

# MENTORED K-SERIES PROPOSAL PLANNING SHEET

Review this info once you have identified your mentor team and k-program type

Application include human specimens and or data?

Use the [Human Subjects Research Tool](#) to determine if you are conducting NIH defined Human Subjects Research.

**Note:** This will affect how you complete your application

Study meet the NIH definition of an Independent Clinical Trial (CT)?

Determine if your Human Subjects research meets the **definition by** reviewing [case studies](#) & [FAQs](#). You may be proposing a CT Research Experience rather than an Independent CT.

**DECISION TOOL**  
Your human subjects study may meet the NIH definition of a clinical trial.  
[FIND OUT HERE](#)

Correct Funding Opportunity Announcement?

Respond to a Funding Opportunity with the appropriate **CT indicator** and be sure your desired **institute is participating in the FOA**

Funding Opportunity Title  
Mentored Patient-Oriented Research Career Development Award (Parent K23 - Independent Clinical Trial Required)

Components of Participating Organizations  
National Eye Institute (NEI)  
National Heart, Lung, and Blood Institute (NHLBI)  
National Institute on Aging (NIA)

Familiar with guide updates, PHS Human Subjects & CT Info Form?

Follow the FOA & [NIH Guide \(FORMS-F\) to prepare your application](#). The new **PHS Human Subjects & CT Info Form** has **major impact** on applications with Human Subjects Research

What is your proposed academic title & salary? How much NIH support?

**ASAP** discuss your **proposed academic title & base salary** with your mentor and **confirm** info with **Semel Institute Academic Personnel**. **NIH support varies based on K-program and Institute**. Review the IC-specific table link in the FOA for salary & research support limits.

Do the right people know about your application?

**Reach out to the following individuals weeks before the due date:**  
1. **Mentor:** Mentoring plan, Biosketch, Other Support, eRA commons ID  
2. **Referees (x3):** Provide [reference letter guidelines](#) 6-weeks early  
3. **Sponsoring Dept Chair:** Request Institutional LOS  
4. **Administrator:** Mentor approve administrator support?  
5. **Pre-award Team:** Email [preaward@mednet.ucla.edu](mailto:preaward@mednet.ucla.edu) to add your proposal to the dept submission calendar

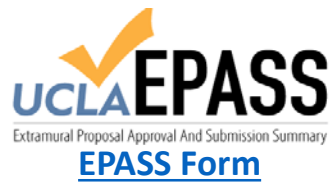
Have appropriate logins and access for submission?

eRA commons ID PD/PI role and UCLA affiliation?  
[Request account](#)

Is your ORCID iD linked to your eRA Commons account?  
[NOT-OD-19-109?](#)

Access to UCLA's S2S "Cayuse" system for submission to grants.gov?  
[Request access](#)

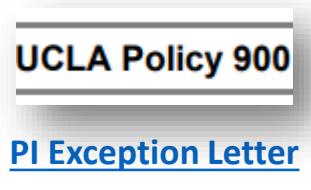
UCLA Internal documents prepared?



UCLA EPASS  
Extramural Proposal Approval And Submission Summary  
[EPASS Form](#)



eDGE  
Electronic Disclosure Gateway  
[Conflict of Interest Disclosure](#)



UCLA Policy 900  
[PI Exception Letter](#)