

**NIH Individual K Series
Application Checklist
Updated 12/29/11**

SECTION OF APPLICATION	LIMITS (INSTRUCTION PAGE #)
Letters of Reference <ul style="list-style-type: none"> • Submitted by referees directly to eRA Commons • Due by application due date 	At least 3, no more than 5 (I-128)
Project Summary/Abstract	1 page (I-131 & I-61)
Project Narrative	2-3 sentences (I-61)
Bibliography & References Cited	No page limit (I-62)
Facilities & Other Resources	No page limit (I-131 & I-62)
Equipment (if applicable)	No page limit (I-63)
Referee List <ul style="list-style-type: none"> • Attach under “12 - Other Attachments” 	No page limit (I-131)
Biosketch (version B)	4 pages per person (I-132)
Mentor/Co-Mentor Current & Pending Support <ul style="list-style-type: none"> • Only list support relevant to K candidate’s research plan 	4 pages per person (I-133)
Detailed (R&R) Budget <ul style="list-style-type: none"> • Budget justification for all costs 	No page limit (I-135)
Candidate Information (sections 2-4) <ul style="list-style-type: none"> • Candidate Background • Career Goals & Objectives • Career Development/Training Activities 	12 pages with research strategy – section 11 (I-141)
Training in the Responsible Conduct of Research	1 page (I-142)
Statements by Mentor, Co-Mentors, Consultants, Contributors	6 pages (I-143)
Description of Institutional Environment	1 page (I-145)
Institutional Commitment	1 page (I-146)
Specific Aims	1 page (I-147)
Research Strategy <ul style="list-style-type: none"> • Significance • Innovation • Approach 	12 pages with candidate information – sections 2-4 (I-147)
Protection of Human Subjects (if applicable)	No page limit (I-149 & II-1)
Inclusion of Women & Minorities (if applicable)	No page limit (I-149 & II-12)
Targeted/Planned Enrollment (if applicable) http://grants.nih.gov/grants/funding/424/SF424R-R_enrollment.doc	No page limit (I-150 & II-14)
Inclusion of Children (if applicable)	No page limit (I-150 & II-15)
Vertebrate Animal Section (if applicable)	No page limit (I-151)
Select Agent Research (if applicable)	No page limit (I-152)
Consortium Contractual Arrangements (if applicable)	No page limit (I-153)
Resource Sharing Plan (if applicable)	No page limit (I-153)

	SECTION OF APPLICATION	LIMITS (INSTRUCTION PAGE #)
	Appendix (if applicable)	10 max (I-154)
	Cover letter <ul style="list-style-type: none"> • Required for mentored applications • Must include referee list • Request IC or SRG assignment 	No page limit (I-136 & I-92)

General Information

Link to instructions: <http://grants.nih.gov/grants/funding/424/index.htm>

Font: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch.

Type may be no more than six lines per inch.

Paper Size and Page Margins: Use standard paper size (8 ½" x 11).

Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI's name and page numbers.

Page Formatting: Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

Do not include any information in a header or footer of the attachments. A header will be system-generated that references the name of the PD/PI. Page numbers for the footer will be system-generated in the complete application, with all pages sequentially numbered.

URLs: Unless otherwise specified in the FOA, Internet website addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes: You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

Grantsmanship: Use English and avoid jargon.

If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.