Read the solicitation: https://researchtraining.nih.gov/programs/career-development

In all cases the SF 424 and instructions in the PA takes precedence over these guidelines.

See http://grants.nih.gov/grants/how-to-apply-application-guide.htm#sub

Eligible Individuals to apply: Candidates must have a clinical or research doctorate and no more than 4 years of postdoctoral research training at the time of the application. See PA for further detail.

Special Note: Because of the differences in individual Institute and Center program requirements for this FOA, applicants are strongly encouraged to consult the Table of IC-Specific Information, Requirements and Staff Contacts, to make sure that their application is responsive to the requirements of one of the participating NIH ICs. See also Frequently Asked Questions.

KC specifics:

• Candidate should be named PI on the Investigator Tab
• Any Mentor or Co-Mentor(s) should be listed on the Key Person Tab
• A hierarchy proposal is no longer required for K99 S2S submissions

[1] PHS Career Development Award Supplemental Form

Introduction

1. Introduction to Application - for Resubmissions only - 1 Page

NIH policy allows a thirty-seven month window for resubmissions (A1 applications) following the submission of a New, Renewal, or Revision application (A0 application).

Candidate Section

2. Candidate Information and Goals for Career Development

Note, this now combines the candidate background, Career Goals, and Career development and training. This attachment + research strategy (attachment 4) cannot exceed a combined 12 pages.

Research Plan Section

3. Specific Aims (1 page limit)

4. Research strategy (attachments 2 and 4 combined are limited to 12 pages).

5. Progress Report Publication List (Leave blank)

6. Training in the Responsible Conduct of Research – (1 page limit). Note, plan should incorporate the five instructional components outlined in the NIH Policy on Instruction in the Responsible Conduct of Research: format, subject matter, faculty participation, duration, and frequency.

Other Candidate Information Section


Mentor, Co-Mentor, Consultant, Collaborators Section


9. Letter of Support from Collaborators – letters from Primary Mentor and, any Co-mentors, in ONE PDF attachment of 6 pages or less

Environment and Institutional Commitment to Candidate Section

10. Institutional Environment – (1 page limit)

11. Institutional Commitment to the Candidate’s Research Career Development – On Institutional letterhead, dated and signed by person who can commit the Institute to the plan described. Letter should agree to allow candidate to devote the required time to research. 1 page limit

Other Research Plan Sections

12. Vertebrate Animals - include if answered YES on R&R Other Project Information.

13. Select Agents – include if required by the science

14. Consortium/Contractual Arrangements:

If part of project, explain programmatic, fiscal and administrative arrangements to be made between lead and subawardees. For MIT internal procedures, submit required documents (see below)


16. Authentication of key biological and/or chemical resources

New: Required if project involved key biological and/or chemical resources.
17. **Appendix** – note NIH limits in SF424 on numbers and types of publications that can be included.

→ **Citizenship** – Provide information requested. Note: It is the responsibility of the sponsoring institution to determine and retain documentation indicating that the individual candidate’s visa will allow him/her to reside in the proposed research.

*In KC – this info will be populated directly from HR data, but if no HR data available, aggregator can input appropriate Visa Type into KC using one of the following codes:*

<table>
<thead>
<tr>
<th>Code</th>
<th>Form Field(s) Populated</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizen or Non-Citizen National</td>
<td></td>
</tr>
<tr>
<td>Non-U.S. Citizen, With a Permanent U.S. Resident Visa</td>
<td></td>
</tr>
<tr>
<td>Non-U.S. Citizen, With a Temporary U.S. Visa</td>
<td></td>
</tr>
<tr>
<td>Non-U.S. Citizen, Not Residing in the U.S.</td>
<td></td>
</tr>
<tr>
<td>Non-U.S. Citizen, both “With a Temporary U.S. Visa” and “Has applied for permanent resident status and expect to hold a permanent resident visa by the earliest possible start date of the award”</td>
<td></td>
</tr>
</tbody>
</table>


Boxes 1 and 2 completed if answered YES to humans or animals on the Other Project Information Form. Boxes 3 and 4 should be answered appropriately.

[3] **Performance Site**

List MIT and any other sites where science will be performed.

[4] **RR Budget**

- Detailed (itemized) budget is required for the K99 phase. An itemized budget is not required for the R00 phase, a total requested for each period is acceptable. At the time of transition, a detailed budget is required.
- Candidate must commit at least 75% (9 person months) effort for the K99 phase to the project, and at least 75% effort in research to the R00 phase.

**Notes:**

**K99 Phase:**
- Enter salary + fringe and Materials & Supply line items only.
- Ensure effort is included in man months.
- Salary cap and M&S allowance can vary from NIH institute; check web site to verify allowable budget.
- Indirect is 8% for this phase, the DLC is responsible for documenting the under recovery.
- Salary for mentors, and secretarial and administrative assistance, etc., is not allowed.

