

Instructions for Completing SF424R&R for NIH “K” Career Development Awards

Following are detailed instructions to guide you as you complete the SF424R&R form. Information from this form will be used to pre-populate other forms, so complete it first!

Please note: This is NOT a substitution for reviewing the instructions in the program announcement or agency application instructions!

Section No. and Name	Information to Enter
1. Type of Submission	<ul style="list-style-type: none"> • Pre-application – generally not used by NIH • Application - use this for all new applications • Changed/Corrected Application - to be used by the Institutional Official only when correcting an application that failed system validations at the sponsor level. This is NOT a resubmission (amendment). This option will require completion of box 4a.
2. Date Submitted	Your Institutional Official may input the date s/he submitted the application to the Sponsor, but please note this is not a required field.
Applicant Identifier	Leave this field blank.
3. Date Received by State	Leave this field blank. This date will be assigned by the State, if applicable.
State Applicant Identifier	Leave this field blank. This date will be assigned by the State, if applicable.
4a. Federal Identifier	<ul style="list-style-type: none"> • New: Leave blank. • Changed/Corrected “New” Application: Enter the Grants.gov Tracking Number; if you can’t recall it, enter “N/A” • New following Pre-application: Enter the agency-assigned pre-application number • Continuation, Revision, or Renewal to an existing award: Enter previously assigned Federal Award Identifier (<i>even if submitting a “changed/corrected application”</i>). <p>Existing definitions for NIH and other PHS agencies applications are somewhat different:</p> <ul style="list-style-type: none"> ○ New is the same; i.e., an application that is submitted for the first time. ○ Resubmission is equivalent to NIH and other PHS agencies Revision; i.e., a revised or amended application. ○ Renewal is equivalent to NIH and other PHS agencies Competing Continuation, and is very rare for fellowship programs. ○ Continuation is equivalent to NIH and other PHS agencies Progress Report. For the purposes of NIH and other PHS agencies, the box for Continuation will not be used. ○ Revision is somewhat equivalent to NIH and other PHS agencies Competing Supplement. Applicants should contact the awarding agency for advice on submitting any revision/supplement application.
4b. Federal Identifier	Leave blank unless instructions indicate an agency-assigned routing identifier.

Instructions for Completing SF424R&R for NIH
“K” Career Development Awards

Section No. and Name	Information to Enter
5. Applicant Information	<p>This section contains information about the applicant organization (i.e.: Stanford University)</p> <ul style="list-style-type: none"> • DUNS Number Enter this DUNS number in this format: 009214214 (don't add dashes or zeros, Grants.gov will reformat to look like: 0092142140000) • Legal Name Must be entered exact: “Board of Trustees of the Leland Stanford Junior University” • Department Use name and address as specified below: <ul style="list-style-type: none"> ○ School of Medicine Use: Research Management Group (RMG) 3172 Porter Drive Palo Alto, Santa Clara County, CA 94304-1212 ○ All Other Schools Use: Office of Sponsored Research (OSR) 3160 Porter Drive, Suite 100 Palo Alto, Santa Clara County, CA 94304-8445 • Division Enter your school affiliation; (e.g., School of Medicine, School of Engineering, School of Education, etc.) • Person to be contacted on matters involving this application – Enter your Institutional Representative: <ul style="list-style-type: none"> ○ School of Medicine: Your RPM http://med.stanford.edu/rmg/contact.html ○ All Other Schools: Your OSR Contract & Grant Officer http://doresearch.stanford.edu/research-offices/sponsored-research-osr/pre-award-operations
6. Employer Identification <i>(this is our Federal Taxpayer Identification Number)</i>	Use 1941156365A1 for NIH and all other Public Health Services (PHS) Sponsors.
7. Type of Applicant	<p>Always choose Private Institution of Higher Education (often choice O. on the dropdown, but may be different)</p> <p><i>Note:</i> The Other (specify) section will not highlight and you cannot choose “Woman Owned” or “Socially and Economically Disadvantaged”</p>

