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

Upload the following attachments as PDFs into Cayuse. Check the Career Development Instructions and the K01 Funding Opportunity Announcement for more specific information.

Deadline | Standard Dates
Award Project Period | Max 5 years
Candidates required to commit a minimum of 75% full-time professional effort (9CM).
Multiple PIs not allowed.

☐ COVER LETTER
☐ Address to the Division of Receipt and Referral.
☐ Include application title, title of FOA, and list of referees (name, departmental affiliation, and institution).

☐ ABSTRACT
☐ Max 30 lines.
☐ Summarize research project to be conducted.
☐ Describe career development plan, career goals, and environment.

☐ NARRATIVE
☐ Max 3 sentences.

☐ BIBLIOGRAPHY & REFERENCES CITED
☐ Must include references cited in Career Development Award Supplemental form and Human Subjects and Clinical Trials Information form.
☐ May cite interim research products.
☐ Format articles authored/co-authored by applicant that arose from NIH support 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
☐ Do not provide quantifiable financial information.
☐ If there are multiple performance sites, describe the resources available at each site.
☐ Provide a detailed description of the institutional facilities and resources available to the candidate. (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.
☐ Include all mentors as senior/key personnel.
Use the sample format page that is approved through 03/31/2020.
Max 5 pages.
4 complete sections:
   □ A. Personal Statement.
      □ Cite up to 4 publications or research products.
      □ May cite interim research products.
      □ No figures, tables, or graphics.
   □ B. Positions and Honors.
   □ C. Contributions to Science.
      □ Describe up to 5 contributions.
      □ Max ½ page per entry.
      □ Cite up to 4 publications or research products per contribution.
      □ May cite interim research products.
   □ D. Additional Information: Research Support and/or Scholastic Performance.
      □ Complete the Research Support section only.
      □ Do not include person months or direct costs.

CURRENT AND PENDING SUPPORT PAGES
□ Submit only for mentors.
Max 3 pages per attachment.
Provide information 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
□ Include only candidate’s name 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.
□ Enter total research development support being requested for the initial year of the award in F. Other Direct Costs: Material and Supplies.
□ Indicate Indirect Cost type as Modified Total Direct Costs.
□ Indirect Cost Rate 8%.
□ Check NIH Institute/Center for specific Salary and Research Support limits.

BUDGET JUSTIFICATION
□ Include detailed description for specific items within the Research Development Support costs (equipment, supplies, other personnel).

CANDIDATE INFORMATION AND GOALS FOR CAREER DEVELOPMENT
□ Max 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
- Max 1 page.

RESEARCH STRATEGY
- Research Strategy + Candidate Info max 12 pages.
- Three sections:
  - Significance
  - Innovation
  - Approach
- Explain relationship between mentor’s research and candidate’s proposed research plan.

TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH
- Max 1 page.
- Describe format, subject matter, faculty participation, duration of instruction, and frequency of instruction.

PLANS AND STATEMENTS OF MENTOR AND CO-MENTOR(S)
- Max 6 pages.

DESCRIPTION OF INSTITUTIONAL ENVIRONMENT
- Max 1 page.

INSTITUTIONAL COMMITMENT TO CANDIDATE’S RESEARCH CAREER DEVELOPMENT
- Max 1 page.
- Provide on institutional letterhead.
- Authorized individual (dean of the department) must date and sign. 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
- Minimum 3, max 5.
- Referees submit through eRA Commons by application due date.
- Provide instructions to referees.
- Applicant must ensure letters are submitted before deadline. (See Reference Letters page for instructions.)
- Include list of referees in Cover Letter.
- Mentor(s) cannot count toward required references.

IF APPLICABLE
INTRODUCTION TO APPLICATION *resubmissions and revisions only*

PROGRESS REPORT PUBLICATION LIST *renewals only*

LETTERS OF SUPPORT FROM COLLABORATORS, CONTRIBUTORS, AND CONSULTANTS
- Max 6 pages.
- Upload as single PDF file.

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, surveys, questionnaires, data collection forms
    - Simple lists of interview questions
    - FOA-specified items

PHS ASSIGNMENT REQUEST FORM
- Include this section 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*
- 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