

NIA K00 Transition Application Instructions

Congratulations on receiving the F99 Transition to Aging Research for Predoctoral Students Award! Proceeding to the K00 phase of the award is not automatic; it requires you and your proposed postdoctoral institution to submit a K00 transition application to NIA. Unlike applications for the F99 and other NIH grants, which are assembled and submitted online via the Application Submission System & Interface for Submission Tracking (ASSIST) system, you will need to assemble the different pieces of the K00 transition application “by hand” and have your K00 institution submit a merged PDF via the [NIA Career Transitions Platform](#).

Assembling the K00 Transition Application

Work with your K00 mentor and the grants office at your proposed K00 institution to assemble the transition application. Most of the required application components will be part of two forms that can be downloaded:

1. **PHS 398 Grant Application** (please use this form despite the listed 2023 expiration date).
2. PHS 398 Career Development Award Supplemental Form, available [here](#).

PHS 398 Grant Application

The table below lists the sections of the PHS 398 Grant Application and identifies which sections are required for a K00 transition application.

Application Section	Required?	Notes
Face Page (Form Page 1)	Required	• As the F99-holder, you are the principal investigator (Box 3). • An official from your university grant office is the administrative official (Box 12) and signing official (Box 13).
Face Page (Form Page 1, continued)	Not applicable	
Project Summary (Form Page 2)	Required	• The project summary is an abstract for your proposed K00 project. • Relevance is a two- to three-sentence narrative describing your K00 project and its relevance to public health in terms that are understandable to a nonscientific audience. • For the project performance site location, only a primary site is required.
Personnel (Page 3 of Form Page 2)	Required	• Senior/key personnel should include your K00 sponsor and any co-sponsor(s). • Other significant contributors would include collaborators and consultants, if applicable.
Table of Contents	Not required	
Detailed Budget (Form Page 4)	Required	• Please duplicate the Detailed Budget page (Form Page 4) for each year of the requested budget, which is typically four years. • You can request a salary and research development cost as described in the F99 funding opportunity announcement to which you originally applied.
Budget for Entire Proposed Project Period (Form Page 5)	Required	Please summarize the budget requested for each year and provide a budget justification.
Resources (Resources Format Page)	Required	Describe the relevant facilities and resources available at your K00 institution. If needed, use the PHS 398 Form Continuation Page.
Checklist (Checklist Form Page)	Not required	
All Personnel Report (All Personnel Format Page)	Not applicable	
Mailing Address	Not applicable	Please have your institution submit the full K00 transition online at niacareertransitionsplatform.azurewebsites.net

PHS Career Development Award Supplemental Form

The table below lists the sections of the PHS Career Development Award Supplemental Form and identifies which sections are required for a K00 application.

Application Section	Required?	Notes	Page Limit
Introduction	Not applicable		N/A
Candidate Section	Required	Describe the candidate's research and career development experiences up through the F99 phase and goals for career development during the K00 phase.	Six pages
Specific Aims	Required	Describe the specific aims of the K00 research project.	One page
Research Strategy	Required	Describe the research strategy for the K00 project, including potential pitfalls and alternative approaches.	Three pages
Progress Report Publication List	Not applicable		N/A
Training in the Responsible Conduct of Research	Required	See instructions under the "Training in the Responsible Conduct of Research" section of the Career Development Instructions of the SF424 .	One page
Candidate's Plan to Provide Mentoring	Not applicable		N/A
Plans and Statements of Mentor and Co-Mentor(s)	Required	In addition to following the Career Development Instructions of the SF424, this section should: - The mentor should describe their mentoring history, including type of mentoring (e.g., number of graduate students, career development awardees, postdoctoral researchers), number of persons mentored, and career outcomes. - The role and commitment of each mentor and co-mentor (as applicable) to the candidate should be clearly described. - Include a plan for transitioning the candidate to their next career stage by the end of the project award period.	Six pages
Letters of Support from Collaborators, Contributors, and Consultants	If applicable	Any individuals serving as collaborators or contributors should provide a letter describing their role in the project, their relevant expertise, and their commitment to the project.	Six pages for all letters combined
Description of Institutional Environment	Required	Describe the environment of the K00 institution and how it is appropriate for the K00 project and the candidate's career development.	One page
Institutional Commitment to Candidate's Research Career Development	Required	- An institutional official such as a department chair or dean should describe the institution's commitment to the candidate's career development. - If the candidate is not a U.S. citizen or permanent resident, the sponsoring institution must include information about the candidate's visa status and confirm that the candidate is expected to be able to complete the K00 phase of the award at a U.S. institution.	One page
Description of Candidate's Contribution to Program Goals	Not applicable		N/A

Other Research Plan Sections:

- Other Research Plan Sections 13, 14, 16, and 18 are required only if applicable to your K00 project. See the instructions under the "Other Research Plan" section of the Career Development Instructions of the [SF424](#).
- Consortium/Contractual Arrangements (Section 15) are not applicable.
- Other Plan(s) (Section 17) are not applicable.

