**Suggested tasks for select elements v4**

**Before the next workshop**

- Complete timeline if not finished in today’s session
- Complete prework for session 2 (handout) and send requested materials by deadline
- Go to the VUMC Funded Grants Library
  - Pull three proposals similar in type to yours (eg, K23, KO1, KO2, K99/R00—not similar in science); select at least one that was resubmitted
  - Analyze how the author organized his/her sections
  - Write a brief critique of the three examples and return by **July 25, 2016**
  - Draft your long term career goal and print three copies for next session
  - Draft your Candidate Background section and your Career Development plan; include short term goals or objectives and training activities that will help you meet your long term goal; print three copies for use in next session
  - Draft your letter of Institutional Support; print three copies
  - Draft mentor letters from your primary mentor and a co-mentor; print three copies

**Candidate’s Background Section (12 pages total; also includes Research Strategy)**

- Draft your background
- Ask mentors and/or colleagues to review and provide input (or you may want to wait and combine this section with the next several before sending for review)
- Incorporate input

**Career Goals and Objectives**

- Review differences between goals and objectives
- Discuss your goals and objectives with mentors and/or colleagues
- Finalize your long term career goal, short term goals, and activities
- Review to ensure that goals and objectives flow logically from your Candidate Background

**Career Development/Training Activities**

- Identify available opportunities at VU
- Identify your primary mentor and co-mentors; describe briefly what their respective roles will be and how mentoring will be coordinated (**NOTE**: You will need to identify your primary mentor in the Senior/Key Personnel form and must include his/her eRA commons name.)
- Talk with mentors and colleagues about opportunities at VU and outside
- Review opportunities versus your goals and objectives
- Create a matrix of goals/objectives and opportunities to help match them up
- Draft your career development plan
- Review to ensure that long-term goal, short-term goals, and activities integrate, and that your entire Career Development plan follows logically from your Candidate Background
- Evaluate whether the your background, goals, and development plan “set the stage” for your research strategy

**Finalizing the first three sections**

- Combine all three sections and review for flow
- Make edits and corrections
- Ensure you have left sufficient pages for your research strategy
- Provide integrated version to mentors and colleagues for review
- Include questions you would like for them to consider as they review (eg, Are my goals and objectives clear? Are my objectives clearly related to my goals? Does my development plan demonstrate how it will help me reach my goals and objectives?)
- Conduct follow-up discussions as needed
- Revise and finalize
**Specific Aims (1 page)**
- Discuss your ideas with your mentor and/or colleagues
- Formulate your thoughts regarding specific aims
- Write draft 1 of Specific Aims; use Specific Aims Grid to evaluate
- Obtain input from mentors/colleagues—ask: are aims clear, concise, significant/important, and innovative?
- Discuss input with mentors/colleagues
- Revise using input
- Repeat as needed
- Finalize Aims

**Research Strategy (Included in 12 pages with Candidate’s Background, etc.)**
- Refer to examples of successful proposals
- Decide how you want to structure this section
- Decide on who you want to review your strategy
- Obtain their agreement and provide timeframe to them
- Write draft 1 of Research Strategy
- Combine with Specific Aims
- Send draft to reviewers
- Get comments and input
- Incorporate comments and make changes; iterate as needed
- Integrate research strategy with Candidate Background, Career Goals and Objectives, and Career Development Plan; review for flow, integration, coherence, etc.
- Send to reviewers
- Discuss as needed
- Revise
- Finalize the 13 page document

**Letters of Support (or Statements by Mentors, Co-mentors, Collaborators, etc.—6 pages total)**
- Identify your primary mentor and co-mentors
- Identify others who will support your proposal
- Determine from whom you need a letter of support (LOS) or statement
- Contact them and gain agreement
- Draft the LOS or statement
- Send to individual along with note for how you need final copy done, deadline, where to send, etc.
- Set up checklist for when sent, to whom, when returned
- Track and monitor
- Follow-up with any that are lagging
- Create single pdf of all LOS/statements (or if statements, you may elect to incorporate into the body of your proposal)

**Institutional Commitment to Candidate’s Career Development**
- Determine who needs to commit
- Contact the person(s) and gain agreement
- Draft letter (be specific about what commitment means)
- Send to individual(s) responsible along with instructions
- Monitor to ensure you receive your letter

**Biosketches (5 pages each—Form D)**
- Determine whose biosketches you need
- Obtain their agreement
- Send letter of request; emphasize importance of personal statement, when you need the document returned, ensure they have the latest form
- Set up checklist
- Track receipt
- Review each biosketch, especially the personal statements
- Work with sender to revise as needed
- Finalize
- Create single pdf

**Budget and Justification**
- Review what others have written for these sections
- Review the requirements and limitations of budgets for K awards for the Institute to which you are applying
- Identify your departmental budget person
- Meet with him/her to notify of your intent to submit and discuss what they do versus what you do
- Confirm internal deadlines for budget submissions
- Draft budget and justification
- Review with your budget person
- Revise as needed
- Finalize

**Equipment**
- Determine limits of equipment purchase for your institute
- Discuss with your departmental budget person
- Identify equipment you propose purchasing
- Obtain prices
- Write statement of justification
- Submit to departmental budget person for review
- Revise as needed

**Responsible Conduct of Research (1 page)**
- Explore what is available at Vanderbilt; review RCR plans from recent (2014 and later if possible) successful applicants
- Discuss with your mentors
- Contact Elizabeth Heitman at elizabeth.heitman@vanderbilt.edu and make an appointment
- Draft RCR document
- Review with mentors and revise
- Finalize

**Description of Institutional Environment (1 page)**
- List key resources (departments, labs, office space, people, other resources) that will support your proposal
- Obtain (or write) a succinct description of each
- Select the most important ones, keeping to the page limit (one page)
- Combine into a single document
- Edit to appropriate length

**Protection of Human Subjects (if applicable; no page limit)**
- Review for specific directions on involvement of human subjects, exemptions, etc.
- Review similar sections from successfully funded proposals
- Write your Protection of Human Subjects section using these guidelines
- Combine Human Subjects Protection Section with your Specific Aims and Research Strategy
- Send to mentors and/or colleagues for review
- Incorporate comments and input
- Finalize Protection of Human Subjects Section

Vertebrate Animals (if applicable; no page limit)
- Know all internal requirements for use of animals in research
- Review other statements of use of vertebrate animals
- Go to http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/supplemental-instructions-forms-d.pdf and Part III, Section 2.2 and 2.2.1
- Write your statement
- Consult with the Vanderbilt IACUC as needed