Overview of NIH Career Development Awards
Theory and Basic Application
WHAT ARE NIH CAREER DEVELOPMENT AWARDS?

- The CDA ("K" Series) are intended to provide support and protected time for faculty to develop research skills and to ultimately ensure a pool of highly trained research scientists.

- There are three main types of awards:

  - Mentored Awards to Individuals – Primarily for individuals with research, clinical or health professional doctorate at the beginning of their careers; provide a transition to full independent research awards.

  - Independent or Non-Mentored K Awards – Designed to provide protected research time for mid-career or even senior faculty to enhance their research potential.

  - Institutional Awards – Intended to provide mentored experiences for multiple individuals with research, clinical or health professional doctorates.
**Individual Mentored Career Development Awards**

- e.g. K01, K07 (developmental), K08, K22, K23, K25, K99/R00
- Provide support for a period of "protected time" (generally three to five years) for intensive research career development under the guidance of an experienced mentor or sponsor in the biomedical, behavioral, or clinical sciences
- Mentor (sponsor) must be identified, who, together with the candidate is responsible for the planning, direction, and execution of the program
- No-cost extensions are permitted (however, all terms and conditions, including appointment and minimum effort requirements, remain during the extension period)
Types of Career Development Awards

- **Individual Non-Mentored (Independent) Career Development Awards**

  - e.g. K02, K05, K07 leadership, K24
  - Provide protected time for scientists who can demonstrate the need for a period of intensive research focus as a means of enhancing their research careers
  - Candidates for independent CDAs must have independent, peer-reviewed support at the time the award is made
  - Planning, direction, and execution of the proposed career development program and research project are the responsibility of the applicant and sponsoring institution.
  - Independent CDAs are not transferable from one PD/PI to another.
  - Non-mentored awards are sometimes renewable.
TYPES OF CAREER DEVELOPMENT AWARDS

- **Institutional Scientist Development Programs**
  - e.g. K12, KL2, K30
  - Provide support to an institution for the development of independent basic or clinical scientists
  - NO Parent FOA, solicited by IC-specific FOAs
# Types of Career Development Awards

- **Career Transition Awards**
  - e.g. K22, K99/R00

<table>
<thead>
<tr>
<th>K22 – Career Transition</th>
<th>K99/R00 – Pathway to Independence</th>
</tr>
</thead>
</table>
| Usually two phases of research:  
1) a mentored phase (2 years); and,  
2) an independent phase (up to 3 years) | Usually two-phases award:  
1) a mentored phase (2 years); and,  
2) an independent phase (up to 3 years) — contingent on securing independent research position, administrative review and IC approval |
| Planning, direction, and execution of the proposed K22 award are the responsibility of the candidate | K99/R00 program has several unique eligibility criteria that are not generally applicable to other CDA programs (e.g. no more than 5 years post-doc research training, no previous independent research awards) |
| Only a few ICs support K22 programs and each has specific eligibility criteria and award provisions. | The K99 award recipient is required to secure a tenure track, full-time assistant professor position or equivalent in order to transition to the R00 independent phase |
## Summary of Research Career Development Award Programs

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DESCRIPTION</th>
<th>MENTOR</th>
<th>REFERENCE LETTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>K01</td>
<td>Mentored Research Scientist Development Award (<a href="#">see K Kiosk</a>)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K02</td>
<td>Independent Scientist Award (<a href="#">see K Kiosk</a>)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>K05</td>
<td>Senior Scientist Award (<a href="#">see K Kiosk</a>)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>K07</td>
<td>Academic Career Award (<a href="#">see K Kiosk</a>)</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>K08</td>
<td>Mentored Clinical Scientist Development Award (<a href="#">see K Kiosk</a>)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K18</td>
<td>Career Enhancement Award (<a href="#">see K Kiosk</a>)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K22</td>
<td>Career Transition Award (<a href="#">see K Kiosk</a>)</td>
<td>*</td>
<td>Yes</td>
</tr>
<tr>
<td>K23</td>
<td>K23 Mentored Patient-Oriented Research Career Development Award (<a href="#">see K Kiosk</a>)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K24</td>
<td>Mid-Career Investigator Award in Patient Oriented Research (<a href="#">see K Kiosk</a>)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>K25</td>
<td>Mentored Quantitative Research Career Development Award (<a href="#">see K Kiosk</a>)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>K26</td>
<td>Midcareer Investigator Award in Mouse Pathobiology Research (<a href="#">see K Kiosk</a>)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>K99/R00</td>
<td>NIH Pathways to Independence (PI) Award (<a href="#">see K Kiosk</a>)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Varies with career status and source of award. Check the Funding Opportunity Announcement (FOA).*
**Available NIH Career Development Awards Funding Opportunities**

