**Checklist**

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.110-application-process.htm>

**Investigator:**

# Funding Agency:

**Title:**

**Type of Grant/FOA:** K\_ \_ ( )

**Grant person:**

# Due dates:

NIH: February 12, 2025

OSPAN:

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible | Date due | Done? | Form/task |
|  |  |  | 1. Obtain eRA Commons ID
 |
|  |  |  | 1. Obtain ORCID <https://orcid.org/register>
 |
|  |  |  | 1. Obtain My NCBI account <https://guides.library.uab.edu/myncbi/signup>
 |
|  |  |  | 1. Financial disclosure key personnel only
 |
|  |  |  | Candidate: |
|  |  |  | Primary mentor:  |
|  |  |  | Co-mentor:  |
|  |  |  | Co-mentor:  |
|  |  |  | 1. Detailed budget and budget justification (UAMS requirement)
 |
|  |  |  | **Need to know what Institute you are submitting to; this is how we determine what the budget limit will be**  |
|  |  |  |  |
|  |  |  | **NIH grant forms (SF 424 and PHS 398)** |
|  |  |  | 1. Reference Letters – please refer to

[Reference Letters | grants.nih.gov](https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm) |
|  |  |  | 1. Face page
 |
|  |  |  | 1. Table of contents
 |
|  |  |  | 1. Cover letter
 |
|  |  |  | 1. Research and Related Project/Performance Site Location(s)
 |
|  |  |  | 1. Research and Related Project/Other Project Information
 |
|  |  |  | * + Project Summary/Abstract (30 lines including heading)

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 be place. |
|  |  |  | * + Public Health Relevance Statement/Narrative (3 sentences)
 |
|  |  |  | * + Facilities & Other resources
 |
|   |  |  | * + Equipment
 |
|  |  |  | * + Bibliography & References Cited
 |
|  |  |  | 1. Biographical sketches (5 pages each)
 |
|  |  |  | Candidate: |
|  |  |  | Primary mentor: |
|  |  |  | Co-mentor: |
|  |  |  | Co-mentor: |
|  |  |  | 1. Additional Current and Pending Support (Mentors only)
 |
|  |  |  | Primary mentor: |
|  |  |  | Co-mentor: |
|  |  |  | Co-mentor: |
|  |  |  | 1. PHS 398 Specific Modular Budget & justification
 |
|  |  |  | 1. K Award Candidate Information and Goals for Career Development and Research Strategy (12 pages combined)
 |
|  |  |  | 1. Specific aims (1 page)
 |
|  |  |  | 1. Training in the responsible conduct of research (1 page)
 |
|  |  |  | 1. Letters from mentors and co-mentors (6 pages)
 |
|  |  |  | Primary mentor: |
|  |  |  | co-mentor: |
|  |  |  | co-mentor: |
|  |  |  | Consultant 1: |
|  |  |  | Consultant 2: |
|  |  |  | 1. Letter of institutional commitment: (1 page)
 |
|  |  |  | Chairman of the Department: |
|  |  |  | 1. Letters of support from collaborators, contributors, consultants (6 pages)
 |
|  |  |  | 1. Institutional environment (1 page)
 |
|  |  |  | 1. Referees Letters (no limit)

[Reference Letters | grants.nih.gov](https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm) |
|  |  |  | 1: |
|  |  |  | 2:  |
|  |  |  | 3: |
|  |  |  | 1. Vertebrate animal
 |
|  |  |  | 1. Select agent research
 |
|  |  |  | 1. Resource Sharing
 |
|  |  |  | 1. Authentication of key biological and/or chemical resources (if applicable)
 |
|  |  |  | 1. Checklist
 |
|  |  |  | 1. Personal data form
 |
|  |  |  | 1. Appendices (optional)
 |
|  |  |  | 1. Human subjects and clinical trial information (if applicable)
 |
|  |  |  | 1. Assignment request form (optional)
 |

