

# [ 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](mailto: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

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

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

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

\*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](mailto:brittaniedwards@uabmc.edu).