

NIH Career Development Checklist – Forms H

Before you begin:

- **READ THE PA/RFA Solicitation:** Pay particular attention to the “Application and Submission Information” section
- Individual NIH PA/RFA take precedence over *the [NIH Career Awards Guidelines - Forms H](#)*; the [NIH SF424 Application Guidelines](#) take precedence over this document
- Proposals MUST be submitted at or before 5:00pm Local time on the Deadline Date. If an NIH “standard deadline” falls on a weekend or **Federal** Holiday, the deadline is extended to the following business day. For RFAs with specific deadline dates, the deadline is fixed and does NOT change.
- ***Reminder*** Postdoctoral Research Associates (PDRA) applying for grants, including F32 applications and K-awards, cannot be supported 100% from external grants during the proposal development period. PDRA effort devoted to developing the proposal must be charged to a non-grant account.

- ☐ [Cover Letter \(required for Mentored Career Development Awards\)](#)
- ☐ [Project Summary/Abstract \(30 lines of text maximum\)](#)
- ☐ [Project Narrative \(3 sentences maximum\)](#)
- ☐ [Bibliography & References Cited](#)
- ☐ [Facilities & Other Resources](#)
- ☐ [Equipment](#)
- ☐ [Biosketches \(5 page limit\).](#)
- ☐ [Current and Pending Support \(mentor/co-mentor\(s\) only\)](#)
- ☐ [Budget Justification](#)
- ☐ [Introduction to Application \(for resubmission only, 1 page limit\)](#)
- ☐ [Candidate Information and Goals for Career Development](#)
- ☐ [Specific Aims \(1 page limit\)](#)
- ☐ [Research Strategy \(12 page limit for both Research Strategy and Candidate Information and Goals for Career Development combined\)](#)
- ☐ [Training in Responsible Conduct of Research \(1 page limit\)](#)

- ☐ [Candidate's Plan to Provide Mentoring \(6 page limit, if applicable; e.g. K24 and K05\)](#)
- ☐ [Plans and Statements of Mentor and Co-Mentor\(s\) \(6 page limit\)](#)
- ☐ [Letters of Support from Collaborators, Contributors, and Consultants \(6 page limit\)](#)
- ☐ [Description of Institutional Environment \(1 page limit\)](#)
- ☐ [Institutional Commitment to Candidate's Research Career Development \(1 page limit\)](#)
- ☐ [Description of Candidates Contribution to Program Goals \(diversity-related K01 and K22 only\)](#)
- ☐ [Vertebrate Animals \(if applicable\)](#)
- ☐ [Select Agent Research \(if applicable\)](#)
- ☐ [Resource Sharing Plan](#)
- ☐ [Data Management and Sharing Plan](#)
- ☐ [Authentication of Key Biological and/or Chemical Resources \(1 page limit\)](#)
- ☐ [Appendix](#)
- ☐ [Assignment Request Form](#)
- ☐ [Reference Letters \(submitted via eRA Commons\)](#)
- ☐ [Human Subjects and Clinical Trial Information](#)

☐ **Cover Letter (*required for Mentored Career Development Awards*)**

Mentored Career Development Award (CDA) applicants must include a cover letter that contain a list of referees (including name, departmental affiliation, and institution)

[Full instructions begin on page K-28](#)

☐ **Project Summary/Abstract (*30 lines of text maximum*)**

In addition to summarizing the research project to be conducted under the career development award, describe the candidate's career development plan, the candidate's career goals, and the environment in which the career development will take place

[Full instructions pages K-41 and K-42](#)

☐ **Project Narrative (*3 sentences maximum*)**

Describe the relevance of this research to public health in, at most, three sentences

[Full instructions page K-42](#)

☐ **Bibliography & References Cited**

When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant, and arose from NIH support, provide the NIH Manuscript Submission reference number or the PubMed Central (PMC) reference number for each article.

