

THE K AWARD PROPOSAL AT A GLANCE

*NOTE: **Blue font** represents third party items

TITLE: A short, informative statement that includes the study design and the sample.

SENIOR/KEY PERSONNEL: Lists members of the research team who will have direct responsibilities for conduct of the research and who will contribute to the scientific direction (at minimum, this is you and your mentor). **(BIOSKETCH NEEDED FOR APPLICANT AND MENTORS AT MINIMUM)**

OTHER SIGNIFICANT CONTRIBUTORS: Scientists with particular expertise who have agreed to consult on the project but are not giving measurable time **(BIOSKETCH NEEDED)**

LETTERS OF SUPPORT: Needed from consultants, contributors, and collaborators who are not listed on budget (6 pages)

ABSTRACT: Briefly describes project--significance, goals, hypotheses, specific aims, methods (30 lines max)

NARRATIVE/RELEVANCE: Describes public health relevance in lay terms (2-3 sentences)

FACILITIES/OTHER RESOURCES: Describes office, lab, computer, animal facilities, core facilities, clinical resources.

EQUIPMENT: Describes major equipment available and to be used for project

BUDGET AND JUSTIFICATION: Justifies tasks of personnel; justifies supplies, travel, other items

SPECIFIC AIMS: States purpose, goals, hypotheses and numbered specific aims (1 page).

RESEARCH STRATEGY (12 pages combined with candidate information)

- **SIGNIFICANCE:** States problem, current state of knowledge, potential contributions of your study.
- **INNOVATION:** Describes novel concepts, approaches or methodologies used.
- **APPROACH:** Includes preliminary studies, methods used, data analysis plans, discussion of potential difficulties, expected results.

REFERENCES CITED: Full bibliography of works cited in proposal including all author names.

RESOURCE SHARING PLAN: Describes how you will share data with scientific community.

CANDIDATE INFORMATION AND GOALS FOR CAREER DEVELOPMENT: (12 pgs combined with Research Strategy) Describes your **background** (past scientific history), your **career goals and objectives**, and your plan for **career development training activities** during the award. Describes the new research skills and knowledge you will acquire.

RESPONSIBLE CONDUCT OF RESEARCH: (1 page)

Describes your plan for training in responsible conduct of research including 1) format for instruction, 2) subject matter, 3) Faculty participation, 4) duration of instruction, and 5) frequency of instruction.

MENTOR PLANS AND STATEMENTS (6 pages)

Describes the plan for your training and career development, the source of support for your research project, the nature of the mentoring/supervision, and a transition plan to independence. Any co-mentor statement must fit into the 6 pages.

ENVIRONMENT AND INSTITUTIONAL COMMITMENT (1 page each)

Institutional Environment: describes the institution's research program related to your research area; documents collaborative opportunities with faculty, describes other training opportunities – seminars, journal clubs, etc.

Institutional Commitment: Statement agreeing to provide adequate time, support and resources for your career development (signed by Director of MMCRI).

HUMAN SUBJECTS Identifies risks/benefits; describes patient population and sample size, plans for the **Inclusion of Women and Minorities** and for the **Inclusion of Children**. The **Planned Enrollment Table** quantifies gender/minority enrollment.. If using existing specimens and you will not have access to identifiable data, you must justify why the research is exempt or not considered human subjects research.

VERTEBRATE ANIMALS: Discusses proposed use, justification of use and minimization of pain.

AUTHENTICATION OF KEY BIOLOGICAL OR CHEMICAL RESOURCES: Explains how you will authenticate the reliability of biological and chemical specimens used (1 page)