

**Career Transitions Award/Research Transition Award (K99/R00)**  
**NIH Pathway to Independence Award (PA-19-130)**

**Submission Requirements Checklist**

Form #	Items to be Contained in Form		Notes
<b>SF 424 (R&amp;R)</b> <a href="#">OMB Number: 4040-0001</a>	Complete All Fields		
	Cover Letter addressed to the Division of Receipt and Referral. Include: Application Title, Title of PA, Explanation of any subaward budget components that are not active for all budget periods, Intent to submit if including a video in the application, If proposed studies will generate large-scale human or non-human genomic data		Career Development Award cover letters must contain a list of referees.
<b>PHS 398 Cover Page Supplement</b> <a href="#">OMB Number: 0925-0001</a>	The program income section is a required field.		Skip the following sections: Inventions and Patents section Change of Project Director/PI
<b>R&amp;R Form: Other Project Information</b> <a href="#">OMB Number: 4040-0001</a>	<b>Field 2 – Vertebrate Animals</b>	If answering yes, provide an explanation and anticipated timing of animal use for PHS 398 Career Development Award Supplemental Form	
	<b>Field 7 – Project Summary/Abstract</b>	Include: <ul style="list-style-type: none"> <li>• Broad, long-term objectives and specific aims, referring to the health relatedness of the project.</li> <li>• Research design and methods for achieving the stated goals</li> </ul>	<b>Max of 30 lines of text</b> Describe the candidate’s career development plan, the candidate’s career goals, and the environment in which the career development will take place.
	<b>Field 8 – Project Narrative</b>	Describe the relevance of this research to public health	<b>No more than 3 sentences</b>
	<b>Field 9 – Bibliography and References Cited</b>	Must be included Include any references cited in PHS 398 Career Development Award Supplemental Form	<b>If publication arose from NIH support, please include the PubMed Central (PMC) reference #</b>
	<b>Field 10 – Facilities and other Resources</b>	For early stage investigators (ESIs), describe institutional investment in the success of the investigator: <ul style="list-style-type: none"> <li>• Resources for classes, travel, or training</li> <li>• Collegial support (i.e. Availability of organized peer groups)</li> <li>• Logistical support</li> <li>• Financial support, such as protected time for research</li> </ul>	

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<p><b>R&amp;R Project/Performance Site Location (s)</b>  <u>OMB Number: 4040-0010</u></p>	<p>Complete all fields</p> <p>Describe any consortium/contractual arrangements that are listed in the PHS 398 Career Development Award Supplemental Form</p>	<p>Indicate where the work described in the Research and Career Development Plans will be conducted.</p>
<p><b>Research and Related Senior/Key Person Profile (Expanded)</b>  <u>OMB Number: 4040-0001</u></p>	<p>You must attach biographical sketch.</p> <p>See sample biosketch here:  <a href="http://grants.nih.gov/grants/forms/biosketch-sample.docx">http://grants.nih.gov/grants/forms/biosketch-sample.docx</a></p>	<p>“Multiple PD/PIs” are not applicable to career development applications. The PD/PI role must be used only for the candidate and not for any other senior/key personnel.</p> <p><b>Must not exceed 5 pages</b></p>
<p><b>R&amp;R Form: Research and Related Budgets</b>  <u>OMB Number: 4040-0001</u></p>	<p>You must provide all information requested.</p> <ul style="list-style-type: none"> <li>A. Senior/Key Person            Career development programs include a minimum effort requirement, usually 75% or nine person months.</li> <li>B. Skip the "B. Other Personnel" section.</li> <li>C. Skip the "C. Equipment Description" section.</li> <li>D. Skip the "D. Travel" section.</li> <li>E. Participant/Trainee Support Costs</li> <li>F. Other Direct Costs            In the "Material and Supplies" field, enter the total research development support being requested for the initial budget period of the career development award.</li> <li>G. Direct Costs</li> <li>H. Indirect Costs- indicate a MTDC, Enter the indirect cost rate as 8%</li> <li>I. Total Direct and Indirect Costs</li> <li>J. Skip the "J. Fee" section</li> <li>K. Total Costs</li> <li>L. Budget Justification</li> </ul>	<p>Submission is required.</p> <p><b>A budget justification must be attached to Field L.</b></p> <p>Use the Budget Justification to provide a detailed description and justification for specific items within the Research Development Support costs (e.g., all equipment, supplies, and other personnel that will be used to help achieve the career development and research objectives of this award).</p> <p>Use <a href="#">R&amp;R Subaward Budget Attachment Form</a>, if applicable.</p>