- There are various FOAs available and the specific terms of each CDA vary among the Institutes and Programs.
- Most, but not all, have parent FOAs.
- An institute may have multiple FOAs within a CDA type.
- Please refer to K Kiosk – Information about NIH Career Development Awards Website ([http://grants.nih.gov/training/careerdevelopmentawards.htm](http://grants.nih.gov/training/careerdevelopmentawards.htm)) for a listing of various FOAs, Policy Issues, and all other pertinent information.
K Series - Award Basics to Keep in Mind

- Eligibility may vary by type of award and may vary by NIH IC within a particular program. (e.g. For CDA programs other than the K99/R00 program, only U.S. citizens, non-citizen nationals or individuals lawfully admitted for permanent residence at the time an offer of an award is made, are eligible for this award)

- Candidates must hold a doctoral degree

- Candidates for all CDA programs must have a full-time appointment at the applicant institution

- Always a minimum effort % requirement (varies by type of CDA)

- During a no-cost extension, recipient must maintain any effort minimum or can only reduce his/her effort with IC’s prior approval.

- Effort adjustments are considered on a case-by-case basis and require IC approval

- Prior or existing research support requirements also vary by the type of CDA
Before you begin...

You must become familiar with the following:

- The FOA that the application is being submitted in response to (e.g. PA-11-190)

- **SF424 (R&R) Application Guide** – NIH/PHS guide for preparing and submitting applications via Grants.gov using the SF424 (R&R) forms

  - Supplemental Instructions to the SF 424 (R&R) for Reporting an Individual Research Career Development Award (CDA) Application (“K” Series) in Part I, Section 7

- Table of IC-Specific Information, Requirements and Staff Contacts (specific for each FOA) – e.g. http://grants1.nih.gov/grants/guide/contacts/parent_K01.html

- It is encouraged that the PI contact Institute Scientific Contact for any additional questions.
Key Elements to Identify from an FOA and/or Other Instructions:

- **Participating NIH Agencies** - Participating ICs have distinctive guidelines, requirements, and funding amounts for each FOA to accommodate the career needs of researchers working in fields related to their specific missions.

- Consult Table of IC – Specific Information, Requirements and Staff Contacts which summarizes important requirements by IC for that FOA

- Candidates are also strongly encouraged to contact the staff person in the relevant IC.

<table>
<thead>
<tr>
<th>Components of Participating Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Heart, Lung, and Blood Institute (NHLBI)</td>
</tr>
<tr>
<td>National Human Genome Research Institute (NHGRI)</td>
</tr>
<tr>
<td>National Institute on Aging (NIA)</td>
</tr>
<tr>
<td>National Institute on Alcohol Abuse and Alcoholism (NIAAA)</td>
</tr>
<tr>
<td>National Institute of Allergy and Infectious Diseases (NIAID)</td>
</tr>
<tr>
<td>National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)</td>
</tr>
<tr>
<td>National Institute of Biomedical Imaging and Bioengineering (NIBIB)</td>
</tr>
<tr>
<td>Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)</td>
</tr>
<tr>
<td>National Institute on Deafness and Other Communication Disorders (NICDC)</td>
</tr>
<tr>
<td>National Institute on Drug Abuse (NIDA)</td>
</tr>
<tr>
<td>National Institute of Mental Health (NIMH)</td>
</tr>
<tr>
<td>National Institute of Nursing Research (NINR)</td>
</tr>
<tr>
<td>National Center for Complementary and Alternative Medicine (NCCAM)</td>
</tr>
<tr>
<td>National Center for Research Resources (NCRR) (No Longer participating per NOT-D-12-087)</td>
</tr>
<tr>
<td>Office of Dietary Supplements (ODS)</td>
</tr>
<tr>
<td>Division of Program Coordination, Planning and Strategic Initiatives, Office of Research Infrastructure Programs (ORIP)</td>
</tr>
</tbody>
</table>

Special Note: Applicants are cautioned that not all NIH Institutes and Centers (ICs) participate in this program, and that consultation with relevant IC staff prior to submission of an application is strongly encouraged. The participating ICs have different emphases and program requirements for this program. Therefore, a prospective applicant is urged to consult the Table of IC Specific Information, Requirements and Staff Contacts to determine whether the planned research and training falls within the mission of one of the participating NIH ICs.
Sample from Table of IC-Specific Information
Requirements and Contacts

