

File Checklist for Career Development Award (K) (H-forms)



File Type	Comments	Page Limits
Cover letter*	Mandatory Applicants must include a cover letter that contains a list of referees (including name, departmental affiliation, and institution). If you are including Human Fetal Tissue from elective abortions, you MUST include a statement regarding HFT involvement.	No page limit but normally not longer than two pages
Human Fetal Tissue	If you answer yes to the use of Human Fetal Tissue obtained from elective abortions, it is mandatory that you upload two additional files: HFT Compliance Assurance and HFT Sample IRB Consent Form.	No limit
Abstract*	A succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application). This section should be informative to other persons working in the same or related fields and understandable to a scientifically literate.	½ page or 30 lines. OPS is validating this limit and will send the package back for revisions if over.
Narrative*	Should be in lay language	¼ page or 2-3 sentences, OPS is validating this limit and will send the package back for revisions if over.
Facilities and other resources	The same one should be uploaded on the internal routing program	No limit for latest up on SOM Core Facilities visit, https://osa.stonybrookmedicine.edu/caa/ChecklistandTemplates
Equipment	The same one should be uploaded on the internal routing program. Can be include in facilities.	No limit. Note: <i>this now its own file and needs to a separate upload. It should no longer be part of the facilities file.</i>
Bibliography & References Cited*	If you are, the author or co-author of the cited material the PMCI or PMC number needs to be included in the listed.	No limit (unless stated) Hyperlinks are not allowed in this section anymore
Bios*	Make sure using the most current form expires in 2024. All Mentors should be senior/key people. Only include collaborators, consultants, and advisory committee members' bios if they contribute in a substantive meaningful way to your career development or the project.	5-page limit The most recent form can be found at https://osa.stonybrookmedicine.edu/caa/forms
Current and Pending Support	For mentored career development proposals, you MUST include current and pending support as a separate uploads for each mentor/co-mentor .	3-page limit the most recent form and instructions on how to complete it can be found at https://osa.stonybrookmedicine.edu/caa/forms
Candidate Information and Goals for Career Development*	Should be organized into three sections in this specific order: Candidate's Background, Career Goals and Objectives, and Candidate's Plan for Career Development/Training Activities During	12 page limit for this and the Research Strategy

		Award Period. Also include any additional information requested in the FOA	
	Specific Aims*		1-page limit
	Research Strategy*	Organize the Research Strategy in the specified order: Significance, Innovation and Approach.	12 page limit for this and the Candidate Information...
	Training in the Responsible Conduct of Research*	The plan must address the five required instructional components: format, subject matter, faculty participation, duration of instruction, and frequency of instruction; outlined in the NIH Policy on Instruction in the Responsible Conduct of Research (RCR).	1-page limit
	Plans and Statements of Mentor and Co-Mentor(s)	See chart below, on page 4, to see if you need to complete this section. Mentors must document their role and willingness to participate in the project, and explain how they will contribute to the development of the candidate's research career.	6-page limit
	Description of Institutional Environment*	Describe the institution's research and career development opportunities related to your area(s) of interest, including the names of key faculty members and other investigators relevant to your proposed developmental plan and capable of productive collaboration with the candidate. Indicate how the necessary facilities and other resources will be made available for both career enhancement and the research proposed in this application	1-page limit
	Description of Candidate's Contribution to Program Goals	Only need for diversity candidates applying for K01 or K22 applications . The Sponsor institution must provide a document on institutional letterhead that explains how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research. This document must be signed and dated by chair or dean of the candidates department	No limit but should not be more than a page if possible
	Institutional Commitment to the Candidate's Research Career Development*	The sponsoring institution must provide a document on institutional letterhead that describes its commitment to the candidate and the candidate's career development, independent of the receipt of the CDA. It is also essential to document the institution's commitment to the retention, development, and advancement of the candidate during the period of the award. This letter must be signed by the chair or dean of your department	1-page limit
	Vertebrate Animals	Should only be uploaded if working with Animals.	No limit but there are specific items that need to be addressed
	Candidate's Plan for provide Mentoring	Include only when required by the specific FOA (K24 and K05)	6-page limit
	Letters of Support from Collaborators, Contributors & Consultants*	Note that letters of support are not the same as letters of reference. Letters of support from collaborators, contributors, and consultants will be required for any such person who will contribute to the scientific	6-page limit

		development or execution of CDA application's proposed project.	
	Resource Sharing Plan*	These are the tools you use in the process of doing your research; this includes Sharing Model Organisms and Research Tools. See notes below for more details	No Limit but normally not longer than a page
	Other Plans*	Data Management and Sharing Plan is now a mandatory upload. This what you learned in the process of doing your research The 2023 Data Management and Sharing (DMS) policy expects the submission of a DMS Plan that describes how the applicant will manage and share scientific data generated from NIH funds. To reduce the burden on applicants and staff, NIH now expects a single data sharing plan at time of funding application that satisfies both the Genomic Data Sharing (GDS) Policy and the DMS Policy (NOT-OD-22-198) – see notes below for more details	<i>NIH has provided templates for this document, please contact Andria for a copy, Andria.Adler@stonybrook.edu</i>
	Authentication of key biological and / or chemical resources		No Limit
	Introduction	Mandatory for resubmissions	1-page limit
	Other Attachments	#12 on the Other Project Information tab	This is limited to specific documents detailed in the program announcement
	Appendix	#12 on the Research Plan tab	Very rarely used anymore and only when specified in the program announcement

* Mandatory documents

Things to keep in mind when submitting a Career Development (K) Award

Regarding the budget:

- For K proposals you **MUST** use the detailed budget form.
- Only your salary information should be included as senior/key. Although most ICs limit the amount of salary awarded, applicants should include information on actual institutional based salary and fringe benefits and the actual amount of salary and fringe being requested.
- The maximum MTDC based IDC is 8%.

