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
• See Part I. Sec 7. Supplemental Instructions to the SF424 (R&R) for Preparing Individual Research Career Development Award (CDA) Application (‘K’ Series).
• PD User’s Guide for general instructions about using PD: [http://www.upenn.edu/researchservices/PennERA.html](http://www.upenn.edu/researchservices/PennERA.html).
• Help and questions: [PennERAhelp@lists.upenn.edu](mailto:PennERAhelp@lists.upenn.edu).

Create the record: New Proposal Questionnaire
Specific selections for K mechanisms:
1. Choose ‘Select from Grants.Gov Opportunities’, click ‘Continue to Next Step’ ([Step 1 continued...](#)).
2. Enter a Funding Opportunity Number in the search field.
3. After the opportunity information has been retrieved, complete the remaining steps to create the record.

Setup Questions
Submission Mechanism/Form Information
• Screen template should be “424 R&R NIH Dynamic (electronic submission)”.
• Grants.Gov Submission Information
  ▶ To ensure that the correct format is used (Adobe-B1 or Adobe-B2), check Close Date to be certain that opportunity is still open.
  ▶ 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 set-up 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.
• Best budgeting model is “Budget by Total Project”.
• The Program Type for K’s is “Upenn - Research”.

Complete the proposal
Most tabs are completed with information and uploads similar to research grants (“R” types) but may have these additional instructions:
SF424 Cover component
• Check FOA for allowability of Renewal applications.
Other Attachments
• Upload a list of Referees (required only for mentored K’s).
• PHS398 Cover Letter
  ▶ Required for mentored K’s; text must include the same list of referees uploaded to Other Attachments.
  ▶ Recommended for non-mentored K’s (no referees).
K Award Documents (PHS398 CDA 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 format. Please contact [PennERAhelp@lists.upenn.edu](mailto:PennERAhelp@lists.upenn.edu) if you have any questions.

Personnel (creates Senior/Key Person form)
• All personnel are added on the Budget Items tab.
• Follow the NIH SF424 instructions for complete information about Biosketch and Current and Pending Support uploads.

Budget > Budget Items > Personnel Costs
• Personnel who should appear on the Senior/Key Person form with biosketches must be listed in this section.
• All listed roles are designated as Senior/Key Personnel even if no measurable effort is being committed.
  ▶ Non-Key personnel typically are not listed.
  ▶ Be sure to follow Section 7.4.4.2 in NIH’s SF424 instructions.
  ▶ Check the FOA for required effort and salary limits for the candidate (not the same as the NIH salary cap).
• Mentored K’s must have at least one mentor.
  ▶ Choose “Other Professional” as the role type and then describe the role, e.g., “Mentor”.

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.
  ▶ NIH recognizes that some S2S software may need more detail than required by NIH; proposals will not fail NIH validations if correctly prepared.

Budget > F&A
• For all but K99/R00’s, change Sponsor Calculation Method to “Auto (predefined bases/rates)”. Wait for screen to refresh.
• Change Rate to “manual (use adjacent box)” and enter 8,000 in the box. Save.
• K99/R00’s use 8% only in Years 1-2, full rate in Years 3-5.

Finalize and Submit for Internal Approval
Refer to the Investigator Reference for instructions which can be found at [http://www.upenn.edu/researchservices/PennERA.html](http://www.upenn.edu/researchservices/PennERA.html).

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