



Laureate Institute for Brain Research



THE UNIVERSITY of
TULSA

K Club, Week 11

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Today's Topics



- ▶ Cover Letter
- ▶ Grant Format
- ▶ Revisiting Page Limits
- ▶ Action Items

K Application Sections

Research

- **Specific Aims** (1 page)
- **Research Strategy** (6 pages: **Significance, Innovation, Approach**)
- **Training in Responsible Conduct of Research** (1 page)
- **Project Summary / Abstract** (30 lines of text)
- **Project Narrative** (3 sentences)
- **Protection of Human Subjects from Research Risk**
- **Inclusion of Women and Minorities**
- **Inclusion of Individuals Across the Lifespan**
- **Inclusion Enrollment Report**
- **Budget + Budget Justification**
- **Bibliography + References Cited**

Career

- **Candidate Information and Goals for Career Development** (6 pages: **Candidate Background, Career Goals/Objectives, Career Development/Training Plan**)
- **Plans and Statements of Mentor and Co-Mentors** (6 pages)
- **NIH Biosketches** for you, Mentor, Co-Mentors (max 5 pages each)
- **Three Letters of Reference**
- **Letters of Support from Collaborators, Contributors and Consultants** (6 pages max)
- **Cover Letter**

Setting

- **Facilities and Other Resources**
- **Equipment**
- **Environment and Institutional Commitment to Candidate**
- **Resource Sharing Plan**



Cover Letter

- ▶ Address the letter to the Division of Receipt and Referral
- ▶ Include the following:
 - ▶ Your K Grant title
 - ▶ The FOA title and number you are using
 - ▶ What NIH Institute/Center is most relevant to your research project
 - ▶ What study section is most relevant to your research project:
<https://public.csr.nih.gov/StudySections/StandingStudySections>
- ▶ Provide a list of the three people providing your letters of reference (including name, departmental affiliation, and institution)
- ▶ More info is provided here: [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.200-sf-424-\(r&r\)-form.htm#21](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general/g.200-sf-424-(r&r)-form.htm#21)



It's Time to Work on Grant Format!

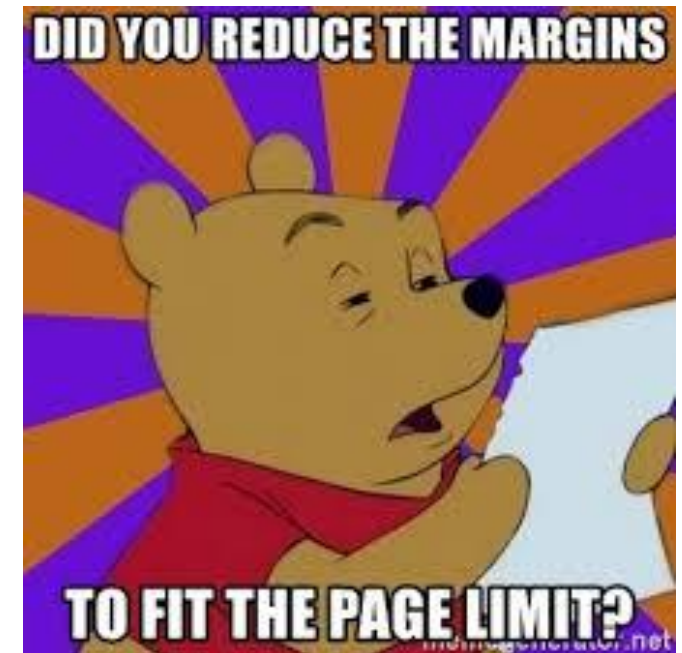
- ▶ **Font size:** 11 point or larger
- ▶ **Font type:** Arial, Georgia, Helvetica, or Palatino Linotype (sorry, no Comic Sans)
- ▶ **Margins:** At least ½ inch margins all around an 8 x 11 document
- ▶ **Type density:** No more than 15 characters per linear inch
- ▶ **Line spacing:** No more than 6 lines per vertical inch
- ▶ **Text color:** No restrictions although black text and high contrast colors work best
- ▶ **Headers/footers:** Do not include
- ▶ **Headings at the top of each section:** Highly recommended
- ▶ **Acronyms:** Spell out the first time used in a section
- ▶ **Jargon:** Don't use it! Use clear and simple language and define your terms
- ▶ **Hyperlinks/URLs:** Don't use
- ▶ **Figures:** Must be readable at 8 x 11 100% scale
- ▶ <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#font>



"His writing is good, spelling is fine, but I'm concerned with his penchant for Comic Sans..."

Revisiting Page Limits

- ▶ I recommend starting with ½ inch margins around each document and 11-point font for each document (aka the smallest size possible) because it is more likely that you will be OVER page limits than UNDER
- ▶ Make sure that you've formatted your **Bibliography + References Cited** section already and that you have used a numbering in-text citation system or "et al." to save space
- ▶ Look for acronyms that you can define and then use to shorten text
- ▶ Are the following sections at or under 6 pages?
 - ▶ **Research Strategy** (Significance + Innovation + Approach)
 - ▶ **Candidate Information and Goals for Career Development** (Candidate Background + Career Goals/Objectives + Career Development/Training Plan)
 - ▶ **Plans and Statements of Mentor and Co-Mentors**
 - ▶ **Letters of Support from Collaborators, Contributors and Consultants**
- ▶ Are the following sections at or under 1 page?
 - ▶ **Specific Aims**
 - ▶ **Training in Responsible Conduct of Research**
 - ▶ **Inclusion of Women and Minorities**
 - ▶ **Inclusion of Individuals Across the Lifespan**



Revisiting Page Limits

- ▶ Make sure that the **Project Narrative** is only THREE sentences long
- ▶ Count to make sure that the **Project Summary** does not go over 30 lines of text
- ▶ Are all of the **NIH Biosketches** (yours, **Primary Mentor's, Co-Mentors'**) at or less than 5 pages long?
- ▶ Do you have a friend or colleague who would be willing to read all of your formatted sections to:
 - ▶ Check that everything makes sense (e.g., concepts, numbers, acronyms, tables, figures, etc.)
 - ▶ Help you figure out where you can cut words?



Action Items

- ▶ Write a draft of your **Cover Letter**
- ▶ Make sure that you have gotten feedback and documents needed from **Primary Mentor, Co-Mentors**, and other people on your grant – if not, send reminders and propose due dates
- ▶ After incorporating all feedback you have received, format all of the K application sections you have written thus far
- ▶ Determine if you are **OVER** any page limits and make a note in each document
- ▶ Ask a friend or colleague to review your sections for clarity and potential areas they think you could cut words