**National Institute on Alcohol Abuse and Alcoholism (NIAAA)**

Scientific/Research:
Lindsey Grandison, Ph.D.
Division of Neuroscience and Behavior
5635 Fishers Lane
Bethesda, MD 20892-9304
Phone: 301-443-0606
Email: lgrandis@mail.nih.gov

Financial/Grants Management:
Judy Fox
Chief, Grants Management Branch
5635 Fishers Lane, Room 3023
Bethesda, MD 20892-9304
Phone: (301) 443-4704
Email: jfox@mail.nih.gov

**NIAAA Specific Information:**

NIAAA sponsors a variety of fellowships and career development programs to ensure the training of highly qualified new investigators in alcohol-related research. Training opportunities under this announcement include mentored research in the social, behavioral, biological and mathematical sciences as related to alcohol abuse and alcoholism. Prospective applicants are strongly encouraged to contact the appropriate institute staff prior to preparing an application.


**Salary Support:** Up to $90,000 plus fringe benefits per year.

**Research Support:** Up to $50,000 per year.
Key Elements to Identify from an FOA and/or Other Instructions:

ELIGIBILITY – Institutional and Individual *(can vary on the type of award and may even vary by the NIH IC within a particular program)*

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**Section III. Eligibility Information**

1. Eligible Applicants

   **Eligible Organizations**
   
   Higher Education Institutions:
   
   - Public/State Controlled Institutions of Higher Education
   - Private Institutions of Higher Education

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**Eligible Individuals (Program Director/Principal Investigator)**

Any candidate with the skills, knowledge, and resources necessary to carry out the proposed research as the Program Director/Principal Investigator (PD/PI) is invited to work with his/her mentor and organization to develop an application for support. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply for NIH support. Multiple Principal Investigators are not allowed.

By the time of award, the individual must be a citizen or a non-citizen national of the United States or have been lawfully admitted for permanent residence (i.e., possess a currently valid...
Key Elements to Identify from an FOA and/or Other Instructions

ELIGIBILITY cont.

3. Additional Information on Eligibility

Number of Applications

Applicant organizations may submit more than one application, provided the applications are distinct in scope and the project proposed in the applications is otherwise distinct.

NIH will not accept any application that is essentially the same as one currently under review concurrently. Resubmission applications may be submitted, as per the application instructions.

Candidates may submit research project grant (RPG) applications concurrently with K award application. K award recipients are encouraged to obtain funding for another project or as project leader on a competing multi-project award as described in the FOA.

Level of Effort

At the time of award, the candidate must have a “full-time” appointment (i.e., part of the VA effort toward satisfying the “full time” requirement at the time of application to discuss their eligibility. Under certain circumstances, the candidate may use percent effort, which will be considered on a case-by-case basis. Determination of effort is not to be made until the candidate has accepted the appointment.

Mentor

Before submitting the application, the candidate must identify a mentor, preferably an investigator in the area of the proposed research and be committed to provide the candidate with the availability of sufficient research support and facilities.
Key Elements to Identify from an FOA and/or Other Instructions

Due Date and Earliest Start Date – Also consult the Table of IC – Specific Information, Requirements and Staff Contacts as some ICs may have more specific guidelines regarding the key dates

<table>
<thead>
<tr>
<th>Key Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted Date</td>
<td>April 8, 2011</td>
</tr>
<tr>
<td>Open Date (Earliest Submission Date)</td>
<td>May 12, 2011</td>
</tr>
<tr>
<td>Letter of Intent Due Date</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Application Due Date(s)</td>
<td>Standard dates apply, by 5:00 PM local time of applicant organization.</td>
</tr>
<tr>
<td>AIDS Application Due Date(s)</td>
<td>Standard dates apply, by 5:00 PM local time of applicant organization.</td>
</tr>
<tr>
<td>Scientific Merit Review</td>
<td>Standard dates apply</td>
</tr>
<tr>
<td>Advisory Council Review</td>
<td>Standard dates apply</td>
</tr>
<tr>
<td>Earliest Start Date(s)</td>
<td>Standard dates apply</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>September 8, 2014</td>
</tr>
<tr>
<td>Due Dates for E.O. 12372</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
# Standard K Award Submission Dates

