



# **Submitting Proposals for NIH K Awards**

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# Where do I Start?

- NIH K-award Wizard—helps you determine which NIH career award is right for you.
- <http://grants.nih.gov/training/kwizard/index.htm>
- Will ask questions to lead you to the right award. Choose the NIH institute best suited to specialty.



# Where do I get the Application?

- NIH K-award Kiosk – information on all K awards
  - <http://grants.nih.gov/training/careerdevelopmentawards.htm>
- Will lead you to the correct application type and download site



# Terms

- **Allowable Costs** – defined in announcement
- **Direct Costs (DC)** – cost easily identified as directly associated with the project (e.g., salaries, supplies, animal costs)
- **Facilities and Administrative Costs**
  - (F&A) – aka Indirect Costs (overhead) K awards limited to 8% F&A
- **Total Costs = DC + F&A**



# Terms

- Personnel – salaries and fringe benefits
- PD/PI – Principal Investigator
- Equipment – usually defined by \$ amount (e.g., over \$5K)
- Supplies/misc. – expendable items or things of lower value than equipment (e.g., sometimes laptops), animal costs/per diem charges



# Terms (cont' d)

- Resubmission – An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration. *Applicants must make significant changes to the application and can only resubmit once the summary statement is available.* A resubmission has a suffix in its application identification number, e.g., A1.
- NIH will not assess the similarity of the science in the new (A0) application to any previously reviewed submission when accepting an application for review (April 2014).



# Standard NIH Deadlines

- <http://grants.nih.gov/grants/funding/submissionschedule.htm>
- K Series (new) - February 12, June 12, and October 12
- K Series (Resubmission, Revision) – March 12, July 12, November 12)
- Due 5 p.m. local (unless funding opportunity announcement—FOA-- states otherwise)
- **Note: Grants are due in final form internally 5 working days prior to the agency deadline.**



# Budgets

- Budget varies according to K award type
  - K01 - Mentored Research Scientist Development Award
  - K08 - Mentored Clinical Scientist Research Career Development Award
  - K22 - Career Transition Award
  - K23 - Mentored Patient-Oriented Research Career Development Award
  - K25 - Mentored Quantitative Research Development Award
  - K99/R00 - Pathway to Independence Award





# K01 and K08 Mentored Career Development Awards

- Mentored career awards require the candidate to devote a minimum of 9 person-months (75% of full-time professional effort) to conducting health-related research.
- Total salary cannot exceed the legislatively mandated salary cap
  - [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm)



## **K01 & K08 (cont' d)**

- Other costs may be used for the following expenses: (a) tuition and fees related to career development; (b) research expenses, such as supplies, equipment and technical personnel; c) travel to research meetings or training; and (d) statistical services including personnel and computer time.
- Salary for mentors, secretarial and administrative assistance, etc., is not allowed.



# Forms

- SF424 for electronic submission
  - Submit on the form or online via ASSIST
- Be sure any application package you use is “Form C”
- Can find by typing “Parent K01 or K08, etc.” in web browser
- Be sure to read instructions completely and make sure to do exactly what is described.



# ASSIST

- ASSIST system is used to prepare and submit grant applications electronically to NIH and other Public Health Service agencies
- Access the system using eRA Commons username and password
- You will still need to submit the proposal via PAMS for institutional review



# ASSIST

- PI can validate and check for errors
- Allows delegation to multiple users with varying levels of access to the application
- PI must finalize each component of the application and verify that the proposal is ready for submission
- ORA will submit to funding agency



**TERA**  
Tennessee Electronic Research Administration

THE UNIVERSITY of  
**TENNESSEE** **UT**  
HEALTH SCIENCE CENTER

Office of Research Administration - Contact egrants or 901-448-5587

**PAMS** Proposal & Award Management System

**Currently supported and tested Internet browsers are  
Internet Explorer 7+ and FireFox 3.6+**

Username:

Password:

Be sure to submit FINAL version 5 working days before the deadline  
**PAMS system will be upgraded December 2015**

