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**MGB K Award Application Requirement**

**Principal Investigator (Name/Credentials):**

**Primary Mentor:**

**Mechanism Type:**

**Due Date:**

| **Administrative Components**  **All Administrator Component MUST be received by Grant Admin 4 weeks before deadline** | **Guidelines/Instructions/ Page Limitations & Format in the chosen Announcement MUST apply** |  |
| --- | --- | --- |
| **Project Summary/Abstract - (ProSumAbst)** | 30 lines of text limit [**ProjSumAbs.docx**](https://www.nmr.mgh.harvard.edu/files/images/projsumabs.pdf) |  |
| **Project Narrative - (ProjNar)** | 2-3 sentences maximum [**ProNar.doc**](https://www.nmr.mgh.harvard.edu/files/images/pronar.pdf) |  |
| **Facilities and Other Resources - (FacRes)** | Do **NOT** include Major Equipment [**Martinos Research Facilities**](https://nmr.mgh.harvard.edu/files/images/martinos_research_facilities.docx) |  |
| **Equipment - (Equ)** | List major items available [**Equip.docx**](https://www.nmr.mgh.harvard.edu/files/images/equip.pdf) |  |
| **Budget (please use new 10-year template) - (Budget)** | K99/R00 (should be all on one budget template)  [**Budget Template – Mass General Brigham (MGB)**](https://www.nmr.mgh.harvard.edu/files/grants/MGBInstitutionsBudgetTemplate.xlsx) |  |
| **Data Management & Sharing Plan\_DMS Questionnaies** | **New Requirement** |  |
| **Other Attachments** | Only if requested in RFA |  |
| **Budget Justification: Key Personnel, List Primary & Co Mentors, Collaborator & Consultant and their Title at MGH if they have any - (BudJust)** | Key Personnel **MUST** Include Role, MGH Title & Effort. [**BudJust-Instructions.docx**](https://nmr.mgh.harvard.edu/files/images/budjust-instructions.docx) |  |
| -Non-Key Personnel, Equipment ($5,000 or > for one item) |
| -Travel Separate Domestic from Foreign & Describe each in detail |
| -Materials & Supplies & other Expenses. |
| **Bio sketch for K applicant, Primary & Co Mentors, Collaborators, Advisors- (Bio)** | Make sure the Personnel Statement benefits the project  Bio Sketch only 5 pages limit, No headers, footers or **expired** **projects**  [**NON-Fellowship-biosketch-Instr\_Sample.docx**](file:///C:\Users\jbb50\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0QIYS3LV\NON-Fellowship-biosketch-Instr_Sample.docx) |  |
| Introduction to Application – **(IntofApp)** | Resubmission or Revision Only- 1 Page Limit |  |
| Cover Letter- Must Include Referees, Institution /Title & Address - **(CovLet)** | **CANNOT** be the same as Mentor (s) [**CovLet.docx**](https://nmr.mgh.harvard.edu/files/images/covlet_0.docx) |  |
| Other Support for Primary/Co Mentors **Admin person will provide for Martinos Center.PI MUST Collect the OS for the Outside Key personnel** - **(OS)** | Current/pending research and **NO Effort or Overlap Statement** [**Other-Support-K Award Template**](https://nmr.mgh.harvard.edu/files/images/other-support-k_award_template3.doc) |  |
| **Candidate Information and Goals for Career Development** | This section is included in the 12-page limit with Research strategy [**CandiInforGoalsCar.docx**](https://nmr.mgh.harvard.edu/files/images/candiinforgoalscar.docx) |  |
| Progress Report Publication List (for Renewal Applications) |  |  |
| Training in the Responsible Conduct of Research -**(TraResCon)** | 1-page limit [**TraResCon.docx**](https://nmr.mgh.harvard.edu/files/images/trarescon.docx) |  |
| Candidate’s Plan to Provide Mentoring - **(CanPlaMen)** | Required by specific FOA, i.e., K24 and K05 [**CandiPlan Ment.docx**](https://nmr.mgh.harvard.edu/files/images/candiplan_ment.docx) |  |
| Plans and Statements of Mentor/Co-Mentor(s) - (**PlaStaMen)** | 6-pages limit [**PlanStat\_Mentors.docx**](https://nmr.mgh.harvard.edu/files/images/planstat_mentors.docx) |  |
| Letters of Support from Collaborators/Consultants – **(LetSupCol)** | 6-pages limit [**LOS-Collaborators-Contributors-Consultants.docx**](https://nmr.mgh.harvard.edu/files/images/los-collaborators-contributors-and-consultants.docx) |  |
| Description of Institutional Environment – (**DesInsEnv)** | 1-page limit [**DesInstEnv.docx**](https://nmr.mgh.harvard.edu/files/images/desinstenv_0.docx) |  |
| Institutional Commitment to Candidate’s Research Career Development (Dr. Brink/Dr. Rosen letter) – **(InsComCan)** | 1-page limit **Must be on Letterhead & Admin person will obtain the Signatures for PI)** [**InstComCan ResCarDev.docx**](https://nmr.mgh.harvard.edu/files/images/instcomcan_rescardev.docx) |  |
| Assignment Request Form – **(AssReqFor)** | Make sure the organization you select is participating [**AssignReq.pdf**](https://www.nmr.mgh.harvard.edu/files/images/assigreq.pdf) |  |