<table>
<thead>
<tr>
<th>K series</th>
<th>Research Career Development</th>
<th>SF424 (R&amp;R)</th>
<th>February 12</th>
<th>June 12</th>
<th>October 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>new</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>renewal, resubmission, revision</td>
<td></td>
<td>SF424 (R&amp;R)</td>
<td>March 12</td>
<td>July 12</td>
<td>November 12</td>
</tr>
</tbody>
</table>
Key Elements to Identify from an FOA and/or Other Instructions

- Application Type Allowed (e.g. New, Resubmission, Renewal)
- Project Period – e.g. 3 – 5 years
- Award Budget – allowable and un-allowable expenses

**Section II. Award Information**

<table>
<thead>
<tr>
<th><strong>Funding Instrument</strong></th>
<th>Grant</th>
</tr>
</thead>
</table>
| **Application Types Allowed** | New  
Resubmission  
Revision |
| **Funds Available and Anticipated Number of Awards** | The number of awards is contingent upon NIH appropriations, and the submission of a sufficient number of meritorious applications. |
| **Award Budget** | Award budgets are composed of salary and other program-related expenses, as described below. |
| **Award Project Period** | The total project period may not exceed 5 years. |
Key Elements to Identify from an FOA and/or Other Instructions

- **Other Award Budget Information:**

<table>
<thead>
<tr>
<th>Other Award Budget Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary</strong></td>
</tr>
<tr>
<td>The participating NIH Institutes and Centers will provide specific information, requirements, and staff contacts. This includes providing the appointment and the professional effort associated with the project. Mentored career awards require the full effort of the mentored investigator, and the salary must be consistent with the objectives of the award. Fringe benefits, based on the sponsoring institution's scale, must be included. The sponsoring institution may supplement the NIH scale. However, supplementation may not be from PHS funds to which such funds are derived. In no case may PHS funds to which institutions have access be used as a substitute for institutional supplementation of salary not required by the career award. The total salary, however, may not exceed the PHS salary cap. For more information, see NOT-OD-04-056.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Program-Related Expenses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The participating NIH Institutes and Centers will provide specific information, requirements, and staff contacts. The expenses are related to career development: (a) research expenses, (b) travel to research meetings or trainings, and (c) statistical services. Salary for mentors, secretaries, and administrative assistants are included.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Indirect Costs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Costs (also known as Facilities &amp; Administrative Costs)</td>
</tr>
</tbody>
</table>

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Key Elements to Identify from an FOA and/or Other Instructions

- **Other Special Requirements** (e.g. Letters of Reference, Mentor, Institutional Commitment)

**Letters of Reference**

Candidates must carefully follow the SF424 (R&R) Application Guide, including the time period for when letters of reference will be accepted; letters will not be reviewed (see: [NOT-OD-11-036](#)). Please note that the specified format must be used. This is a separate process from other letters; they are submitted directly through the eRA Commons [Referee Information link](#) and not through Grants.gov.
LETTERS OF REFERENCE

Letters of reference are required for ALL NEW and RESUBMISSION MENTORED CDA Applications.

- New Letters of Reference are required for Resubmission applications

- At least three (3), and no more than five (5), letters must be submitted via eRA Commons by the referee.
  - Mentor may not be Referee.

- Electronic submission of the Reference Letters via COMMONS is a separate process from submitting an application electronically.

- Reference Letters are due by the application receipt deadline date and must be submitted by the Referee.
LETTERS OF REFERENCE CONT.

- The list of Referees must be included in the Cover Letter component of the application.

- The Mentor CANNOT be a referee; instead their recommendation and development plan is included as part of the application (on the PHS 398 Career Development Award Supplemental Form).

- Instructions for Referees on submitting the Reference Letters can be found in the **SF424 (R&R) Application Guide for NIH and AHRQ**.
  - [http://grants.nih.gov/grants/funding/424/Referee_Instructions_Mentored_Career_Awards.doc](http://grants.nih.gov/grants/funding/424/Referee_Instructions_Mentored_Career_Awards.doc)
Key Elements to Identify from an FOA and/or Other Instructions

- Content and Form of the Application Submission

Section IV. Application and Submission Information

1. Requesting an Application Package

Applicants must download the SF424 (R&R) application package associated with this funding opportunity using the "Apply for Grant" button provided at Grants.gov.

2. Content and Form of Application Submission

It is critical that applicants follow the instructions in the SF424 (R&R) Application Guide, except where instructed in this funding opportunity announcement to do otherwise. Following instructions from sections other than the Application Guide is required and strictly enforced. Applications that are out of compliance with these instructions may not be considered.