**R00 Phase:**
- Cap for total cost is $249,000/year (direct + indirect costs).
- Section A: Provide an entry for the PD/PI, including appropriate level of effort but $0 for Requested Salary and $0 for Fringe Benefits. In Section F: “other Direct Costs” add a line item titled ‘R00 Independent Phase’ and provide the total request for that period (up to $249,000)
- At the time of transition to R00 phase, a detailed budget w/direct and F&A will be submitted to NIH.

[5] **R & R Senior/Key Persons**

- PD/PI (in this case the applicant/Postdoc), Mentor and Co-Mentors **MUST** provide eRA Commons User ID, others do not.
- Ensure the Position/Title & Organization Name are complete, otherwise will error.
• List Mentor, OSCs and Consultants after other Senior/Key persons
• Biosketches required for ALL persons listed in this Senior/Key Persons module
• **Candidate**: 5 pages max include:
  * Personal Statement
  * Positions/Honors
  * Contribution to Science
  * Research Support

• **Other Senior/Key Persons** (usually just mentor and co-mentor(s)), standard 5 page NIH Biosketch.
  
  Note: For primary mentor and all co-mentors provide a separate attachment with “Current and Pending” information in the following format:
  * Project Number
  * Source/Sponsor
  * Major Goal of Research
  * Project Period Dates
  * Annual Direct Costs
  * **DO NOT** include overlap statements/information or level of effort

  “Current & Pending Support” for the Candidate will be requested at Just-in-Time

[6] **R & R: Other Project Information**

  **Yes or No questions items 1-6 on form, answer accordingly:**
  1. Human Subjects Assurance No. 00004881
  2. Animal Assurance No. D16-00078
  3. Proprietary information – see SF424 Guide for instructions
  4. Environmental Impact
  5. Designated site
  6. International Collaboration – ensure on compliance tab + VPR has approved the proposal.

  **Attachments: (must have an attachment in each field)**
  7. Project Summary “Abstract” – 1 page max, description of research proposed for the mentored (K99) and independent (R00) phase.
  8. Narrative short 2-3 sentences for lay audience explaining “relevance to Public health”
  10. Facilities/Resources – Provide in the Attachment a detailed description of the institutional facilities and resources available to the candidate. The information provided is of major importance in establishing the feasibility of the goals of the career development plan
  11. Equipment – list equipment available to the program to demonstrate capability of research site.
  12. Other Attachments - usually blank

[7] **RR SF 424 V2-0 (Face page)**

  **Important elements to the SF424**
  
  Box 1. Type of application – make sure either ‘application’ or ‘change/corrected’ is checked.
  Box 4c. Used for ‘change/corrected’ ONLY, the GRANTxxxxxx should be entered.
  Box 8. Ensure correct application type is reflected.
  Box 11. Title: ensure no special characters, only letters, digits & underscore. Limit the title characters to 81, including spaces between words and punctuation. .

  **Cover Letter File:** **THIS IS REQUIRED for K99/R00 proposal** – should include:
a. Application Title
b. NIH’s Funding Opportunity (PA 16-193)
c. **REQUIRED**: The list of referees
d. If submitting a change/corrected after the due date, explain the reasoning.

**Optional** Form – PHS Assignment Request Form
This form is optional and may be omitted from your application submission if you do not wish to make any specific assignment or review requests. There is no requirement that all fields in the form are completed; you have the flexibility to enter a single request or provide extensive information using this form. Use version 2.

~~~~~~~~~~~~~~~~~~~~~~~~~~

**COMMON ERRORS:**

In KC, make sure the correct narrative types are used, for instance

`current and pending support = “currentpending”`

If a subaward is included (which would be unusual) make sure a letter of intent is also provided, signed by the other institute. A signed PHS398 will suffice, but what we need it to ensure the subcontractor can comply with NIH policy and they are debarred, suspended, etc.

**Common NIH / Grants.Gov Errors:**

If PI/PD needs their eRA commons ID linked into the MIT system, they need to email NIH-Help@mit.edu

**File Name:**
Save all files with descriptive file names of **50 characters or less**. Do not use the ampersand (&) character in the file name. Use one space, (not two or more) between words or characters. Just like letters, a space counts as one character.

NIH **REQUIRES** all text attachments to be submitted as **PDF (Portable Document Format)** files

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

**Information on Human Subject Attachment:**

**Information on Human Subjects:**

**As of January 25, 2018 NIH updated their forms, and definition of clinical trial.** Studies with human subjects may be categorized as clinical trials; and MIT may apply, where in the past they were not. PIs should contact COHEUS for guidance if they are unsure if their project should be classified as a clinical trial.

The forms for human subjects are now an attachment; attached through the Compliance Tab in KC. The RA-Help team developed a few quick card for guidance: [https://kc.mit.edu/quick-reference-cards](https://kc.mit.edu/quick-reference-cards)

See:  Populating the PHS Human Subjects and Clinical Trial Information (HSCT) form in KC Proposals  Populating the Extracted PHS Study Record for the PHS HSCT form  User-Attached Mandatory S2S Forms  User-Attached Optional S2S Forms

**PHS Human Subjects and Clinical Trials Information**

Added exemption numbers 7 and 8 to question 1.3; however, these exemptions will not be used at this time.