

# Individual Career Development Award (K, excluding K12) Checklist

- Do not insert headers or footers in any of these documents.
- Link to SF242 Fellowship application guide: <http://grants.nih.gov/grants/funding/424/#inst>

## Document Name

Cover letter (For mentored CDA include list of references, for non-mentored CDA recommended)

Project Summary/Abstract (limit 30 lines)

Project Narrative (limit 3 sentences)

Bibliography (literature cited, no limit but be concise) –required unless noted in FOA

Facilities and Other Resources (no limit) –required unless noted in FOA

Equipment (no limit)

Budget Justification

Biosketch(es) (5 pages each) ([Biosketch Instructions](#))

Mentor/Co-Mentor Other Support (if required by FOA)

Introduction (when applicable, resubmissions and revisions only, limit 1 page)

Candidate Information and Goals for Career Development (Limit 12 pages total for Candidate Info/Goals and Research Strategy)

- Research Plan Section

- Specific Aims (limit 1 page)

- Research Strategy (Limit 12 pages total for Candidate Info/Goals and Research Strategy)

- Progress report publication list (for renewals only)

- Training in the Responsible Conduct of Research (limit 1 page)

Candidates Plan to Provide Mentoring (include only when required by FOA i.e.: K24 & K05, 6 page limit) Plans and Statements of Mentor and Co-mentor(s) (limit 6 pages)

Letters of Support from Collaborators, Contributors, and Consultants (6 pages)

Description of Institutional Environment (limit 1 page)

Institutional Commitment to Candidates Research Career Development (limit 1 page)

Description of Candidate's Contribution to Program Goals (Applicants to diversity-related FOAs (e.g., diversity-related K01 and diversity-related K22s, otherwise not required)

Vertebrate Animals (if applicable, all criteria must be addressed)

Select Agent Research (if applicable)

Resource Sharing Plan(s) (no limit)

Authentication of Key Biological/Chemical Resources (if applicable)

Appendix (refer to FOA to determine whether appendix allowed on your application)

PHS Assignment Form

References submitted to eRA Commons (if applicable)

**For Projects Involving Human Subjects:**

Submitted via eCat (if applicable).

**SUMMARY OF PAGE LIMITS:**

**Project Summary/Abstract** 30 lines of text

**Project Narrative** Three sentences

**Introduction to Resubmission or Revision Application** (when applicable) 1 page

**Candidate Information and Goals for Career Development and Research Strategy** 12 pages (for both attachments combined)

**Specific Aims** 1 page

**Training in the Responsible Conduct of Research** 1 page

**Candidate's Plan to Provide Mentoring** (Include only when required by the specific FOA, e.g., K24 and K05) 6 pages

**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

**Biographical Sketch** 5 pages