[Full instructions page K-43](#)

☐ **Facilities & Other Resources**

Describe how the scientific environment in which the research will be accomplished contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). If there are multiple performance sites, describe the resources available at each site. Describe any special facilities used for working with biohazards and any other potentially dangerous substances

[Full instructions pages K-43 and K-44](#)

☐ **Equipment**

List major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities

[Full instructions page K-44](#)

☐ **Biosketches (*5 page limit*).**

All senior/key personnel and other significant contributors (OSCs) must include biographical sketches. Current NIH Biosketch guidelines can be found [here](#).

[Full instructions begin on page K-52](#)

☐ **Current and Pending Support (*mentor/co-mentor(s) only*)**

For mentored career development award applications, you must include "Current and Pending Support" pages for each of the mentor and co-mentor(s). You do not need to include "Current and Pending Support" pages for the candidate.

- o Three-page limit for each
- o Do not Include information on "percent effort/person months" or on overlap

[Full instructions pages K-59 and K-60](#)

☐ **Budget Justification**

Use the Budget Justification to provide a detailed description and justification for specific items within the Research Development Support costs (e.g., all equipment, supplies, and other personnel that will be used to help achieve the career development and research objectives of this award)

[Full instructions pages K-75 and K-76](#)

☐ **Introduction to Application (*for resubmission only, 1 page limit*)**

Resubmission Applications: See specific instructions on the content of the introduction on the NIH's [Resubmission Application page](#)

[Full instructions page K-83](#)

☐ **Candidate Information and Goals for Career Development**

Describe Candidate's Background, Goals and Objectives, and Plan for Career Development/Training Activities During the Award Period

[Full instructions pages K-83 and K-84](#)

☐ **Specific Aims (*1 page limit*)**

State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved

[Full instructions page K-85](#)

☐ **Research Strategy (*12 page limit for both Research Strategy and Candidate Information and Goals for Career Development combined*)**

Start each section with the appropriate heading – Significance, Innovation, Approach

[Full instructions begin on page K-85](#)

☐ **Training in Responsible Conduct of Research (*1 page limit*)**

Attach a description of plans for obtaining instruction in the Responsible Conduct of Research

[Full instructions page K-89 and K-90](#)

☐ **Candidate's Plan to Provide Mentoring (*6 page limit, if applicable; e.g. K24 and K05*)**

The plan should provide information about both the candidate's commitment to serve as a mentor to other investigators and the candidate's previous mentoring activities

[Full instructions page K-91](#)

☐ **Plans and Statements of Mentor and Co-Mentor(s) (*6 page limit*)**

The mentor and co-mentor(s) (if applicable) must each 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

[Full instructions begin on page K-91](#)

☐ **Letters of Support from Collaborators, Contributors, and Consultants (6 page limit)**

Letters of support from collaborators, contributors, and consultants will be required for any such person who will contribute to the scientific development or execution of CDA application's proposed project

[Full instruction page K-93](#)

☐ **Description of Institutional Environment (1 page limit)**

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

[Full instructions page K-93 and K-94](#)

☐ **Institutional Commitment to Candidate's Research Career Development (1 page limit)**

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

[Full instructions pages K-94 and K-95](#)

☐ **Description of Candidates Contribution to Program Goals (diversity-related K01 and K22 only)**

The sponsoring institution must provide a document on institutional letterhead that explains how the candidate's participation will further the goals of the career development program to promote diversity in health-related research

[Full instructions page K-95 and K-96](#)

☐ **Vertebrate Animals (if applicable)**

If live vertebrate animals are involved in the project, address each of the following criteria: 1) Description of Procedures; 2) Justifications; 3) Minimization of Pain and Distress. Further information may be found on the NIH Office of Laboratory Animal Welfare (OLAW) [Webpage](#).