| Human Study Record **– (HumStuRec)** | Human Subjectsand Clinical Trials Information form  **Non-Clinical Trial** – **MUST complete and upload pdf documents to ONLY 1,2 and 3 sections**  **Clinical Trial** – **MUST complete and upload pdf documents to ALL sections 1- 4** [**HumSubStu\_Instructons.pdf**](https://www.nmr.mgh.harvard.edu/files/images/humsubstu_instruction.pdf) **-** [**HumSubStub.pdf**](https://www.nmr.mgh.harvard.edu/files/images/humsubstud.pdf) |  |
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| Vertebrate Animals - (**VertAn)** | If Applicable [**VerAn.doc**](https://www.nmr.mgh.harvard.edu/files/images/veran.pdf) |  |
| Select Agent Research - **(SelAgeRes)** | If required by the science [**SelAgeRes.docx**](https://nmr.mgh.harvard.edu/files/images/selageres_0.docx) |  |
| Consortium/Contractual Arrangements - **(ConConArra)** | If subcontract(s) involved [**ConsContArrang.docx**](https://nmr.mgh.harvard.edu/files/images/conscontarrang.docx) |  |
| Resource Sharing Plan - (**ResShaPlan)** | Required in certain circumstances; check announcement [**ResShaPlan.docx**](https://www.nmr.mgh.harvard.edu/files/images/resshaplan.pdf) |  |
| Authentication of Key Biological and/or Chemical Resources **(AutBioRes)** | Required if key biological/chemical resources involved [**AuthBio.docx**](https://www.nmr.mgh.harvard.edu/files/images/authbio.pdf) |  |
| Appendix | Attachments here only if announcement specifies |  |
| **Science Components MUST be received 8 Business Days from the Sponsor Due Date** | **Science Components MUST be received 8 Business Days from the Sponsor Due Date** |  |
| Bibliography & References Cited - **(Refs)** | No page limitation; list only pertinent to research [**BibRefCit.docx**](https://www.nmr.mgh.harvard.edu/files/images/bibrefcit.pdf) |  |
| Specific Amis – **(SpeAim)** | 1 Page Limit [**SpecAim.docx**](https://www.nmr.mgh.harvard.edu/files/images/specaim.pdf) |  |
| Research Strategy **– (ResStra)** | **CANNOT exceed 12 pages total combined with Candidate Info.** [**ResStra\_Instructions**](https://nmr.mgh.harvard.edu/files/images/resstra_instructions1.docx) |  |
| **Citizenship Or Non-Citizen National** |  |  |
| **If NO – select most appropriate Non- Citizen option** | **With a permanent U.S Resident Visa** |  |
| **With A temporary U.S. Visa** |  |
| **Not Residing in the U.S.** |  |