

NIH K99 CHECKLIST:

Done	Section	Description
	Cover Letter	Include application title, Title of FOA/PA/RFA. Also include a list of referees (name, department affiliation, institution)
	PIF (proposal intake form)	Initiate a PIF via SeRA to get budget started with RPM.
Work with Derek	Budget	NIH salary cap information No travel or equipment
	Budget Justification	To justify personnel, equipment, travel, publications, direct costs Derek has boiler plate language for Stanford rates.
	Project Narrative	3 sentences. Relevance to public health
	Project Summary	30 lines of text. Includes summary of research project, as well as career development plan, career goals, and environment
	Bibliography & References cited	
	Equipment	
	Facilities and Resources	Describe how scientific environment will contribute to success. Especially important for CDAs. To end of document: “All equipment and services are available for use by the investigators at no direct costs to the sponsor, except where specified in the budget.”
	Letters of Support	6 pages. Combined as a single PDF. Collaborators, contributors, consultants.
	Biosketches	Key personnel. Include PMID for all references.
	Senior/Key Person	Key personnel include mentors and co-mentors, usually without any effort. Listed as “other professional” for the “project role” field, and enter “mentor” or “co-mentor”, as applicable in the “other project role category” field.
	Current and Pending support	For mentor only, not needed for candidate. Limited to 3 pages. Must include Project Number, Source, Major Goals, Project / Proposal Start and End Dates, Total Award Amount.
	Resource Sharing Plan	Includes primary mentor, any co-mentors
	Specific Aims	1-page limit.
	Research Strategy	<ul style="list-style-type: none"> ○ 6 pages (12 page limit when combined with Candidate Information and goals) ○ Significance, Innovation, Approach ○ Preliminary studies ○ Explain relationship between your research and mentor’s on-going research program.
	Candidate Information and Goals for Career Development	<ul style="list-style-type: none"> ○ 6 pages (12 page limit when combined with R) ○ Candidate Background ○ Career Goals and Objectives: short- and long-term goals, and how career development will get there ○ Candidate’s Plan for Career Development/Training Activities During Award Period
	Training in Responsible Conduct of Research	1 page. Format, Subject Matter, Faculty Participation, Duration, Frequency
	Mentor and Co-Mentor Statement	6 pages. Willingness to participate in project and contribute to development of research career. Include: 1. Plan for development, 2. Source of support for each year of award, 3. Nature and extent of supervision for mentoring, 4. Anticipated clinical responsibilities and portion of time available for research, 5. Plan for transitioning to an independent investigator

		Co-Mentor: address nature of role in development plan and how share responsibility with mentor.
	Description of Institutional Department	1 page. Describe opportunities available. State how facilities and other resources will be made available.
	Institutional commitment to research career development	1-page Letter. Department Chair. Include: 1. Agree to release candidate from other duties, 2. Actions to ensure candidate has required time for career development, 3. Describe academic appointment, 4. Describe portion of time available for research, 5. How office, lab space, equipment, and other resources will be provided, 6. How institute will support mentor.
	Authentication of key biological and/or chemical resources	New requirement. 1 Page Max (grant will be rejected if longer). Option: "Not applicable"
	Reference Letters	At least 3, no more than 5. Cannot be directly involved in application.
	PI Waiver	