K Club, Week 11

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Today's Topics

- Cover Letter
- Grant Format
- Revisiting Page Limits
- Action Items
## K Application Sections

### Research
- **Specific Aims** (1 page)
- **Research Strategy** (6 pages: Significance, Innovation, Approach)
  - Training in Responsible Conduct of Research (1 page)
- **Project Summary / Abstract** (30 lines of text)
- **Project Narrative** (3 sentences)
- **Protection of Human Subjects from Research Risk**
- **Inclusion of Women and Minorities**
- **Inclusion of Individuals Across the Lifespan**
- **Inclusion Enrollment Report**
- **Budget + Budget Justification**
- **Bibliography + References Cited**

### Career
- **Candidate Information and Goals for Career Development** (6 pages: Candidate Background, Career Goals/Objectives, Career Development/Training Plan)
  - Plans and Statements of Mentor and Co-Mentors (6 pages)
  - NIH Biosketches for you, Mentor, Co-Mentors (max 5 pages each)
  - Three Letters of Reference
- **Letters of Support from Collaborators, Contributors and Consultants** (6 pages max)
- **Cover Letter**

### Setting
- **Facilities and Other Resources**
- **Equipment**
- **Environment and Institutional Commitment to Candidate**
- **Resource Sharing Plan**
Address the letter to the Division of Receipt and Referral

Include the following:

- Your K Grant title
- The FOA title and number you are using
- What NIH Institute/Center is most relevant to your research project
  - What study section is most relevant to your research project: [https://public.csr.nih.gov/StudySections/StandingStudySections](https://public.csr.nih.gov/StudySections/StandingStudySections)

Provide a list of the three people providing your letters of reference (including name, departmental affiliation, and institution)

More info is provided here: [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.200-sf-424-(r&r)-form.htm#21](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.200-sf-424-(r&r)-form.htm#21)
It’s Time to Work on Grant Format!

- **Font size:** 11 point or larger
- **Font type:** Arial, Georgia, Helvetica, or Palatino Linotype (sorry, no Comic Sans)
- **Margins:** At least ½ inch margins all around an 8 x 11 document
- **Type density:** No more than 15 characters per linear inch
- **Line spacing:** No more than 6 lines per vertical inch
- **Text color:** No restrictions although black text and high contrast colors work best
- **Headers/footers:** Do not include
- **Headings at the top of each section:** Highly recommended
- **Acronyms:** Spell out the first time used in a section
- **Jargon:** Don’t use it! Use clear and simple language and define your terms
- **Hyperlinks/URLs:** Don’t use
- **Figures:** Must be readable at 8 x 11 100% scale

Revisiting Page Limits

- I recommend starting with ½ inch margins around each document and 11-point font for each document (aka the smallest size possible) because it is more likely that you will be OVER page limits than UNDER.

- Make sure that you’ve formatted your **Bibliography + References Cited** section already and that you have used a numbering in-text citation system or “et al.” to save space.

- Look for acronyms that you can define and then use to shorten text.

- Are the following sections at or under **6 pages**?
  - Research Strategy (Significance + Innovation + Approach)
  - Candidate Information and Goals for Career Development (Candidate Background + Career Goals/Objectives + Career Development/Training Plan)
  - Plans and Statements of Mentor and Co-Mentors
  - Letters of Support from Collaborators, Contributiors and Consultants

- Are the following sections at or under **1 page**?
  - Specific Aims
  - Training in Responsible Conduct of Research
  - Inclusion of Women and Minorities
  - Inclusion of Individuals Across the Lifespan
Revisiting Page Limits

- Make sure that the **Project Narrative** is only **THREE sentences** long.
- Count to make sure that the **Project Summary** does not go over **30 lines** of text.
- Are all of the **NIH Biosketches** (yours, **Primary Mentor’s, Co-Mentors’**) at or less than **5 pages** long?

- Do you have a friend or colleague who would be willing to read all of your formatted sections to:
  - Check that everything makes sense (e.g., concepts, numbers, acronyms, tables, figures, etc.)
  - Help you figure out where you can cut words?
Action Items

► Write a draft of your **Cover Letter**

► Make sure that you have gotten feedback and documents needed from **Primary Mentor, Co-Mentors**, and other people on your grant – if not, send reminders and propose due dates

► After incorporating all feedback you have received, format all of the K application sections you have written thus far

► Determine if you are OVER any page limits and make a note in each document

► Ask a friend or colleague to review your sections for clarity and potential areas they think you could cut words