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<p style="text-align: center;">PHS 398 Career Development Award Supplemental Form</p> <p><a href="#">OMB Number: 0925-0001</a></p>	<p>Complete all fields. <b>Introduction to Application (only for resubmission and revision)</b></p>	<p><b>Must not exceed one page</b></p>
	<p><b>Candidate Information and Goals for Career Development</b> Include the following headings: Candidate's Background Career Goals and Objectives Candidate's Plan for Career Development/Training Activities During Award Period</p>	<p><b>Must not exceed 12 pages</b></p>
	<p><b>Specific Aims</b></p>	<p><b>Must not exceed one page</b></p>
	<p><b>Research Strategy</b> Include the following headings: Significance Innovation Approach</p>	<p><b>Must not exceed 6 pages</b>  <b>Discuss preliminary studies in each section</b></p>
	<p><b>Training in the Responsible Conduct of Research</b> Include the following 5 instructional components: <b>Format</b> <b>Subject Matter</b> <b>Faculty Participation</b> <b>Duration of Instruction</b> <b>Frequency of Instruction</b></p>	<p><b>Must not exceed one page</b></p>
	<p><b>Plans and Statements of Mentor and Co-Mentor(s)</b> Each statement should include:</p> <ul style="list-style-type: none"> <li>• The plan for the candidate's training and research career development.</li> <li>• The source of anticipated support for the candidate's research project for each year of the award period.</li> <li>• The nature and extent of supervision and mentoring of the candidate, and commitment to the candidate's development that will occur during the award period.</li> <li>• The candidate's anticipated teaching load for the award period (number and types of courses or seminars), clinical responsibilities, committee and administrative assignments, and the portion of time available for research.</li> <li>• A plan for transitioning the candidate from the mentored stage of his/her career to the independent investigator stage by the end of the project period of the award.</li> </ul>	<p><b>Must not exceed 6 pages</b>  Each Mentor and Co-Mentor must provide a statement</p>
<p><b>Letters of Support from Collaborators, Contributors and Consultants</b> Letters from consultants should include rates/charges for consulting services. Letters should list proposed roles and document their willingness to participate in the project. The letters should also briefly describe research materials, data, guidance, or advice each person will provide.</p>	<p><b>Must not exceed 6 pages</b>  <b>Note that letters of support are not the same as letters of reference</b></p>	

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<b>PHS 398 Career Development Award Supplemental Form</b> <a href="#">OMB Number: 0925-0001</a>	<b>Description of Institutional Environment</b> Describe how the institutional research environment is particularly suited for the development of the candidate's research career and the pursuit of the proposed research plan.	<b>Must not exceed one page</b>
	<b>Institutional Commitment to Candidate's Research Career Development</b>	<b>Must not exceed one page</b>
	Vertebrate Animals: Description of Procedures Justification Minimization of Pain and Distress	<b>If applicable</b>
	Select Agent Research	<b>If applicable</b>
	Consortium/Contractual Arrangements	<b>If applicable</b>
	Resource Sharing	<b>If applicable</b>
	Authentication of Key Biological and/or Chemical Resources	<b>If applicable</b>
	<b>Appendix</b> The only allowable appendix materials are: <ul style="list-style-type: none"> <li>• Blank data collection forms, blank survey forms, and blank questionnaire forms - or screenshots thereof</li> <li>• Simple lists of interview questions</li> <li>• Blank informed consent/assent forms</li> <li>• Other items <i>only if</i> they are specified in the FOA as allowable appendix materials</li> </ul>	<b>No more than 10 PDF attachments</b>
<b>PHS Human Subjects and Clinical Trial Information</b> <a href="#">OMB Number: 0925-0001</a>	Follow the standard instructions to complete the PHS Human Subjects and Clinical Trials Information form.	<b>Submission is required regardless of whether human subjects are involved</b>
<b>PHS Assignment Request Form</b> <a href="#">OMB Number: 0925-0001</a>	<ul style="list-style-type: none"> <li>• Awarding Component Assignment Request</li> <li>• Study Section Assignment Request</li> <li>• List individuals who should not review your application and why</li> <li>• Identify scientific areas of expertise needed to review your application</li> </ul>	Optional
<b>Reference Letters</b>	Referees must submit reference letters through the eRA Commons by the application due date. Referees will need to provide the following information with their reference letter: <ul style="list-style-type: none"> <li>• PI's (fellow/candidate's) eRA Commons user name</li> <li>• PI's first and last name as they appear on the PI's eRA Commons account</li> <li>• Number of the funding opportunity announcement to which you are applying</li> </ul>	At least three, but no more than five, reference letters are required.