Pathway to Submitting a K Award
Department of Epidemiology and Biostatistics, UCSF (2019)

Overview
This document outlines the processes a faculty sponsor(s) and potential applicant should use to request approval to submit a K-level award for a primary appointment in the Department of Epidemiology and Biostatistics (DEB). The goal is ensure that the potential K applicant has sufficient support and a mutually beneficial fit with the DEB. The key steps are:

1) Initiating the approval process in writing at least four months before the K is due;
2) Obtaining confirmation that the proposed financial support plan is viable;
3) Receiving approval of scientific merit;
4) Obtaining approval from the DEB Executive Committee (EC); and
5) Final approval by DEB Chair.

1. Initiation of the process
At least four months before the K award application is due the primary faculty sponsor and potential applicant must initiate the approval process. This entails the sponsor and applicant working together to complete the attached K Award concept form and budgeting plan, obtaining concurrence from the appropriate division chief, and submitting completed documents to the Vice Chair for Faculty Mentoring (VCFM, John Witte) and the DEB Director of Finance and Administration (DFA, Georgina Lopez).

2. Confirmation that proposed financial support is viable
The VCFM and DFA will review the concept form to ensure that the financial support plan is complete, and will confirm that funding sources identified by the sponsor and applicant are available and sufficient so as not to place undue financial burden on the applicant or on DEB resources, while maintaining equitable support for the applicant. Please note that serving as the faculty sponsor of a K award requires a significant financial commitment in order to fill gaps in support needed to meet the DEB salary scale. The NIH funding cap for K awards is below entry level DEB faculty salaries, and for purposes of equity, we strive to hire individuals at appropriate rates.

3. Approval of scientific merit
The DEB internal grant review committee will evaluate prospective K award applicants, and make a recommendation to the EC and DEB Chair for whether permission to submit a K grant should be approved. A written description of the K award aims will be submitted to the committee for review. In addition, the applicant will provide an in-person presentation of their proposed K aims and training plans. The primary sponsor will also attend the presentation, and be prepared to discuss the applicant in terms of project proposed, benefit to the DEB, specific funding sources to support the applicant, and assessment of the applicant's long-term prospects for a position at an academic institution. This review will be undertaken quickly to meet timelines for potential K submission.

4. DEB Executive Committee Approval
The EC will evaluate the candidate based on fit with the Department and sources of financial support. Note that the EC typically meets on the last Wednesday of the month. Applications must be received by the VCFM no later than the 15th of the month to allow sufficient time for review. Applications received after the 15th may be deferred to the EC meeting of the following month.

5. Final approval by DEB Chair
If approved by the EC, the applicant will be moved forward for consideration by the Chair. If approved by the Chair, a letter of support will be provided to the successful applicant.

Initiation form for submitting a K Award
Department of Epidemiology and Biostatistics, UCSF (2019)

To initiate the process of being considered as an applicant for a K award originating from the DEB, the faculty sponsor(s) and applicant should complete the following information and submit it to the DEB Vice Chair for Faculty Mentoring (John Witte) and the DEB DEB Director of Finance and Administration (Georgina Lopez). Both the faculty sponsor and the applicant must sign this form to acknowledge all information provided here.

1. **Participants / mentors**
   - Faculty sponsor(s):
   - Prospective K award applicant:
   - Current Department:
   - Potential Division or ORU if awarded K:
   - Head (or Director of ORU if administered there):

2. **Potential K proposal**
   - K mechanism (K01, K23, etc.):
   - NIH Institute:
   - Anticipated submission cycle:

3. **Additional support / Budgeting Plan**
   Provide details in the attached spreadsheet on how any salary not supported by the K Award will be covered during the entire length of the K. Please note that most K mechanisms require 75% time commitment to the grant, but cap the amount that can be used for salary. That capped amount will often not be sufficient to cover 75% of your salary, so applicants and their sponsors need to plan for funding the gap as well as funding the other 25% of time (along with fringe benefits on both). It may be possible for the required additional salary to come from NIH sources (https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-094.html). In the spreadsheet please include:
   - Specific sources of funding for the first 1-2 years;
   - Draft plan for funding for years 3-5;
   - If there is not a confirmed plan for full coverage, indicate any other possible sources of support and specify if the applicant is open to be considered for other limited sources of funding (e.g., collaborative grants (specify area of expertise), teaching, or service).

By signing below we approve all details provided in this form.

_____   _____
Sponsor   Applicant

_____   _____
Proposed Division   Division Chief's concurrence