Introduction to K Award
Grant Writing Workshop

Children’s Foundation Research Institute
Grant Writing Workshop

• Voluntary participation in writing grant
• Mandatory participation from Le Bonheur Junior Faculty Grant applicants/recipient from this year and last year
• Participation from everyone in evaluation and feedback
• Culmination in a mock study section
• Final product: grant ready for submission
Barriers Identified

• Finding a strong and committed mentor
• Protected time
• Defining and meeting realistic deadlines
• Maintaining momentum with the writing process
• Procrastination!
• Publication record
• Preliminary data
• Issues with research plan
Individualized Approach for Funding Success!!

- Documentation to keep you on track
- Schedule deadlines for
  - completing drafts
  - requesting documents from Mentors, Institution
  - K-Club review and Mock Study Section
- Schedule meetings with Amanda/Venessa/Dr. Black as needed
- Follow up and reminder emails as deadline approaches
- Access to Cayuse/eVisions
### Document Descriptions

**Document Format**
- At least 11 points (Arial, Georgia, Helvetica, Palatino Linotype typeface, black) and 1/2 inch margins. Symbol fonts allowed, size requirements same. No headers or footers, page numbering. These will be added upon submission.

**Cover Letter**
- 1 page
- See detailed checklist for more info.

**Project Summary/Abstract**
- No more than 30 lines total.
- Broad, long-term objectives, specific aims & relevance to health
- Relatedness, candidates career goals and mentors

**Project Narrative**
- 3 sentences
- Describe relevance of research to public health. Separate document

**Bibliography & References Cited**
- No Limit
- Note special citation requirements for applicant publications authored/co-authored through NIH support.

**Facilities and Other Resources**
- No Limit
- List types of facilities used (Lab, Animal, Computer, Office, Clinical, Other) and their capabilities.

**Equipment**
- No Limit
- List major equipment items available for project including location and pertinent capabilities.

**Biographical Sketch**
- 5 pages
- Required for all senior/key personnel and Other Significant Contributors.

**Budget & Justification**
- Modular budget & personnel justification.
- Full budget & detailed justification.

**Candidate Information and Goals for Career Development**
- 12 pages combined
- Candidate’s Background, Career Goals and Objectives, and Candidate's Plan for Career Development/Training Activities During Award Period

**Research Strategy**
- 3 sections: Significance, Innovation, Approach. Note: Must address RFP specific instructions

**Training in the Responsible Conduct of Research**
- 1 page
- Describe a plan to acquire/obtain/provide instruction in the responsible conduct of research.

**Specific Aims**
- 1 page
- Goals, objectives and specific outcomes - per instructions.

**Plans and Statements of Mentor and Co-mentor(s)**
- 6 pages
- Mentor and Co-mentors document their role and willingness of to participate in the project, explain their contribution to the development of the candidate’s research career.

**Letters of Support**
- 6 pages
- 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. Follow specified instructions.

**Description of Institutional Environment**
- 1 page
- Sponsoring institution must document a strong, well-established research program related to the candidate’s area of interest

**Institutional Commitment to Candidate’s Research Career Development**
- 1 page
- Document on institutional letterhead that describes institution commitment to the candidate and the candidate’s career development, independent of the receipt of the CDA.

**Protection of Human Subjects**
- No Limit
- If applicable, follow specified instructions for responses to Protection of Human Subjects, Inclusion of Women and Minorities, and Inclusion of Children.

**Vertebrate Animals**
- No Limit
- If applicable: Describe Procedures, Justification, Minimization of pain/distress

**Select Agent Research**
- No Limit
- Hazardous biological agents and toxins as identified by HHS or USDA. If applicable, describe procedures, plans and biocontainment resources for use.

**Consortium/Contractual Arrangements**
- Applicable if you have consortium/contracts in your budget.
- Describes consortium arrangements, follow specifications.

**Resource Sharing Plan(s)**
- Data Sharing Plan, Sharing Model Organisms, and/or Genomic Data Sharing; see detailed list for more information.

**Authentication of Key Biological and/or Chemical Resources**
- 1 page
- Briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies.

---

### Additional Notes

**Checklists for specific grants:**
- **Internal deadlines for CFRI, UTHSC, and funder**
- **List of all documents necessary for submission**
- **Page limits**
- **Links to instructions in SF-424 Guide**

---

**Page Limit**
- 1 page
- No page limits for the following:
  - Vertebrate Animals
  - Protection of Human Subjects
  - Inclusion of Women and Minorities
  - Inclusion of Children
  - US Data Sharing Plan
  - USDA

---

**Budget Limit**
- $  
- No Limit for the following:
  - Vertebrate Animals
  - Protection of Human Subjects
  - Inclusion of Women and Minorities
  - Inclusion of Children
  - US Data Sharing Plan
  - USDA

---

**PI Submission Target Deadline**
- **Full Proposal Deadline:**
  - Thursday, May 17, 18
  - Tuesday, May 22, 18
  - Tuesday, May 29, 18
  - Monday, June 4, 18
  - Tuesday, June 5, 18

---

**SF-424 Guide pages:**
- p. 7
- p. 46
- p. 63
- p. 64
- p. 65
- p. 67
- p. 67
- p. 68
- p. 80
- p. 91
- p. 116
- p. 153
- p. 154
- p. 158
- p. 154
- p. 160
- p. 161
- p. 162
- p. 162
- p. 137
- p. 164
- p. 165
- p. 144
- p. 167
- p. 167
**Due dates for individual documents**

- To mentor
- To Editor
- For K-club review
- Final
Interested in this Individualized approach?

