**Checklist for K Applications – Individual Career Development Awards (CDA) Please read RFA and NIH Guidelines**

This document is designed only to serve as a project management tool. It does **NOT** replace the detailed information available within the relevant funding opportunity announcement, the funding agency’s forms, instructions, and review criteria. Particular funding opportunity announcements have specific requirements that may not be included in this checklist, or the checklist may have more than is required for your project. **Please refer to the FOA.**

PI: **Margaret Lowenstein** COEUS PD: Click or tap here to enter text.

## **Due to ORA**: **2/9/2021** **(must be submitted to ORA 3 business days before sponsor deadline)Due to NIH: 2/12/2021**

| **GENERAL ITEMS REQUIRED** | **NOTES** | **RESPONSIBLE PARTY** | **FINAL UPLOADED IN TO PENNERA** |
| --- | --- | --- | --- |
| Project Summary/Abstract  | 1 page maximum |  |  |
| Narrative – | 2-3 sentences (use layman’s terms) |  | [ ]  |
| Bibliography & References Cited |  |  | [ ]  |
| Facilities & Other Resources Cited | Do not include equipment on this page. |  | [ ]  |
| Equipment (if applicable) | List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities |  | [ ]  |
| Candidates Background **x** | **all sections w/ the X combined can only be 12 pages max** |  | [ ]  |
| Career Goals and Objectives **x** | **all sections w/ the X combined can only be 12 pages max** |  | [ ]  |
| Career Development/Training Activities **x** | **all sections w/ the X combined can only be 12 pages max** |  | [ ]  |
| Training in Responsible Research Conduct | 1 page maximum |  | [ ]  |
| Statements by Mentor, Co-Mentors, Consultant | 6 pages maximum |  | [ ]  |
| Description of Institutional Environment | 1 page maximum |  | [ ]  |
| Institutional Commitment | 1 page maximum (signed by dean or chair of department |  | [ ]  |
| Specific Aims | 1 page maximum |  | [ ]  |
| Research Strategy **x** | **all sections w/ the X combined can only be 12 pages max** **New application:** Provide information on Preliminary Studies**Renewal/Revision Application:** provide a Progress Report |  | [ ]  |
| Mentoring Plan | Normally required for K24 and K05 (refer to FOA)6 pages maximum |  | [ ]  |
| Other Attachment | List of References |  | [ ]  |
| Cover Letter | Must list referees in the cover letter Required for mentored applicationsMust include referee list Request IC or SRG assignment |  | [ ]  |
| Introduction (for **resubmissions**) | Limited to 1 page |  | [ ]  |
| **OTHER SECTIONS** |
| Vertebrate Animals |  |  |  |
| Select Agent Research |  |  |  |
| Consortium/Contractual Arrangements | [ ]  Penn Subrecipient forms (COI forms) required for Federal Grants[ ]  Resources[ ] Equipment[ ]  Budget[ ]  Budget Justification[ ]  Biosketch |  | [ ]  |
| Resource Sharing Plan(s) |  |  | [ ]  |
| Appendix materials |  |  | [ ]  |
| Biosketches for all key personnel |  |  | [ ]  |
| Mentor /Co-Mentor Current and Pending Support | ***(do not include information on overlap and level of effort)*** |  | [ ]  |
| Budget | **Salaries:** Candidate Only**Supplies and Materials:** tuition, fees, research supplies, equipment, computer time, travel, etc.). Do not break out these costs **IDC:** 8% |  | [ ]  |
| Budget Justification |  |  | [ ]  |
| Letters of Reference | At least 3, prefer outside Penn – uploaded in eRA Commons by the referee and prefer individuals outside of Penn |  | [ ]  |
| **HUMAN SUBJECT SECTIONS** |
| Protection of Human Subjects |  |  | [ ]  |
| Inclusion of Women & Minorities |  |  | [ ]  |
| Targeted /Planned Enrollment |  |  | [ ]  |
| Inclusion of Children |  |  | [ ]  |
| On the Science Code Tab in COEUS | Career Development Award  |  | [ ]  |

***For non-mentored CDAs:*** Candidates for non-mentored CDAs should not submit Other Support Pages at the time of application unless specified to do so in the applicable FOA.

**The Department should send the PI the consolidated application in the SF424 form accessible through Grants.gov forms tab in COEUS to review prior to sending the PD to ORA if time permits.**

**Summary of Research Career Award Programs**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **DESCRIPTION** | **MENTOR** | **REFERENCE LETTERS** |
| K01 | Mentored Research Scientist Development Award ([see K](http://grants.nih.gov/training/careerdevelopmentawards.htm) [Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | Yes | Yes |
| K02 | Independent Scientist Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | No | No |
| K05 | Senior Scientist Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | No | No |
| K07 | Academic Career Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | \* | \* |
| K08 | Mentored Clinical Scientist Development Award ([see K](http://grants.nih.gov/training/careerdevelopmentawards.htm) [Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | Yes | Yes |
| K18 | Career Enhancement Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | Yes | Yes |
| K22 | Career Transition Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | \* | Yes |
| K23 | K23 Mentored Patient-Oriented Research Career Development Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | Yes | Yes |
| K24 | Mid-Career Investigator Award in Patient Oriented Research ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | No | No |
| K25 | Mentored Quantitative Research Career Development Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | Yes | Yes |
| K26 | Midcareer Investigator Award in Mouse Pathobiology Research ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | No | No |
| K99/R00 | NIH Pathways to Independence (PI) Award ([see K Kiosk](http://grants.nih.gov/training/careerdevelopmentawards.htm)) | Yes | Yes |