Instructions for Completing SF424R&R for NIH
“K” Career Development Awards

Section No. and Name	Information to Enter
8. Type of Application	<ul style="list-style-type: none"> • New An application being submitted to an agency for the first time • Resubmission An application that has been previously submitted, but was not funded, and is being submitted for new consideration • Renewal An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time. <i>(not usually applicable to K-Awards)</i> • Continuation A non-competing application for an additional funding/budget period within a previously approved project period. • Revision An application that proposes a change in: 1) the Federal Government's financial obligations or contingent liability from an existing obligation; or, 2) any other change in the terms and conditions of the existing award. <i>(not usually applicable to K-Awards)</i> <p style="text-align: center;">NIH Interpretation of the Grants.gov Terminology</p> <ul style="list-style-type: none"> • New is the same (new) • Resubmission is equivalent to a Revision <i>(a revised or amended application)</i> • Renewal is equivalent to a Competing Continuation • Continuation is equivalent to a Progress Report. <ul style="list-style-type: none"> ○ For the purposes of NIH and other PHS agencies, the box for Continuation will not be used and should not be checked. • Revision is equivalent to a Competing Supplement <p>-----</p> <p>If Revision, mark appropriate box(es) You can only complete this section if you chose “Revision” in the “Type of Application” above</p> <p>Is this application being submitted to other agencies Answer “YES” or “NO” If you answer yes, a box will open and you must list the other agencies (not much room, so use acronyms) This applies to federal agencies.</p>
9. Name of Federal Agency	This will pre-populate based on the FOA
10. Catalog of Federal Domestic Assistance Number	This is the CFDA and will pre-populate based on the FOA
11. Descriptive Title of Applicant’s Project	Enter the PIs title of the project. <ul style="list-style-type: none"> • A “new” application must have a different title from any other PHS project with the same PD/PI. • A “resubmission” or “renewal” application should normally have the same title as the previous grant or application. If the specific aims of the project have significantly changed, choose a new title. • A “revision” application must have the same title as the currently funded grant. NIH and other PHS agencies limit title character length to 81 characters, including the spaces between words and punctuation. Titles in excess of 81 characters will be truncated.

Instructions for Completing SF424R&R for NIH
“K” Career Development Awards

Section No. and Name	Information to Enter																				
12. Proposed Project	<p>Enter the Start and End dates of the project-check your “K” Award/Institute for limits.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 16.6%;">Cycle I</th> <th style="width: 16.6%;">Cycle II</th> <th style="width: 16.6%;">Cycle III</th> </tr> </thead> <tbody> <tr> <td>Application Submission</td> <td>Feb – May</td> <td>Jun – Sept</td> <td>Oct - Jan</td> </tr> <tr> <td>Scientific Merit Review</td> <td>June - July</td> <td>Oct-Novr</td> <td>Feb- March</td> </tr> <tr> <td>Advisory Council Review</td> <td>Sept - Oct</td> <td>Jan - Feb</td> <td>May - June</td> </tr> <tr> <td>Earliest Project Start Date</td> <td>September or December</td> <td>April</td> <td>July</td> </tr> </tbody> </table> <p>Example: Earliest Start Date: Dec 1, 2010 / End Date: Nov 30, 2015 http://grants1.nih.gov/grants/funding/submissionschedule.htm#reviewandaward</p>		Cycle I	Cycle II	Cycle III	Application Submission	Feb – May	Jun – Sept	Oct - Jan	Scientific Merit Review	June - July	Oct-Novr	Feb- March	Advisory Council Review	Sept - Oct	Jan - Feb	May - June	Earliest Project Start Date	September or December	April	July
	Cycle I	Cycle II	Cycle III																		
Application Submission	Feb – May	Jun – Sept	Oct - Jan																		
Scientific Merit Review	June - July	Oct-Novr	Feb- March																		
Advisory Council Review	Sept - Oct	Jan - Feb	May - June																		
Earliest Project Start Date	September or December	April	July																		
13. Congressional District of Applicant	CA-014																				
14. Project Director/ Principal Investigator Contact Information	<p>These fields will be populated by information entered in Section 5 above. Change Institution Name to “Stanford University” and all other PI information to match NIH eCommons Profile.</p> <p>If you’re offsite until funding arrives, enter an address where you can be reached until the start date of the award.</p>																				
15. Estimated Project Funding	<p>a. Total Federal Funds Requested: Enter the total funds requested for all project periods.</p> <p>b. Total Non-Federal Funds: Enter “0”</p> <p>c. Enter the same number as field a. above</p> <p>d. Estimated Program Income: Enter “0”</p>																				
16. Is Application Subject to Review by State Executive Order 12372 Process?	b. NO Program is not covered by E.Q.12372																				
17. Certification	These are the certifications and assurances. The box must be checked.																				
18. SFLLL or Other Explanatory Documentation	This is a section to attach documents on lobbying activities – leave it blank.																				
19. Authorized Representative	These fields will be populated by information entered in Section 5 above. Modify as necessary (e.g., type in the Institutional Representative’s name, phone, etc.)																				
20. Pre-application	Leave blank – you will not be attaching a pre-application on a K-Award.																				

When the SF424R&R form is complete, select the [Close Form] button, and then be sure to select the [Save] button on the Grant Application Package header page.