NIH K25 Application Checklist

FOA: _____ **Submission Deadline:** _____

☐ Grant ASSIST access to Research Office (ROPH)
☐ Document Upload Responsibility: ☐ PI ☐ ROPH
☐ Document Sharing Method: ☐ Email ☐ SharePoint folder
☐ NIH Research Security Training Requirement

- Complete **OCP-Research Security Training Requirements for NIH** through **CATS**. **Email the certification** to Ann Clesi (aclesi@lsuhsc.edu) or Jessica Raymond (jraym2@lsuhsc.edu).

☐ Review the **Preview Application document**. The PI is responsible for ensuring the accuracy and completeness of the application.

A. PHS Assignment Request Form
Reference Letters (3-5 required, Instructions):
*Referees must submit reference letters separately through **eRA Commons** by the application due date.*

B. Internal Routing Checklist (at least **10 business days** prior to the sponsor deadline**).**
Due Date:

Item	PI	Research Office OR Business Office
☐ **Project Summary/Abstract (30 lines of text)**	☐	
☐ **Budget (per applicable NIH IC K25 salary and research support limits)** **Target NIH Institute/Center: _____**	☐	☐
☐ **Budget Justification**	☐	
☐ **Indirect Cost Waiver Request Form (if applicable)**		☐
☐ **Cost Sharing Approval Form (if applicable; not required by NOFO)**		☐
☐ **Consortium/Subaward Documents (if applicable)**	☐	☐
☐ **Data Management & Sharing Plan**	☐	

C. Final Submission Package (at least **5 business days** prior to the sponsor deadline**).**
Due Date:

ASSIST Forms:

Item	PI	ROPH
☐ **SF424 (R&R) Form**		☐
☐ **PHS398 Cover Page Supplement**	☐	☐
☐ **R&R Other Project Information**	☐	☐
☐ **Project/Performance Site Location(s)**	☐	☐
☐ **R&R Senior/Key Person Profile (Expanded)**	☐	☐
☐ **R&R Budget**	☐	☐
☐ **R&R Subaward Budget Attachment(s) when applicable**	☐	☐
☐ **PHS398 Career Development Award Supplemental Form**	☐	☐
☐ **PHS Human Subjects & Clinical Trials Information**	☐	☐

Attachments:

Item
☐ **Cover Letter**
☐ **Project Summary/Abstract (30 lines of text)**
☐ **Project Narrative (3 sentences)**
☐ **Bibliography & References Cited**
☐ **Facilities & Other Resources (**SoPH template**)**
☐ **Equipment**
☐ **Other Attachments (if applicable)** *- Only attach a file to provide additional information in accordance with the NOFO and/or agency-specific instructions.* *- **Foreign Justification** (if applicable)*
☐ **NIH Biosketch (all key personnel)**
☐ **Other Support (required for each of the mentor and co-mentor(s))**
For Detailed Budget
☐ **Budget Justification**
☐ **Consortium Justification (if applicable)**
☐ **Introduction to Application (if applicable, 1 page)** *Required only if the type of application is **Resubmission** or **Revision***
☐ **Candidate Information and Goals for Career Development**
☐ **Research Strategy** **(***for both attachments combined***,12 pages)**
☐ **Specific Aims (1 page)**
☐ **Training in the Responsible Conduct of Research (1 page)**
☐ **Plans and Statements of Mentor and Co-Mentor(s) (6 pages)**
☐ **Letters of Support from Collaborators, Contributors, and Consultants (6 pages)**
☐ **Description of Institutional Environment (1 page)**
☐ **Institutional Commitment to Candidate's Research Career Development (1 page)**
☐ **Vertebrate Animals (if applicable)**
☐ **Select Agent Research (if applicable)**
☐ **Consortium/Contractual Arrangements (if applicable)**

☐ **Resource Sharing Plan (if applicable)**

☐ **Other Plan(s) – Data Management & Sharing Plan**

☐ **Authentication of Key Biological and/or Chemical Resource (if applicable, 1 page)**

☐ **Appendix (if applicable, a maximum of 10 PDF attachments)**

Only attach file(s) if they are specified in the NOFO as allowable Appendix materials. Simply relocating disallowed materials to other parts of the application will result in a ***noncompliant application****. Application will be withdrawn.*

Human Subjects and Clinical Trials Requirements

Complete only when the proposed project involves human subjects, human specimens, and/or human data, as applicable. Detailed instructions refer to Research Instructions for NIH and Other PHS Agencies Page 103 – 138.

1. **Use of Human Specimens and/or Data**

Item
☐ **Use of Human Specimens and/or Data**
☐ **Explanation of Why Human Specimens and/or Data Do Not Constitute Human Subjects Research** *If the answer of the previous question is "Yes" and the proposed project is not considered human subject research, please attach an explanation.*

2. **Study Record: PHS Human Subjects and Clinical Trials Information**

   Complete one Study Record for each proposed human subjects study.

Item
☐ **Section 1 – Basic Information**
☐ **Section 2 – Study Population Characteristics** *Not required if only* ***Exemption 4*** *is selected on the "****1.3 Exemption Number****" question.*
☐ **Section 3 – Protection And Monitoring Plans**
☐ ~~**Section 4 – Protocol Synopsis**~~**: Not applicable for PA-24-191** *Complete only if all* ***Clinical Trial Questionnaire*** *responses are "****Yes****".*
☐ ~~**Section 5 – Other Clinical Trial-related Attachments**~~**: Not applicable for PA-24-191** *Complete only if all* ***Clinical Trial Questionnaire*** *responses are "****Yes****".*

Helpful links:

NIH K-Series Application Instructions: Career Development Instructions for NIH and Other PHS Agencies

Page Limits: Page Limits | Grants & Funding

Format Attachments: Format Attachments | Grants & Funding
DMS Plan: Data Management and Sharing Plan Format Page | Grants & Funding