Required and Optional Components

The forms package associated with this FOA includes all applicable components, mandatory and optional. Please note that some components in the package are required for submission of an application for a career development award. Follow the instructions in the SF 424 (R&R) Application Guide for additional information.

Page Limitations

All page limitations described in the SF424 (R&R) Application Guide and the Table of Page Limits must be followed.
CONTENT AND FORM OF APPLICATION

♦ All Page limitations outlined in the Table of Page Limits and in the SF424 (R&R) Application Guide for NIH and AHRQ must be followed unless noted otherwise in the specific FOA.

♦ All attachments must be submitted as PDF files in accordance with the following format:

♦ **Font**
  ♦ Arial, Helvetica, Palatino Linotype, or Georgia typeface
  ♦ 11 points or larger
  ♦ No more than 15 characters per horizontal inch
  ♦ No more than 6 lines per vertical inch

♦ **Paper Size and Margins**
  ♦ Standard Paper Size (8 ½” x 11”)
  ♦ ½” margins all around
  ♦ No Headers or footers

♦ **Figures, Graphs, Diagrams, Etc.**
  ♦ Can use smaller font
  ♦ Must be clear and legible

♦ **Grantsmanship**
  ♦ Use English language
  ♦ Avoid jargon
REQUIRED FORMS

- SF424 (R&R) Cover Component Form
- Project/Performance Site Location(s) Form
- Research and Related Other Project Information Form
  - Project Summary/Abstract – Do not exceed 1 Page
  - Project Narrative – 2 to 3 sentences
  - Bibliography and References Cited
  - Facilities and Other Resources
  - Equipment
  - Other Attachments (if applicable)
    - All mentored K applications must include a list of Referees here
**Required Forms cont.**

- **Research and Related Senior/Key Person Profile (Expanded) Form**
  - **PD/PI — The Candidate**
    - eRA Commons user name must be entered for the PD/PI — make sure that the candidate has an [eRA Commons PI Account with Brown University as the affiliation](#).
    - Candidate’s Biographical Sketches — may not exceed 4 pages
      - Follow instructions in K Award Supplement of SF 424 (R&R) Application Guide
  - **Mentor, Co-Mentor, and Other Senior/Key Persons**
    - For Mentor and Co-Mentor make sure the appropriate role (Mentor, Co-Mentor) is assigned
    - Standard [NIH Biosketch Format](#) applies — may not exceed 4 pages
    - For Mentored CDAs - Current and Pending Support attachment is required for Mentors and Co-Mentors (limited to 4 pages)
REQUiRED FORMS cont.

♦ Research & Related Budget
  ♦ This form (not modular) is required
  ♦ Only a few Budget Categories are used:
    ♦ Section A. Senior/Key Person - In general this section should include the name of the candidate only, with Institutional Base Salary, persons months, and requested salary and fringe.
    ♦ Section F; Field F.1 – should include the amount for the total Research Development Support being requested
    ♦ Section H. Indirect Costs - F&A/indirect costs are reimbursed at 8% of modified total direct costs

♦ PHS 398 Cover Page Supplement

♦ PHS 398 Checklist
  ♦ Note: A change in PD/PI is not allowed for K awards.
PHS Cover Letter Form

- Mentored CDA applications - Cover Letter is required.
- Must include:
  - The List of Referees (name, degrees, department affiliation, institution)
- Cover letter is encouraged for non-mentored applications
  - May address any of subjects recommended for Standard NIH application
## Required Forms Cont.

### PHS 398 Career Development Award Supplemental Form

#### Attachments:

<table>
<thead>
<tr>
<th>2-1. Introduction to Application (Resubmissions)</th>
<th>2-12. Inclusion Enrollment Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4. Career Development/ Training Activities During Award Period</td>
<td>2-15. Inclusion of Women and Minorities</td>
</tr>
<tr>
<td>2-5. Training in the Responsible Conduct of Research</td>
<td>2-16. Targeted/Planned Enrollment</td>
</tr>
<tr>
<td>2-6. Mentoring Plan</td>
<td>2-17. Inclusion of Children</td>
</tr>
<tr>
<td>2-7. Statements by Mentor, Co-mentor(s), Consultants, Contributors</td>
<td>2-18. Vertebrate Animals</td>
</tr>
<tr>
<td>2-8. Description of Institutional Environment</td>
<td>2-19. Select Agent Research</td>
</tr>
<tr>
<td>2-10. Specific Aims</td>
<td>2-21. Resource Sharing Plan(s)</td>
</tr>
</tbody>
</table>

CDAs provide limited costs:
- applicable salary and fringe benefits for the candidates
- fixed amount for research development support

Costs requested and awarded for CDA programs must be consistent with applicable Federal cost principles

Salary amounts as well as the research development costs can vary by CDA program and then within a particular program even by each participating NIH IC (consult the relevant FOA & IC Information for guidelines on allowable costs and budget limitations)

Facilities and Administrative costs for CDAs are provided at a rate of 8% of modified total direct costs (Full F&A for R00)

A budget justification is required and should be used to provide a detailed description for the specific research development support costs
**Budget Basics cont.**

**Allowable Costs**

Policies included in the applicable cost principles and the NIHGPS govern the expenditure of all CDA funds, unless otherwise indicated in the NoA.

