



K Award Application: Budget and Submission Process



Standard NIH Deadlines

- <http://grants.nih.gov/grants/funding/submissionschedule.htm>
- K Series (new) - February 12, June 12, and October 12
- K Series (Resubmission, Revision) – March 12, July 12, November 12
- Due 5 p.m. local (unless funding opportunity announcement (FOA) states otherwise)
- **Note: Grants are due in final form internally 5 working days prior to the agency deadline.**



Budgets

- Budget varies according to K award type
 - K01 - Mentored Research Scientist Development Award
 - K08 - Mentored Clinical Scientist Research Career Development Award
 - K22 - Career Transition Award
 - K23 - Mentored Patient-Oriented Research Career Development Award
 - K25 - Mentored Quantitative Research Development Award
 - K99/R00 - Pathway to Independence Award



Terms

- Allowable Costs
 - Defined in announcement
- Direct Costs (DC)
 - Costs easily identified as directly associated with the project (e.g., salaries, supplies, animal costs)
- Facilities and Administrative (F&A) Costs
 - Indirect Costs (overhead)
 - K awards limited to 8% F&A
- Total Costs = DC + F&A



Terms

- Personnel – salaries and fringe benefits
- PD/PI – Principal Investigator
- Equipment – usually defined by \$ amount (e.g., over \$5K)
- Supplies/misc. – expendable items or things of lower value than equipment
 - Sometimes laptops
 - Animal costs/per diem charges
 - Chemicals, reagents, antibodies, consumables



K01 and K08 Mentored Career Development Awards

- Mentored career awards require the candidate to devote a minimum of 9 person-months (75% of full-time professional effort) to conducting health-related research.
- Total salary cannot exceed the legislatively mandated salary cap
 - Current cap \$189,00



K01 & K08

- “Other Costs” may be used for the following expenses:
 - Tuition and fees related to career development
 - Research expenses, such as supplies, equipment and technical personnel
 - Travel to research or training meetings
 - Statistical services including personnel and computer time
- Salary for mentors, secretarial and administrative assistance, etc. is not allowed.



Forms

- SF424 for electronic submission
 - Submit on the form via Evisions
- Be sure any application package you use is “Form E”
- Can find by typing “Parent K01 or K08, etc.” in web browser
- Be sure to read instructions completely and make sure to do exactly what is described.



Evisions

- Evisions Cayuse 424 system is used by UTHSC to prepare and submit grant applications electronically to NIH and other Public Health Service agencies
- Access the system using your NetID username and password
- This is how you submit the proposal for institutional review and submission



Evisions

- PI can validate and check for errors
- Allows delegation to multiple users with varying levels of access to the application
- PI must finalize each component of the application and verify that the proposal is ready for submission
- Office of Research will submit to funding agency



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Evisions Research Suite

3.6

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Application Help

- [Research Suite Support Center](#)
- [Browser Support & Configuration](#)

<https://www.uthsc.edu/research/sponsored-programs/evisions-cayuse-sp/index.php>

Be sure to submit FINAL version 5 working days before the deadline



Routing Via Evisions

- Use Net ID and password
- Anyone with UT Net ID and password can enter proposal
- PI should complete Conflict of Interest, Export Control, and Intellectual Property sections
- Final version of proposal must be uploaded
- PI must certify
- Training available via Office of Research



Routing Via Evisions

- Departments approve
- Deans approve
- Office of Research reviews and approves
- Office of Research submits grants electronically



Office of Research Review

- Review of Grant:
 - Forms/guidelines
 - Budget
 - Policy – institutional and sponsor
 - Signatures – department, college
 - Compliance Issues
 - Cost Sharing Forms
- Institutional signatures and submission if electronically submitted by Institution



Submission

- Be sure the grant is ready (complete, correct)
- Route to Office of Research via Evisions at least 5 working days in advance of agency deadline
- Communicate with Office of Research to be sure submission is completed on time
- e-Submission info on Office of Research website:
 - <http://www.uthsc.edu/research/sponsored-programs/grants/e-grant-submission.php>



Research Administration Staff

- Ginny Geer (901 448-4823)
- Michelle Lester (901 448-2037)
- Melita Lindsey (901 448-1668)

Director, Proposal and Award Management

- Brenda Murrell (901 448-5571)



Research Administration

Office of Research

Sponsored Programs

UT Health Science Center

910 Madison, Suite 823

Memphis, TN 38163

(901) 448-5571

(901) 448-7600 fax



Research Web Site

- www.uthsc.edu/Research
- ORA:
<http://www.uthsc.edu/research/sponsored-programs/index.php>
- Contacts
- Policy Links
- Agency Links
- Forms
- Information and FAQs



CFRI Access

- CFRI
 - Sheon Lynch (Sheon.Lynch@lebonheur.org)
- Scientific Editor
 - Amanda Preston (Amanda.Preston@lebonheur.org)
- Grant Preparation/Coordination/Submission
 - Venessa Spearman (Venessa.Spearman@lebonheur.org)
- Biostatistics
 - Tamekia Jones (tjone100@uthsc.edu)
- Bioinformatics
 - Eunice Huang (ehuang@uthsc.edu)
- Universal Contact
 - Dennis Black (dblack@uthsc.edu)



Thanks!

Questions?