personnel, C. Equipment Description, D. Travel, and E. Participant/Trainee Support Costs.
   ☐ Total research development support being requested for the initial year of the award entered in F. Other Direct Costs: Material and Supplies
   ☐ Indirect Cost type indicated as Modified Total Direct Costs.
   ☐ Indirect Cost Rate 8%.
   ☐ Check NIH Institute/Center for specific Salary and Research Support limits.

☐ BUDGET JUSTIFICATION
   ☐ Detailed description for specific items within the Research Development Support costs (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 12 pages.
- Three sections:
  - Significance
  - Innovation
  - Approach
- Relationship between mentor’s research and candidate’s proposed research plan explained.

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

PHS HUMAN SUBJECTS AND CLINICAL TRIALS INFORMATION
- All applicants must use this form.
- If No to Human Subjects: If human specimens or data are involved, upload attachment of explanation of why the application does not involve human subjects research.
- If Yes to Human Subjects: Add at least one New Study. More forms may be required.

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

INTRODUCTION TO APPLICATION resubmissions and revisions only

PROGRESS REPORT PUBLICATION LIST renewals only

R&R SUBAWARD BUDGET ATTACHMENT FORM
☐ CANDIDATE’S PLAN TO PROVIDE MENTORING *when required by FOA only*

☐ LETTERS OF SUPPORT FROM COLLABORATORS, CONTRIBUTORS, AND CONSULTANTS
  ☐ Does not exceed 6 pages.
  ☐ Attached as single PDF.

☐ OTHER RESEARCH PLAN SECTIONS
  ☐ VERTEBRATE ANIMALS
    ☐ Address Description of Procedures, Justifications, and Minimization of Pain and Distress.
  ☐ SELECT AGENT RESEARCH
  ☐ CONSORTIUM/CONTRACTUAL AGREEMENTS
  ☐ AUTHENTICATION OF KEY BIOLOGICAL AND/OR CHEMICAL RESOURCES
  ☐ APPENDIX
    ☐ Max 10 attachments.
    ☐ Only allowable materials:
      ☐ Blank informed consent/assent forms
      ☐ Blank surveys, questionnaires, data collection forms
      ☐ Simple lists of interview questions

☐ PHS ASSIGNMENT REQUEST FORM
  ☐ This section included when communicating specific application assignment and review requests. *This information was previously collected in the Cover Letter.*

**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