K Award Application: Budget and Submission Process
Standard NIH Deadlines

- [http://grants.nih.gov/grants/funding/submissionschedule.htm](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
Terms

• **Allowable Costs**
  – Defined in announcement

• **Direct Costs (DC)**
  – Costs easily identified as directly associated with the project (e.g., salaries, supplies, animal costs)

• **Facilities and Administrative (F&A) Costs**
  – 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
  - Sometimes laptops
  - Animal costs/per diem charges
  - Chemicals, reagents, antibodies, consumables
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
  – Current cap $189,000
• “Other Costs” may be used for the following expenses:
  – Tuition and fees related to career development
  – Research expenses, such as supplies, equipment and technical personnel
  – Travel to research or training meetings
  – 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 via Evisions
• Be sure any application package you use is “Form E”
• 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.
Evisions

- Evisions Cayuse 424 system is used by UTHSC to prepare and submit grant applications electronically to NIH and other Public Health Service agencies.
- Access the system using your NetID username and password.
- This is how you submit the proposal for institutional review and submission.
Evisions

• 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
• Office of Research will submit to funding agency
CENTRAL AUTHENTICATION SERVICE

To continue, please enter your NetID and password:

NetID: NetID
Password: Password

By logging in to this site, you agree to the terms of the UT Acceptable Use Policy.
Be sure to submit FINAL version 5 working days before the deadline
Routing Via Evisions

- 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 uploaded
- PI must certify
- Training available via Office of Research
Routing Via Evisions

• Departments approve
• Deans approve
• Office of Research reviews and approves
• Office of Research submits grants electronically
Office of Research Review

• 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
Submission

• Be sure the grant is ready (complete, correct)
• Route to Office of Research via Evisions at least 5 working days in advance of agency deadline
• Communicate with Office of Research to be sure submission is completed on time
• e-Submission info on Office of Research website:
  – http://www.uthsc.edu/research/sponsored-programs/grants/e-grant-submission.php
Research Administration Staff

• Ginny Geer (901 448-4823)
• Michelle Lester (901 448-2037)
• Melita Lindsey (901 448-1668)

Director, Proposal and Award Management
• Brenda Murrell (901 448-5571)
Research Web Site

- [www.uthsc.edu/Research](http://www.uthsc.edu/Research)
- Contacts
- Policy Links
- Agency Links
- Forms
- Information and FAQs
CFRI Access

- CFRI
  - Sheon Lynch (Sheon.Lynch@lebonheur.org)

- Scientific Editor
  - Amanda Preston (Amanda.Preston@lebonheur.org)

- Grant Preparation/Coordination/Submission
  - Venessa Spearman (Venessa.Spearman@lebonheur.org)

- Biostatistics
  - Tamekia Jones (tjone100@uthsc.edu)

- Bioinformatics
  - Eunice Huang (ehuang@uthsc.edu)

- Universal Contact
  - Dennis Black (dblack@uthsc.edu)
Thanks!

Questions?