

Checklist for Successful Application for Career Development Awards Updated April, 2009.

Candidate:

- Appropriate career stage – not too senior, not too junior
- Good publication productivity ; high impact journals; high impact research on field of research
- Eligibility – citizenship not necessary, less than 5 years of postdoctoral experience
- Strong letters of reference – supportive, enthusiastic, knowledge of the applicant’s abilities

Career Development Plan:

- Appropriate for Phase I and Phase II in K99/R00 mechanism – describe the plan carefully and justify based on your experience and expertise
- Include specificity and detail. Include a plan for the transition to independence (benchmarks)
- Include lab based training as well as didactic training (lab management, people management and financial management), presentations at meeting, seminars, journal clubs, grand rounds, translation components, **advisory committee**, cancer research mentor as well as basic science in advisory committee, grant writing courses

Mentor/s:

- Experienced and well funded
- Complementary co-mentors, collaborators, updated biosketches, research support
- Clear statement that applicant can take project into independence and the proposed project should be distinct from the mentor’s research program
- Should review application prior to submission (some involvement in preparation and organization for the application is acceptable)

Research Plan:

- Carefully considered hypothesis (mechanistic versus descriptive) and specific aims
- Good preliminary data, clarify lab’s data and candidate’s involvement in lab’s data
- Follows logically from current research base
- Helps to move the field forward
- Do not have a complicated and disjointed experimental design
- Include appropriate consideration of statistical issues
- Discuss pitfalls and alternative approaches for each aim
- Include necessary information on human subjects or animals (NCI specific requirements-use of human tissues or cells) (*)

Adapted from:

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Environmental/institutional commitment:

- Strong statement of institutional commitment, supportive of research commitment to the grant and the career development of the applicant
- Specific permission to use institutional resources including equipment and lab/office space

Application preparation:

- Use the correct Table of Contents (these are different for a Career Development Award versus an R01)
- Careful preparation, check grammar and spelling
- If this is a re-submission, be sure to respond carefully to the prior review
- Figures and tables should be easy to read, interpret and focused on the hypothesis
- Address review guidelines
- Update biosketches and research support

(*)Animal Subjects: Address five points of animal care
Human Subjects: Responsible conduct of research

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