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Dear Colleagues:

As a recipient of a K Award, Research Administration would like to bring to your attention some of the requirements of which you might not be aware. We would like your assistance in complying with these requirements.

Mechanism(s) of Support:

1) Allowable Costs - Salary:

Salary: The NIH grant will provide salary and fringe benefits for the career award recipient. The total salary requested must be based on a full-time, 12-month staff appointment. The sponsoring institution may supplement the NIH salary contribution up to a level that is consistent with the institution's salary scale; however, supplementation may not be from Federal funds unless specifically authorized in advance by the Federal program from which such funds are derived. What does this mean? Contact your Grant Specialist at our Institution for the proper procedure/guideline to obtain authorization from the other Federal program if applicable. In no case may PHS funds be used for salary supplementation.

Salary support in currently funded Federal research grants generally must be forfeited upon award of a K grant and cannot be rebudgeted to another budget category on the research grant. Consult with the NIH program official/Grant Specialist listed under INQUIRIES if you receive salary support from more than one Federal research grant or from a private voluntary organization or foundation prior to accepting the non-Public Health Service award.

2) Minimum Commitment:

K Award Recipients must commit a minimum of 75 percent effort conducting the research plan described in the application; the remaining 25 percent effort can be divided among other research, clinical, and teaching activities only if these activities are consistent with the goals of the K Award (please see your Notice of Grant Awards). For information regarding NIH policy in determining full-time professional effort for career awards, see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-056.html>

3) Concurrent Support:

The ultimate goal for all NIH mentored career awardees (e.g., K01, K08, K12, K23, K25) is to plan, submit, and receive independent research grant (e.g., R01) support. **During the final two years of mentored career support, NIH strongly encourages award recipients to apply for an NIH research grant (e.g., R01, R03, R21).** This will facilitate a smooth, uninterrupted transition from the mentored research career stage to the independent research

career stage. This will allow award recipients to reduce the level of effort required for their mentored career award to no less than 50% and replace that support with funds from an NIH research grant or subproject, provided that the career award recipient remains in a mentored situation and is listed as the PI on the research grant application. This NIH policy will permit those mentored career award recipients who are ready to compete for NIH research grants to continue to benefit from the period of protected time to conduct research, which is offered by the mentored career award. For specific details regarding NIH policy on concurrent support from a mentored career award and a research grant, see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-007.html>

We are encouraging Mentored K Award recipients to discuss or email (preferred method of communication) any issues concerning concurrent support from their mentored career development award and an independent research grant with their NIH program officer/Grant Specialist **prior** to submitting a research grant application. Each candidate is encouraged to discuss their potential competitiveness for this funding opportunity with his/her advisor, department chair, and relevant NIH program staff/Grant Specialist http://grants.nih.gov/grants/guide/contacts/pa-07-297_contacts.htm prior to preparing an application.

I have a K-award and just found out that my R01 will be funded. Can I keep my K award?

DEPENDS: Whether or not you can draw salary from both the K and R depends upon how many years are left on your K award. **If you are in the final two years of your K, you can not only keep both awards but you can take salary from both, if it makes sense to do so.** If your salary is more than \$100k, and therefore the amount we award on the K does not equal a 'true' 75% of your salary, NIH can reduce your effort on the K without reducing the amount of the award so that you can make up the difference with an appropriate % effort WITH salary on the R. You must request a reduction of effort prior to award of the R and not after the fact. Informing the sponsor of your plans and letting them know if awarded is a requirement of your K Award. The total of your effort on the K and the R must not fall below 75%, with the K % effort remaining at least 50%. This policy can be found in a Guide notice - NOT-OD-04-007.

4) Reduction of Effort:

An effort below 75% in the fourth and fifth year of the K Award requires prior sponsor approval. After discussing scientific and budgetary issues with Sponsor Program staff with respect to a K Award and R01, prospective applicants should obtain written approval to apply for other grants and/or reduce effort; if awarded, it will be applicable in the fourth and fifth year of the mentored award. "A letter must accompany the research grant application from the chair of the mentored award recipient's department or other responsible institutional official providing: (1) evidence that the recipient will continue to focus on the development of his/her research career; (2) will continue to have access to his/her mentor; and (3) that the recipient's total level of research effort will be maintained and protected at a minimum of 9 person-months (75% full-time professional effort). For submissions to other Federal agencies, this type of institutional commitment letter is strongly encouraged; however, applicants should check with that agency for guidance on the allowability of such a letter."

Policies may be found at the following website:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-065.html>

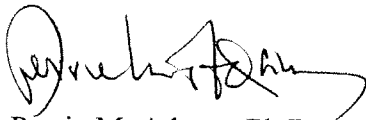
<http://grants.nih.gov/grants/guide/notice-files/NOT-MH-08-017.html>

<http://grants.nih.gov/training/careerdevelopmentawards.htm>

We are asking you to take a proactive approach to your grant application planning and comply with the terms and conditions rather than after the fact. Please review your Notice of Grants Award regarding terms and conditions and communicate with your Director/Assistant Director of Grants Management or grants specialist at the Office of Grants Management or me prior to contacting your Sponsors.

Thank you in advance for your cooperation and assistance in K Award compliance. With your help, we can ensure you and the Institution stay in compliance.

Sincerely,

A handwritten signature in black ink, appearing to read "Perrie M. Adams". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Perrie M. Adams, Ph.D.
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