

## CCTST K23 Preparation Timeline

<p><b>12 months</b> Prior to deadline</p>	<p>Meet with CCTST staff to plan application Read NIH K grant instructions – a link to the most recent parent K23 announcement (posted 04/08/11) is here: <a href="http://grants1.nih.gov/grants/guide/pa-files/PA-11-194.html">http://grants1.nih.gov/grants/guide/pa-files/PA-11-194.html</a> Information on all NIH career development awards is here: <a href="http://grants.nih.gov/training/careerdevelopmentawards.htm">http://grants.nih.gov/training/careerdevelopmentawards.htm</a> Choose a primary NIH institute and a secondary NIH institute for dual assignment; criteria for selection include institute's research priority areas and pay lines (it's also helpful if Congress is hot on your research area!) Read other people's successful K applications (CCTST has library) Perform literature search/review Determine need for new pilot data or search for data to analyze</p>
<p><b>10 months</b> Prior to deadline</p>	<p>Write a 2-3 page prospectus of K project Form mentoring team Write outline of Development/Training Plan (What do I need to learn? What's available?) and Research Plan for review and approval by primary mentor Analyze data and/or write and submit IRB protocol if new pilot data are needed Start writing bio/candidate background Meet with CCTST BERD faculty to identify biostatistical mentor and to obtain help with study design, data management and help with analysis of pilot/preliminary data</p>
<p><b>8 months</b> Prior to deadline</p>	<p>Outline Project Abstract and Specific Aims Draft a K23 timeline to include coursework, project timeline, and manuscript writing plan Contact Joel Tsevat, MD, MPH (<a href="mailto:joel.tsevat@uc.edu">joel.tsevat@uc.edu</a>) to schedule a presentation at a UC Center for Clinical Effectiveness seminar in about 2 months</p>
<p><b>5-7 months</b> Prior to deadline</p>	<p>Complete Abstract and Specific Aims (6 months prior to deadline) Present project at bi-weekly UC Center for Clinical Effectiveness seminar</p>
<p><b>4-6 months</b> Prior to deadline</p>	<p>Write draft of 12-page body of application</p>
<p><b>3-4 months</b> Prior to deadline</p>	<p>Develop Human Subjects enrollment plan/table</p>
<p><b>3 months</b> Prior to deadline</p>	<p>Submit good draft of entire project to Jim Flessa (<a href="mailto:jim.flessa@uc.edu">jim.flessa@uc.edu</a>), CCTST Technical Writer, for review</p>
<p><b>2-3 months</b> Prior to deadline</p>	<p>Draft letters of support for sponsors, external advisors, etc. – as many as 10-15 letters, each of which should be unique! (the CCTST has drafts of letters on file) Submit draft of application to primary mentor and to CCTST Mock Study Section for review Meet with your department/division business person to discuss department/division grant application requirements, budget, budget justification, etc.</p>
<p><b>2 months</b> Prior to deadline (ca. Aug 1, Dec 1, or Apr 1)</p>	<p>Mock Study Section Review (reviewers will provide 1-2 pages of written comments)</p>
<p><b>8 weeks</b> Prior to deadline</p>	<p>Meet with Susan Moore (<a href="mailto:susan.moore@uc.edu">susan.moore@uc.edu</a>), CCTST Program Manager, for assistance with required admin. pages, biosketches, etc.</p>
<p><b>9 business days</b> Prior to deadline</p>	<p>Submit full application to department/division business person for department/division review and approvals</p>
<p><b>5 business days</b> Prior to deadline</p>	<p>Submit final application except 12-page body of application to UC Sponsored Research Services (SRS) or CCHMC Sponsored Programs Office (SPO)</p>
<p><b>2 business days</b> Prior to deadline</p>	<p>Submit 12-page body of application to SRS/SPO for electronic submission</p>

## **K23 Preparation Timetable**

NIH due dates:

- New non-AIDS applications: Feb 12, Jun 12, Oct 12
- New AIDS and AIDS-related applications: May 7, Sep 7, Jan 7
- Renewal, resubmission, revision applications: Mar 12, Jul 12, Nov 12

Total time needed:

- Gill et al.: “several months ... for writing and rewriting ... preceded by thoughtful consideration and brainstorming with mentors about the study problem, specific aims, and hypotheses, and by a careful review of the literature”
- Chin et al.: 6 months
- Poncz et al.: “2-3 months of full-time effort”
- Byrns: 6-10 months to write the science section and 6-16 weeks to do all the rest
- Kapoor: 7 months
- Our policy: 4 months of “sprinting” (hard-core writing), 10-12 months in all; publish 1-2 papers prior to applying

### **After Submitting**

- Check eRA Commons to make sure your grant went to the right study section. If it didn't, you can still get it reassigned.
- As soon as you get your score, find out what the pay line is.
- Call your project officer. Actually, have a conference call with the project officer and Drs. Tsevat and/or Heubi on speaker phone.
- Be sure to contact the secondary institute (corollary: always have a secondary institute).
- Particularly for February submissions (which stand to get funded at the end of the fiscal year), if you got an excellent score or better, go ahead and submit your IRB paperwork ASAP.
- Contact the Management Specialist at NIH re Just In Time materials.