



[Department of Medicine]

Career Development (K) Award Internal Review Process

Overview

The goal of the DOM Career Development (K) Award Internal Review Process is to provide DOM faculty an in-depth internal assessment of grant applicants prior to NIH submission.

Award Review Criteria and Process

The Investigator's initial submission (*applicant and mentor biosketch, aims, and abstract*) is forwarded to the Vice-Chair for Research, Assistant Vice-Chair for Research and the Chair of the DOM Research Development Group.

They review the documents and identify at least three potential reviewers with similar areas of interest and expertise. Once identified, the reviewers are asked to assess the complete application.

Approximately two weeks after receiving the complete application, reviewers meet with the applicant and his/her mentor(s) to provide direct feedback.

Application Submission

Investigators should submit the required documents to Brittani Edwards DeLoach brittaniedwards@uabmc.edu, approximately 2 months prior to the NIH grant submission deadline.

The complete application (*including the Career Development Plan*) is due approximately 6 weeks prior to the NIH grant submission deadline.

Required Documents

To Be Submitted: 2 Months Prior to NIH Deadline

- Investigator NIH Biosketch
- Mentor Biosketch
- Specific Aims
- Abstract

To Be Submitted: 6 Weeks Prior to NIH Deadline

- Complete Application
- Career Development Plan

Submission Deadlines

NIH DEADLINES <i>K New</i>	INTERNAL DUE DATE ➤ Applicant and Mentor Biosketch ➤ Specific Aims ➤ Abstract	INTERNAL DUE DATE Complete Application
February 12	December 12	December 27
June 12	April 12	April 26
October 12	August 12	August 26

NIH DEADLINES <i>K Renewal Resubmission Revision</i>	INTERNAL DUE DATE ➤ Applicant and Mentor Biosketch ➤ Specific Aims ➤ Abstract	INTERNAL DUE DATE Complete Application
March 12	January 12	January 26
July 12	May 12	May 26
November 12	September 12	September 26

NIH DEADLINES <i>K AIDS AIDS-Related</i>	INTERNAL DUE DATE ➤ Applicant and Mentor Biosketch ➤ Specific Aims ➤ Abstract	INTERNAL DUE DATE Complete Application
May 7	March 7	March 21
September 7	July 7	July 21
January 7	November 7	November 21

*If an internal due date falls on a holiday or weekend, the due date will be the next business day.

Contact

Applicants are encouraged to contact Brittani Edwards DeLoach with questions regarding the Career Development (K) Award Internal Review Process.

Please direct questions to brittaniedwards@uabmc.edu.