

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

- ___ 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)
- ___ Cover letter (include list of references)
- ___ Letters of Support from Collaborators, Contributors, and Consultants (6 pages)
- ___ Biosketch(es) (5 pages each) ([Biosketch Instructions](#))
- ___ Research Training Plan
 - ___ Introduction (when applicable, resubmissions and revisions only, limit 1 page)
 - ___ Specific Aims (limit 1 page)
 - ___ Research Strategy (limit 6 pages)
- ___ Vertebrate Animals (if applicable, all criteria must be addressed)
- ___ Resource Sharing Plan(s) (no limit)
- ___ Training in the Responsible Conduct of Research (limit 1 page)
- ___ Candidate information and Goals for Career Development and Research Strategy (*listed above*, limit 6 pages.)
(Limit 12 pages total for both attachments):
 - ___ Candidate Background
 - ___ Career Goals and Objectives
 - ___ Candidates Plan for Career Development/Training Activities during Award Period
- ___ 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)
- ___ Appendix (refer to FOA to determine whether appendix allowed on your application)
- ___ Description of Institutional Environment (limit 1 page)
- ___ Institutional Commitment to Candidates Research Career Development (limit 1 page)

For Projects involving Human Subjects:

✓ Document Name

- ___ Protection of Human Subjects [Supplemental Instructions for D-Forms](#)
- ___ Inclusion of Women and Minorities
- ___ Targeted Planned Enrollment (clinical research only)
- ___ Inclusion of Children