General Items

- "Multiple PD/Pis" submissions are not applicable to career development award applications.
- In determining which individuals to identify as "Senior/Key," mentored career development award applicants may wish to keep in mind that those listed as senior/key personnel on the application cannot be asked to provide reference letters. Reference letter as opposed to letters of support are expected to be from individuals not directly involved in the application
- Under the Senior/Key Person tab, mentors and co-mentors, should be classified as "Other Professional" for the "Project Role" field, and enter "Mentor" or "Co-mentor" as applicable in the "Other Project Role Category" field.
- For mentored career development proposals, you **MUST** include current and pending support separate uploads for each mentor, that are limited to three pages and should not list effort for the mentor .
- You must be a citizen or non-citizen national of the United States or its possessions and territories, or must have been lawfully admitted to the United States for permanent residence by the time of award EXCEPT if any of the following apply:

- You are applying to the K99/R00 award program;
- You are applying to the K43 award program; or
- The FOA specifies otherwise
- There are only three situations where a K application can include human subjects and/or clinical trial research:
 - Not proposing a clinical trial - just the use of human subjects,
 - Proposing an independent clinical trial as allowed by the FOA or
 - You are proposing to gain clinical trial research experience under a mentor's supervision (i.e., you will not be leading an independent clinical trial) Do not provide information in "Section 4 – Protocol Synopsis" or in "Section 5 – Other Clinical Trial-related Attachments" of the Study Record. Inputting information into these sections will result in errors and will prevent your application from being accepted.

Note:

1. You should always read the specific FA to see if it deviates from the standard requirements. You should also see if any other files or appendix material are allow or required. If it is not specified these items should not be included. Contact the Office of Clinical Award Administration 8-4490/ SOMCAA@stonybrookmedicine.edu , if you have any questions on what is required for a complete submission. For more detailed information refer to the general guidelines <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/career-forms-e.pdf>
2. *On a detailed budget, you need to add "Data Management and Sharing Cost" as an other cost each year even if you are not requesting funds. If that item is not there you will get an error message*
3. *Data Management and Sharing Plan: Applicants subject to both the [NIH Data Management and Sharing Policy](#) and the [NIH Genomic Data Sharing Policy](#) must attach a single Plan including elements for both policies. For more on applicability of each policy, [see research subject to the NIH Data Management and Sharing Policy](#) and the [research subject to the NIH Genomic Data Sharing Policy](#).*
4. *Research Sharing Plan Content: **Sharing Model Organisms:** Regardless of the amount requested, all applications where the development of model organisms is anticipated are expected to include a description of a specific plan for sharing and distributing unique model organisms or state why such sharing is restricted or not possible. **For more information**, see the [NIH Grants Policy Statement, Section 8.2.3.2: Sharing Model Organisms](#).*

Research Tools: NIH considers the sharing of unique research resources developed through NIH-sponsored research an important means to enhance the value and further the advancement of the research. When resources have been developed with NIH funds, and the associated research findings published or provided to NIH, it is important that they be made readily available for research purposes to qualified individuals within the scientific community. For more information, see the [Research Tools Policy on the NIH Scientific Data Sharing Website](#) and the [NIH Grants Policy Statement, Section 8.2.3: Sharing Research Resources](#)

For a list of the most recent Parent Funding Announcements, PA(R)s, please visit https://grants.nih.gov/grants/guide/parent_announcements.htm.

The chart below provides a summary of the existing 14 types of NIH individual career development programs. Since this information is subject to change, prospective applicants are encouraged to review the [K Kiosk](#) for the most current program information.

Summary of Research Career Development Award Programs

Program	Description	Mentor	Reference Letter
K01	Mentored Research Scientist Career Development Award	Yes	Yes
K02	Independent Research Scientist Development Award	No	No
K05	Senior Research Scientist Award	No	No
K07	Academic Career Development Award	*	*
K08	Mentored Clinical Scientist Research Career Development Award	Yes	Yes
K18	Research Career Enhancement Award for Established Investigators	Yes	Yes
K22	Career Transition Award	*	Yes
K23	Mentored Patient-Oriented Research Career Development Award	Yes	Yes
K24	Mid-Career Investigator Award in Patient-Oriented Research	No	No
K25	Mentored Quantitative Research Career Development Award	Yes	Yes
K26	Mid-Career Investigator Award in Biomedical and Behavioral Research	No	No
K43	Emerging Global Leader Award	Yes	Yes
K76	Emerging Leaders Career Development Award	Yes	Yes
K99/R00	Pathways to Independence Award	Yes	Yes

*Varies with career status and source of award. Check the FOA.