OFFICE OF RESEARCH
MEDICAL SCHOOL
UNIVERSITY OF MICHIGAN

Individual Career Development (K) Awards Admin Shell

Application Guide and Instructions

Applicants for Career Development Awards (K-series) should use the "Career Development Instructions."
Refer to Funding Opportunity Announcement for specific guidelines.

SF424 R&R APPLICATION

Per NOT-OD-19-109, ORCID identifiers are REQUIRED at time of application for Individual Fellowship and Career Development Awards. eRA system validations will check whether applicants have ORCID iDs and applications will not be accepted unless an ORCID iD is linked to the PD/PI's eRA Commons Personal Profile.

SF 424 (R&R Form)

Cover Letter *(Not required for Admin Shell)*

- *Mentored* Career Development Awards applications must contain a Cover Letter including a list of referees (including name, departmental affiliation, and institution).
- *Non-Mentored* Career Development Awards applications - Cover Letters are optional.

Other Project Information Form

Facilities & Other Resources:

- Should include a description of the institutional facilities available to the candidate.

Senior/Key Person Profile

Key Personnel
For applications due on or after January 25, 2022, an eRA Commons ID must be entered into the "Credential agency login" field for all Senior/Key Personnel as defined in NIH GPS 1.2.) Senior/Key Personnel

Applicant/Candidate

- The candidate is considered the PI of the application.
- The candidate's eRA Commons Username must be provided in the "credential agency login" field.
- The eRA Commons account must have a role of PI and be affiliated with the application organization.

Mentors and Co-Mentors.

- Mentors and Co-Mentors must be identified as Senior/Key personnel.
- The Primary Mentor's eRA Commons Username must be provided in the "credential agency login" field.
- Project Role "Other Professional" and "Mentor" or "Co-Mentor" in the "Other Project Role Category" field.
  Modified Other Support of Mentor – 3-page limit per attachment
    o For Mentored applications, mentors and co-mentors are to provide information on their research support that is relevant to the candidate's research.
    o Do not include information on "percent effort/person months" or on "overlap".
    o For active projects, provide the total award amount for the performance period.
    o Must be electronically signed by mentors. Signatures are not required as part of Admin Shell but need to be signed prior to Finalization. See NIH Other Support FAQs.

Updated 3/16/2022

<u>**R&R Budget Form**</u>

<u>A). Senior/Key Person</u>: Include only information for the applicant in the budget section. Do not include the mentor or other senior/key persons.

Other Direct Costs:

There are two options for reflecting Research and Development Funds on the budget.

> **OPTION 1**)
> <u>F) Other Direct Costs</u>: 1) Materials and Supplies: enter the total Research Development Funds requested. Usually, a specific amount is allowed for research development and other costs that do not require individual cost category identification. Unless instructed differently in the FOA, applications are recommended to enter the total requested research and development support amount in this field.
>
> **OPTION 2)**
> You may choose to enter the Research and Development Funds in the applicable detailed budget categories. When choosing this option, make certain that the total research development support costs do not exceed allowable total.

See "Calculating Budget" section below for additional information.

<u>**Budget Justification**</u>

Provide justification for items within the Research Development Supports – all equipment, supplies, and other personnel that will be used to help achieve the career development and research objectives.

<u>**Career Development Award Supplemental Form**</u>

See [NIH Page Limits for Career Development Awards](#)

- Candidate Information and Goals for Career Development – 12 pages combined for this section + Research Strategy
  - o Candidate's Plan for Career Development/Training Activities During Award Period:
    If level of effort is noted, ensure that it reflects the same effort as the budget and letters of support. Review Timeline to ensure that it is in line with the project period and effort totals are correct, if included.
- Plans for Statement of Mentor and Co-Mentor(s) – 6 pages
- Description of Institutional Environment – 1 page
- Letters of Support from Collaborators, Contributors, and Consultants – 6 pages
- Institutional Commitment to Candidate's Research Career Development: 1 page
  Must include:
  - o Agreement to protect research time for the required % of time required for award. The effort of the candidate noted must correlate with the effort as budgeted.
  - o Description of institutional commitment to space, equipment, and other resources.
  - o On letterhead with signature of chairman or other departmental authorized personnel.

Read this carefully for any representation of commitments.

PAF

Proposal Type / Class Code

- 22000 Research

UM Investigators
- All mentors and any other senior/key personnel are required to be listed on the PAF.
- If the applicant has a joint appointment with the VA, specific criteria must be met. The division of effort must be formally documented with a Memorandum of Understanding between the University and the VA and this must be included in the budget justification in order to disclose to the NIH the details of the relationship.
- If the application isn't eligible to hold the PAF, they must sign the PAF prior to Unit Approval. (The DHHS additional certification form is no longer required since all personnel now can sign the PAF.)

Commitments
- Be sure to include any commitments represented in the application in their appropriate section on the PAF.

CALCULATING BUDGET
Most NIH Institutes limit salary contribution and funds for research support on K awards. Per the SF424 Career Development Guidelines information on actual institutional base should be provided. Adjustments will be made at time of award.

There are some K Awards that do not have a specified limit on the salary. These are still subject to the current NIH cap at time of award, but you may ask for actual and NIH will reduce as appropriate at time of award.

COST SHARING & K AWARDS

General rules of thumb for documenting cost sharing on the PAF:

- For projects which indicate that any additional research costs will be covered from department/unit funds in the justification or institutional support letter, it must be documented on the PAF. (Specified dollar amount would be in the details of UM Cost Share; a general statement would be under Other UM Commitments")
- Cost share is not required if the candidate is devoting the minimum required effort and actual salary is requested. Salary adjustments will be made at time of award if necessary. If salary contribution from the NIH Institute is not enough to cover the cost, department/unit will be responsible for covering the difference.
- For Ks where the effort exceeds the minimum required and causes a funding gap, the salary and fringes for the % effort over the minimum must be in the detailed cost sharing section of the PAF.

OPTIONS

- Ask for actuals. Adjustments will be made at time of award.
- Request up to the NIH Institute salary contribution limit.