• Decide which funding opportunity you wish to apply for
• Decide on a mentor
• Email Amanda.Preston@lebonheur.org to set up first meeting
Timeline

• 2/13/18-Intro to K Award and Orientation to Workshop
• 3/13/18-Specific Aims Page (Drafts Due 4/2/18)
• 4/10/18-Specific Aims Page Review / Career Development Plan (Drafts Due 4/23/18)
• 5/8/18-Career Development Plan Review / Research Plan (Drafts Due 6/1/18)
• 6/12/18-Research Plan Review / Biosketch (New Format) (Drafts Due 7/2/18)
• 7/10/18-Biosketch Review / Budget (Drafts Due 8/1/18)
• 8/14/18-Miscellaneous Grant Components/Introduction to Mock Study Section
• 9/11/18-Mock Study Section (Drafts due 8/27/18)
• 10/12/18-NIH Deadline, 10/5/18-UT ORA Deadline
K-Club

The University of Tennessee Health Science Center K-Club provides early career investigators and junior faculty with information and guidance for preparing and submitting applications for NIH Research Career Development Awards (K awards).

K-Club meets on the second Tuesday of each month at noon, and is open to all investigators at UTHSC, as well as junior investigators from SJCRH and the University of Memphis. Senior investigators are encouraged to attend to contribute to the discussion and provide perspective.

Topics that have been covered in K-Club include "What are K Awards? Introduction and Basics of the Mechanism"; "Alternatives to the K Award: Subspecialty-Specific Awards"; "Report From the Front: My Experience in Securing K Award Funding"; "Advice and Red Flag Warnings for K Awards: From the Perspectives of a Review Panel Chair and a Standing Member" and "NIH Grant Peer Review: Demystifying the Process". These topics are covered in a variety of manners, including discussion groups, interactive seminars (some from outside speakers), and workshops.

Questions and comments regarding K Club should be directed to:

Dennis D. Black, MD
J. D. Buckman Professor of Pediatrics
Professor of Physiology
University of Tennessee Health Science Center
Operations Manager, iRISE CTSI
Director, Children's Foundation Research Institute
Vice President for Research, Le Bonheur Children's Hospital
Phone: 901-287-5355
E-mail: dblack@uthsc.edu

Additional Resources:
- UT RockKs K Club: Alternatives to the K Subspecialty-Specific Career Development Awards
- Submitting Proposals for NIH K Awards 1
- Submitting Proposals for NIH K Awards 2
- The Specific Aims Page: Engaging the Reviewer
- NIH Peer Review Webinars
- Biosketch 101
- Grant Reviews: Celebrate or Revise and Resubmit
- Preparing For and Finding Your First Faculty Position
- K Awards: The Career Development Plan
COMMENTS/QUESTIONS?
Research Career Development Awards

To provide institutional research training opportunities (including international) to trainees at the undergraduate, graduate, and postdoctoral levels.

1. Select Role
   - Awardee
   - Appointee

2. Select Career Level
   - Select

Apply Filter

Individual Predoctoral to Postdoctoral Fellow Transition Award

The purpose of the Predoctoral to Postdoctoral Fellow Transition Award (F99/K00) is to encourage and retain outstanding graduate students who have demonstrated potential and interest in pursuing careers as independent researchers. The award will facilitate the transition of talented graduate students into successful research postdoctoral appointments.

Details

No Funding Opportunity Announcement Currently Available

Mentored Research Scientist Career Development Award

The purpose of this program is to provide support and protected time for an intensive, supervised career development experience in the biomedical, behavioral, or clinical sciences leading to research independence. Some NIH Institutes use the K01 to enhance workforce diversity, or for individuals who propose to train in a new field, or for individuals who have had a hiatus in their research career.

Details

View Current Funding Opportunities

FAQs

- Who do I contact for questions about my specific application?
- If there are problems with eRA Commons registration or with the grants.gov submission process, where can one get help?
- Who do I contact for questions about my specific institutional training application or grant?
- Do Training Grants have pre-award cost authority?
- NIH uses a formula to calculate what would be awarded for tuition/fees and training related expenses on institutional training grants. Should the grantee use this formula as part of their requested budget in a competitive grant?

View More

Policy Notices

- NOT-OD-16-007: NIH & AHRQ Announce Transition to New Research Training Table Formats for 2016 and Upcoming Release of the xTRACT System
- NOT-OD-16-008: NIH & AHRQ Announce New Form for PHS Awarding Component and Peer Review Requests