♦ Salary and Fringe benefits for the Candidate
  ♦ IC salary limits within the ICs that are noted in the FOA or IC information (the limit is only on salary, applicable fringe benefits are provided in addition to the salary)
  ♦ Grantee Institution may supplement the NIH Salary (must be from non-Federal sources unless explicitly authorized)

♦ Salary support for research technicians or study coordinators for clinical studies are generally allowable, but are included as part of the Research Development Support Costs
Allowable Costs

- Research Development Support Costs
  - Fixed amount that varies by IC
  - Commonly used for supplies, equipment, technical personnel, travel to research meetings or training, tuition/fees for courses and computational services

- Proposal Preparation Costs
  - Effort devoted to proposal preparation costs for subsequent research support is allowable to be charged to a mentored CDA award
  - This can be considered part of the awarded effort commitment of the mentored CDA or an increase to that commitment with the allowable salary provided as applicable

- Facilities and Administrative Costs
  - F&A costs at 8 percent of modified total direct costs
  - except R00 phase of the K99/R00) uses negotiated research F&A rates
Unallowable Costs

- Salary support for ancillary personnel (e.g. administrative support, secretarial support)

- Salary support for mentors and co-mentors
Rebudgeting of Funds

- Funds awarded on CDAs **may** typically be rebudgeted within direct cost categories without prior approval; however, restrictions on rebudgeting may be noted in the NoA.
**Budget Basics cont.**

**Carryover Authority**

- **Individual** CDAs have automatic carryover authority, unless otherwise noted by a specific term of award.

- Most **Institutional** CDAs, carryover requires prior approval.

- For the two-phased K99/R00 program, automatic carryover from the K99 phase to the R00 phase is allowed (however full F&A applies).

- The NoA will specify whether or not the grantee must obtain prior approval to carryover funds.
ENTERING CAREER DEVELOPMENT AWARD PROPOSAL IN COEUS
Coeus and CDAs

Useful Coeus User Guides:

Investigator Tab

In the Investigator Tab, be sure to ONLY include the individual applying for the Award with the appropriate Effort %. 

![Investigator Tab screenshot](image-url)
COEUS SPECIFIC ELEMENTS

Key Person Tab

Mentor, Co-Mentors, Collaborators and/or Consultants should be included in the Key Person Tab, with the appropriate Effort % if applicable. Make sure that the appropriate role for each individual is entered in the Role field (e.g. Mentor).
Coeus Specific Elements

Proposal Personnel Section
Determine the order of the personnel - use the blue up and down arrows on the lowest Icon Toolbar
Coeus Specific Elements

Proposal Personnel Section

Designate Citizenship Status for the Candidate in the Person Details Window

[Image of Person Details window with Citizenship Info field set to 'C']

[Image of Lookup Values table with the following values:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Non-U.S. Citizen with temporary visa</td>
</tr>
<tr>
<td>N</td>
<td>Permanent Resident of U.S.</td>
</tr>
<tr>
<td>P</td>
<td>Permanent Resident of U.S. Pending</td>
</tr>
</tbody>
</table>
| C     | U.S. Citizen or noncitizen national |]
Coeus Specific Elements

Proposal Personnel Section
Add the eRA Commons User Name for the K-Award Applicant in the Person Details Window. Make sure that the Candidate holds a PI Account in eRA Commons and is affiliated with Brown University.

![Person Details Window](image)
Coeus Specific Elements

Budget Section
Coeus has the functionality to assign Line Items to various Categories so that they appear under the desired Category on the R&R Budget Form.

![Budget - Line Item Detail](image)
Coeus Specific Elements

Certification Process

*K- Award applicants* sign off on the proposal. They should complete the Investigator Certification questions located in the Investigator tab and then print and sign the required form.

The *Mentor/Co-Mentor* does need to certify and sign off on the proposal.
Questions?