

PennERA - Proposal Development



NIH Career Development (K) Proposals

Interest Areas: Overview • Create, Setup, Complete Proposal

Always read the funding opportunity (FOA) for specific requirements, as these can change or be specific to a particular program or institute. This guide is **only** intended to provide basic instructions for record creation and setup and about common elements.

Overview

NIH Career Development Awards (CDAs), or K mechanisms, are electronically submitted to Grants.gov. In Proposal Development (PD), a system-to-system (S2S) record is required for all K's, so that the proposal can be transmitted directly from PD to Grants.gov.

Additional Resources

- NIH's K series information for notices and announcements for K mechanisms: <https://www.nimh.nih.gov/funding/training/career-development-programs-k-series.shtml>.
- NIH SF424 instructions: [NIH Career Development instructions](#).
 - These are specially annotated instructions provided by NIH specifically for Career Development Award submissions.
- [Proposal Development User's Guide](#) for general instructions about using PD.
- Help and questions: PennERAhelp@lists.upenn.edu.

Create the Record: New Proposal Questionnaire

Specific selections for K mechanisms:

- Choose "Select from Grants.Gov Opportunities", click "Continue to Next Step" (**Step 1 continued...**).
- Enter a Funding Opportunity Number in the search field.
- After the opportunity information has been retrieved, complete the remaining steps to create the record.

2 PA-20-176 S2S ☒ Search

Setup Questions

Submission Mechanism/Form Information

- Screen template should be "424 R&R NIH Dynamic (electronic submission)".
- Grants.Gov Submission Information*
 - Check formset: FORMS-F for due dates on or after 5/25/20.
 - Check other information to ensure correct FOA has been chosen.

Note: Because requirements vary for different K's, such as funding and page limits, validations are not provided in PD. Be sure to review all requirements and limits in the FOA.

Answer the remaining setup questions but especially note these points:

- Verify the Deadline Date auto-populated by PD.
- A cover letter is required for mentored K's and strongly encouraged for all applications.
- K's cannot have multiple PIs (or co-PD/PI role).
- Answer "No" to the modular budget question.
- The Program Type for K's is "Upenn - Research".
- Select the PHS Assignment Request Form if the PI wishes to identify a specific institute. Form will appear on S2S Forms screen.

Contact PennERAhelp@lists.upenn.edu if you have questions.

Complete the Proposal

Most screens are completed similar to research grants ("R" types) but may have these additional instructions:

SF424 Cover component

- Check FOA for allowability of Renewal applications.
- Cover letter required for mentored K's; text must include list of referees.
- Recommended but not required for non-mentored K's.

Other Project Info, especially Other Attachments

- Check the FOA for any special requirements.

PHS398 Career Development Award Supplemental Form

- Upload documents as required in the NIH SF424 instructions.

Note: NIH recognizes that S2S systems may use different personnel and budget data entry methods than an Adobe formset. Please contact PennERAhelp@lists.upenn.edu if you have any questions about budget/personnel data entry in PennERA.

Personnel (creates Senior/Key Person form)

- Personnel are added on the Personnel screen.
- Mentored K's must have at least one mentor.
 - Choose "Other Professional" as the Role, then specify, e.g., "Mentor".
- All Key Personnel with 0% effort, such as Mentors, must be entered using Personnel Type = Consultant-Key (Penn personnel) or External Consultant-Key (non-Penn personnel).
- Non-Key personnel typically are not listed unless entering a detail budget.
- Follow the NIH SF424 instructions for complete information about Biosketch and Current and Pending Support uploads.

Budget > Budget Items > Personnel Costs

- Personnel with measurable effort will be automatically listed in this section after adding in *Personnel*.
- Personnel with 0% effort (e.g., Mentors) should not listed here.
- Check the FOA for required effort and salary limits for the candidate (*not the same as the NIH salary cap*).

Budget > Budget Items > Non-Personnel Costs

- Enter one line of expense for Research Development costs.
 - Description = Research Development Costs.
 - Budget Category = Supplies, *not* Other Costs.
 - Check the FOA for specific funding limits for this category.
- Detail budget entry is not usually required but will not be rejected or create electronic validation errors if used.

Budget > F&A

- Change Rate to "Manual Entry".

- Enter 8.000 in the Rate field to the right. Click "Apply".
- Additional step for K99/R00's after completing above step:
 - Use 8% only in Years 1-2, full rate in Years 3-5.

- Choose "Manual F&A" to the right of Apply button.
 - Rate: 8.000 Effective: Apply Manual F&A
- Scroll to the bottom and enter correct values for Years 3-5 in F&A Breakdown table.

F&A Breakdown

Budget > Cost Sharing and

PERIOD	START DATE
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Budget > Justifications

- Verify that there is no unintended cost-sharing.
- Upload budget justification based on FOA requirements.

Finalize and Submit for Internal Approval

- Run NIH Pre-Submission Validation Service as soon as record has been built and assembled. Check NIH-generated Grant Image.