

Individual Career Development (K) Awards Admin Shell

SF424 R&R APPLICATION

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

Applicant/Candidate

- The candidate is considered the PI of the application.
- The candidate's eRA Commons Username must be provided in the "credential" 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" 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

- For Mentored applications, modified Current and Pending documents are required for mentors and co-mentors only.
- Do not include information on "percent effort/person months" or on "overlap".

R&R Budget Form

A). Senior/Key Person: 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)

F) Other Direct Costs: 1) Materials and Supplies: enter the total research development support 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.

Budget Justification

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.

Career Development Award Supplemental Form

- Candidate Information and Goals for Career Development – 12 pages combined for this section + Research Strategy
 - 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:
 - 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.
 - Description of institutional commitment to space, equipment and other resources.
 - 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 for [FCOI](#) tracking purposes.
- 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. [Click here](#) for more information on VA appointments.
- Additional Certification – if the Applicant isn't eligible to hold the PAF themselves, the [additional certification form](#) must be signed by the Applicant and attached to the PAF.

Commitments

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

COST SHARING & K AWARDS

Most Ks have limits on salary and research costs. These are the general rules of thumb for documenting cost sharing on the PAF:

- For salary, if you are asking for the minimum required effort and the dollars available are not enough to cover the cost, there is no cost sharing documented on the PAF, but the department/unit is responsible for covering the cost.
- 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.
- 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")

CALCULATING BUDGET

Most K awards have a limit on the salary and research costs allowed. Fringe benefits and indirect costs are over and above the allowable costs listed in the program announcement.

Direct Costs =

Salary (up to allowable) + Associated Fringe Benefits + Research Costs (up to allowable)

EXAMPLE:

If Institute allows \$75,000 for salary with at least 75% effort, and \$50,000 for research costs per year.

- **If effort is higher than 75% and Salary is less than ceiling amount**

Candidate has 85% effort and a salary of \$80,000: $(85\% \times \$80,000) = \$68,000$

$\$68,000 + \$20,400$ (30% fringes) + \$50,000 research costs = \$138,400 requested in year 1.

In the following years, you may increase the amount of salary and fringes (according to an anticipated increase for the candidate) up to the maximum allowed.

- **If effort is 75% and Salary is equal to ceiling amount**

Candidate has 75% effort and a salary of \$100,000: $(75\% \times \$100,000) = \$75,000$

$\$75,000 + \$22,500$ (30% fringes) + \$50,000 research costs = \$147,500 direct costs requested for year 1.

Since the full allowable costs are requested, there can be no increase in the following years.

- **If effort is 75% and Salary is more than ceiling amount**

Candidate has 75% effort and a salary of \$120,000:

$(75\% \times \$120,000 = \$90,000)$ \$75,000 + \$22,500 (30% fringes) + \$50,000 research costs

\$147,500 direct costs requested for year 1. Since the full allowable costs are requested, there can be no increase in the following years.

- **If effort higher than 75% and Salary is more than ceiling amount**

Candidate has 85% effort and a salary of \$120,000: $(85\% \times \$120,000 = \$102,000)$

Allowable: $\$75,000 + \$22,500$ (30% fringes) + \$50,000 research costs = \$147,500 direct costs for year 1

Since the full allowable costs are requested, there can be no increase in the following years. Since the candidate is devoting more effort than is required by the K Award, then the difference between their 75% salary/benefits and 85% salary/benefits must be reflected as hard cost sharing on the PAF.

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.