[Full instruction pages K -96 and K-97](#)

☐ **Select Agent Research (if applicable)**

Include a Select Agent Research attachment if your proposed activities involve the use of select agents at any time during the proposed project period

[Full instructions K-97 and K-98](#)

☐ **Resource Sharing Plan**

This plan is only required if the project will develop model organisms or research tools

[Full instructions begin on page K-99](#)

☐ **Data Management and Sharing Plan**

Applicants proposing to conduct research that will generate scientific data are subject to the [NIH Data Management and Sharing Policy](#) and must attach a Data Management and Sharing (DMS) Plan. An optional DMS Plan template may be found [here](#).
[Full instructions begin on page K-99](#)

☐ **Authentication of Key Biological and/or Chemical Resources (1 page limit)**

If applicable to the proposed science, briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. See NIH's page on [Rigor and Reproducibility](#).
[Full instructions pages K-101 and K-102](#)

☐ **Appendix**

Refer to the FOA to determine whether there are any special appendix instructions for your application. See the NIH Guide Notice on the [Appendix Policy](#).
[Full instructions pages K-102 and K-103](#)

☐ **Assignment Request Form**

The Assignment Request Form may be used to communicate specific application assignment and review requests to the Division of Receipt and Referral
[Full instructions begin on page K-142](#)

☐ **Reference Letters (submitted via eRA Commons)**

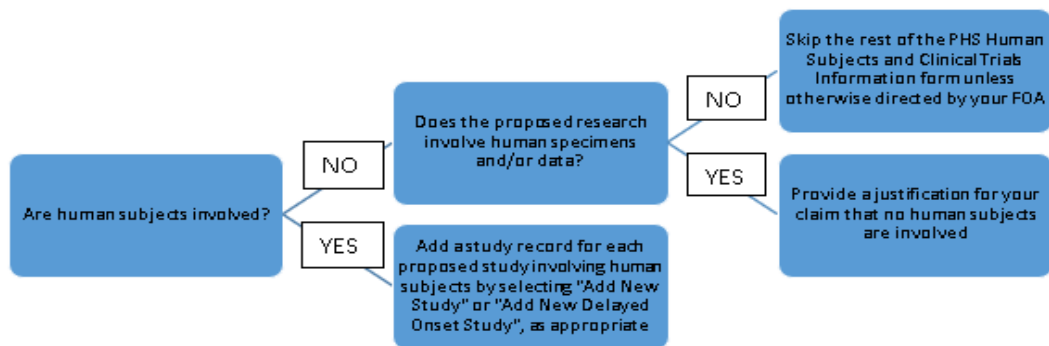
Note that letters of support are not the same as letters of reference (also known as reference letters), which are required for some K applications. For more information about letters of reference, see the NIH's Reference Letters [page](#).

□ Human Subjects and Clinical Trial Information

([See Human Subject Checklist Here](#))

- Form included in all Applications (whether or not human subjects or clinical trials are involved)
- Required form fields vary based on a number of factors, including:
 - If proposed research does not involve human subjects BUT involves use of Human Specimens or Data (see [here](#) for Research Involving Private Information or Biological Specimens flowchart)
 - Whether study is Delayed Onset, defined as human subjects research is anticipated within the period of award but definite plans cannot be described in the application.
 - Announcement specific instructions
 - Human Subjects Exemptions
 - Whether study involves a clinical trial

[Career Development Award-Specific instructions begin on K-105](#)



Additional NIH Links

[How To Apply - Application Guide](#)

[K Kiosk](#)

[Selecting the Correct Application Instructions](#)

[Parent Announcements \(for unsolicited or investigator-initiated applications\)](#)

[Understand Funding Opportunities](#)

[Types of Applications](#)

[Submission Policies](#)

[Write Your Application](#)

[Guide to Grants and Contracts](#)

[Format Attachments](#)

[Page Limits](#)

[Application Due Dates](#)

[NIH Frequently Asked Questions \(FAQs\)](#)

[Frequently Asked Questions - Applying Electronically](#)

[Frequently Asked Questions - Resubmissions](#)

[Glossary & Acronym List](#)

[Biosketch](#)

[Other Support](#)

[Rigor and Reproducibility](#)

[Authentication of Key Biological and/or Chemical Resources in NIH Applications](#)

[Develop Your Budget](#)

[Vertebrate Animals](#)

Additional BMRA Links

[BMRA Frequently Asked Questions](#)

[Institutional Facts and Reference Documents](#)

[Request a User ID for NIH eRA Commons](#)