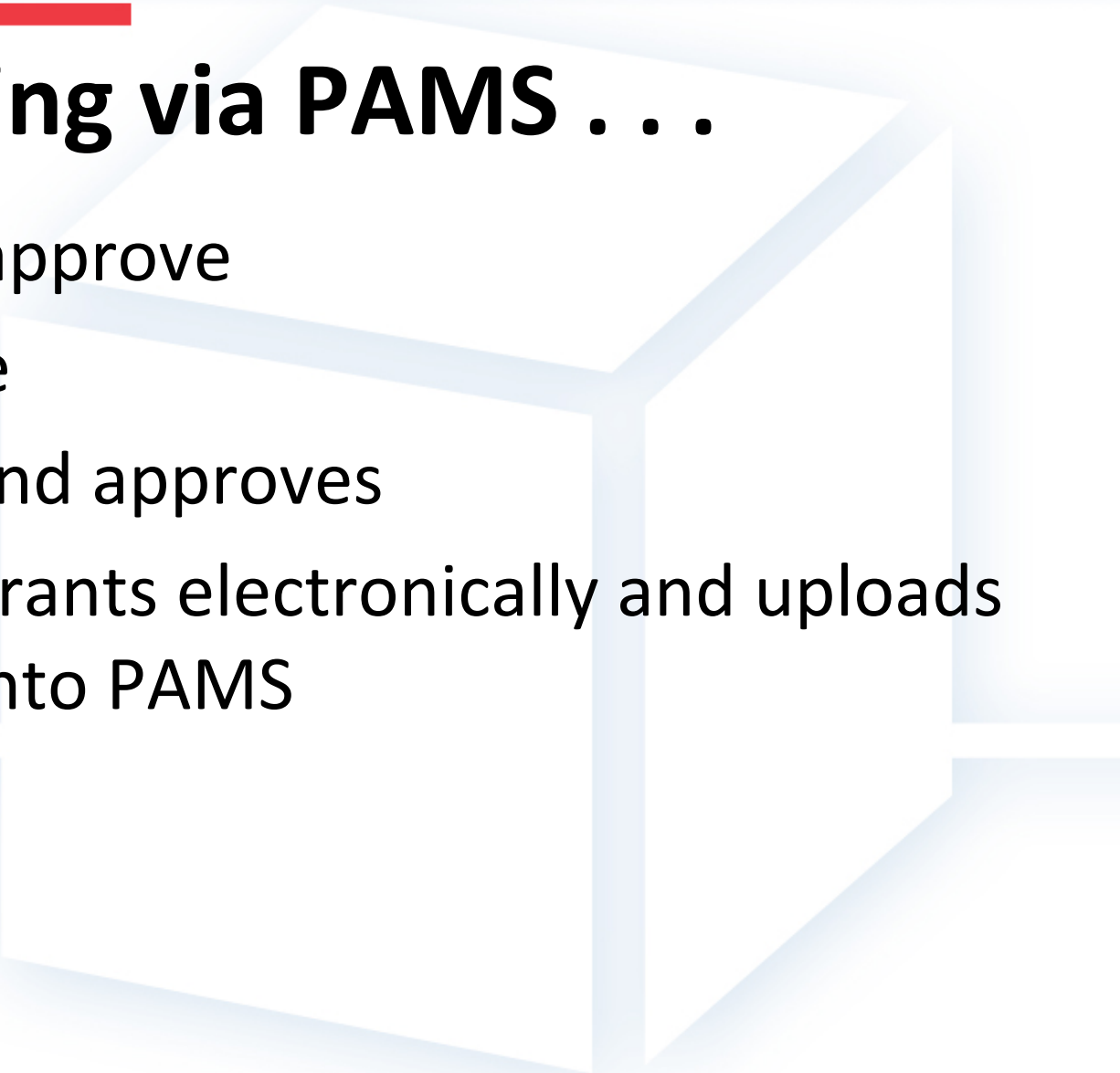


# Routing via PAMS (cont'd.)

- Use Net ID and password
- Anyone with UT Net ID and password can enter proposal
- PI should complete Conflict of Interest, Export Control, and Intellectual Property sections.
- Final version of proposal must be attached.
- PI must certify.
- Training available via ORA.



## Routing via PAMS . . .

- Departments approve
  - Deans approve
  - ORA reviews and approves
  - ORA submits grants electronically and uploads confirmation into PAMS
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# ORA Review

- ORA Review of Grant:
  - Forms/guidelines
  - Budget
  - Policy – institutional and sponsor
  - Signatures – department, college
  - Compliance Issues
  - Cost Sharing Forms
- Institutional signatures and submission if electronically submitted by Institution
- PI must finalize each component if submitted via ASSIST



# Submission – Electronic

- Be sure the grant is ready (complete, correct)
- Route to ORA via PAMS 5 working days in advance of agency deadline
- Communicate with ORA to be sure submission is completed on time
- Receive notification of receipt and assignment #
- e-Submission info on ORA web site:  
[http://www.uthsc.edu/research/research\\_administration/e\\_grant\\_submission.php](http://www.uthsc.edu/research/research_administration/e_grant_submission.php)



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# Research Administration

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(901) 448-5587  
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# Research Web Site

- [www.uthsc.edu/Research](http://www.uthsc.edu/Research)
- ORA:  
[http://www.uthsc.edu/research/research\\_administration/](http://www.uthsc.edu/research/research_administration/)
- Contacts
- Policy Links
- Agency Links
- Forms
- Information and FAQs



# CFRI Access

- PCRU
  - Sheon Lynch ([Sheon.Lynch@lebonheur.org](mailto:Sheon.Lynch@lebonheur.org))
- Scientific Editor
  - Amanda Preston ([Amanda.Preston@lebonheur.org](mailto:Amanda.Preston@lebonheur.org))
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