

**Review instructions at:**

[http://grants1.nih.gov/grants/funding/phs398/instructions2/p1\\_preparing\\_individual\\_cda\\_app.htm](http://grants1.nih.gov/grants/funding/phs398/instructions2/p1_preparing_individual_cda_app.htm)

EIN: 06-0646973

DUNS: 04-320-7562

Proposal Summary &amp; Certification Form Completed and Signed

**Type:** Mentored or Unmentored**PHS 398 Face Page;** Use PA # for K award**Animal research;** must be marked “pending” - insert OLAW # A3230-01**For Human Subject Research;** insert FWA00002571**Abstract page and performance site;** Include 2-3 sentences with relevance to Public Health**Key Personnel Page;** only the PI or those with measurable effort are Key personnel.

*Mentors/co-mentors, collaborators are Other Significant Contributors (OSC).*

**Use ALTERNATE Table of Contents for CDA;** note citizenship requirements**Form Page 4;** do not use**Form Page 5;** use only total direct costs (in Adobe you must fill in this amount in “other direct costs” so it totals down. In WORD, you can just enter it in total direct costs).**Budget Justification;** Effort must equal the dollars requested. Most K awards require a commitment of 75% or 9 months of effort for a 12 month appointment. If minimum required effort, i.e. 9 cm x PI’s salary exceeds the threshold (usually \$90,000), then salary over the “K” cap must be captured by the business office. Please speak to your business office about this.**Justify all personnel;** but do not justify other costs unless they are UNUSUAL.**Candidate Biosketch;** Follow instructions as specified – use specified headers, date formats

[http://grants1.nih.gov/grants/funding/phs398/instructions2/p1\\_basic\\_admin\\_data.htm#6\\_Biographical\\_Sketch](http://grants1.nih.gov/grants/funding/phs398/instructions2/p1_basic_admin_data.htm#6_Biographical_Sketch)

**Biosketch – Mentors & co-mentors;** use standard NIH Biosketch. You can include the research support section but do not include effort or \$\$.**Questions? Contact:****GCA Medical School**

Campus Mail: 47 College St., Suite 203

Fax: 203-785-4159 (grants)

Fax: 203-785-4169 (contracts)

Email: [contract.med@yale.edu](mailto:contract.med@yale.edu)**GCA Central Campus**

Campus Mail: 155 Whitney Ave., Suite 214

Fax: 203-432-7138

Email: [grants@yale.edu](mailto:grants@yale.edu)

URL:

**Other Support Format Page;** use for mentors/co-mentors only; not for the candidate. This is NOT the research support section of the Biosketch. This is a separate document – follow the explicit directions and do not include overlap and effort. DO NOT USE FOR UNMENTORED K – this will be requested at Just-in-Time

[http://grants1.nih.gov/grants/funding/phs398/instructions2/p1\\_basic\\_admin\\_data.htm#7\\_Other\\_Support\\_Format\\_Page1](http://grants1.nih.gov/grants/funding/phs398/instructions2/p1_basic_admin_data.htm#7_Other_Support_Format_Page1)

## Resources Page

### Career Development Plan

**Introduction to Revised Submission;** if applicable – 3 page limit

Section 1 – Candidate Section PLUS Sections A-D of Research Plan **cannot exceed 25 pages total.**

#### 1. The Candidate section;

[http://grants1.nih.gov/grants/funding/phs398/instructions2/p1\\_career\\_dev\\_plan.htm#1\\_candidate](http://grants1.nih.gov/grants/funding/phs398/instructions2/p1_career_dev_plan.htm#1_candidate)

- Candidate's Background
- Career Goals and Objectives: Scientific Biography
- Career Development/Training Activities During Award Period
- Training in the Responsible Conduct of Research

2. **Statements by mentor/co-mentor/consultants & contributor;** Either include sections with signatures or reference separate letters. (Mentor statements are not need for un-mentored CDAs)

#### 3. Environmental and Institutional commitment to candidate;

This must be included and signed by Department Chair for GCA to review and approve this application. It is critical that it contain an explicit "Agreement" statement which meets the requirements of release of time, adequate space and departmental support.

[http://grants1.nih.gov/grants/funding/phs398/instructions2/p1\\_career\\_dev\\_plan.htm#3\\_environmental\\_institutional\\_commit](http://grants1.nih.gov/grants/funding/phs398/instructions2/p1_career_dev_plan.htm#3_environmental_institutional_commit)

**Research Plan;** *be sure to follow instructions*

[http://grants1.nih.gov/grants/funding/phs398/instructions2/p1\\_career\\_dev\\_plan.htm#4\\_Research\\_Plan](http://grants1.nih.gov/grants/funding/phs398/instructions2/p1_career_dev_plan.htm#4_Research_Plan)

**Sections A-D;** these pages *PLUS* candidate section are included in **25 page limit**

**Sections E-J;** noting which are not applicable

**Checklist;** complete Patents/Inventions for renewals

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