Other Required Items

The items in the table below are important pieces of your K00 application but are not specifically asked for in the PHS 398 or Career Development Supplemental forms.

Application Section	Required?	Notes	Page Limit
Final Progress Report for the F99 phase	Required	Attach as additional plain PDF pages or use the <i>PHS 398 Continuation Page</i> .	Three pages
Final Evaluation Statement by the F99 mentor	Required	Attach as additional plain PDF pages or use the <i>PHS 398 Continuation Page</i> .	Two pages
Bibliography and References cited	Required	Attach as additional plain PDF pages or use the <i>PHS 398 Continuation Page</i> .	As needed
Equipment	Required	Describe any specialized equipment available to you in the K00 laboratory or at the K00 institution. Attach as additional plain PDF pages or use the <i>PHS 398 Continuation Page</i> .	Two pages
Biographical Sketches – K00 Candidate	Required	- Use the <i>NIH Biosketch Form</i>. - Update the biosketch to include research experience in the F99 phase.	Five pages
Biographical Sketches – K00 Mentor	Required	Use the <i>NIH Biosketch Form</i> .	Five pages
Biographical Sketches – Other Key Personnel	If applicable	Use the <i>NIH Biosketch Form</i> .	Five pages each
Protections for Human Subjects and Inclusion of Women, Minorities, and Individuals Across the Lifespan	If applicable	See instructions under the “PHS Human Subjects and Clinical Trials Information” section of the Career Development Instructions of the <i>SF424</i> .	N/A

Submitting the K00 Transition Application

Combine the above items into a single PDF. The Authorized Organizational Representative at your K00 institution should send upload the application package at niacareertransitionsplatform.azurewebsites.net.

K00 transition applications are reviewed by NIA program staff on a rolling basis. The due date for your K00 application depends on your desired K00 start date, which is typically no later than the day after your F99 end date. The due dates are summarized in the table below. An earlier due date is required for a K00 starting between August 24 and September 30 because of delays in grant processing at the end of the NIH fiscal year. Awards are typically not processed in October.

Desired K00 Start Date	K00 Application Due Date
November 1-July 31	At least 12 weeks prior to the K00 start date
August 1-September 30	By June 1

K00 applications do not receive a score; they are simply approved or not approved for funding. Application review typically takes around eight weeks. Award processing and issuing of the Notice of Award to the K00 institution typically takes an additional four weeks, or longer at the end of the fiscal year.

If you have any questions about the K00 transition application process, reach out to Dr. Jamie Lahvic at NIATraining@mail.nih.gov.

Requirement to Submit a Career Development Application

If your K00 transition application is approved, the first three years of funding are paid automatically. Payment of the fourth year is contingent on the K00 holder's submission of a career development application (K) or similar before the end of the third year of funding. The most common awards that K00 awardees pursue include the NIH [*K99*](#) and [*K22*](#), but other K awards or similar awards from private foundations will also fulfill this requirement. To determine which award may be the best fit for you, feel free to discuss options with your program officer or with Dr. Jamie Lahvic (NIATraining@mail.nih.gov).

Once you have submitted a qualifying career development application, please notify your program officer and grants management specialist and cc NIATraining@mail.nih.gov. Provide the name of the award, the name of the organization, and the due date of the award for which you applied.

Frequently Asked Questions

Is a data management and sharing plan required?

No. Because a data management and sharing plan is not required for the F99 application, it is also not required for the K00 application.

Can I choose a different K00 mentor from the one I specified in my F99 application?

Yes. You are not required to stick with the K00 mentor that you identified in your F99 application. The K00 transition application should indicate why this mentor is a stronger choice for your research and career development project.

Should I have more than one K00 mentor?

One K00 mentor is typically enough. Some candidates choose to add additional mentors if their research project requires multiple areas of expertise or if their primary K00 mentor does not have significant mentoring experience.

How similar to or different from the F99 project should the K00 project be?

The K00 project should be related enough to the F99 project that you will bring skills and expertise to the K00 project that you learned while earning your Ph.D.; however, it should be different enough that it offers you the opportunity to develop new skills and expertise.

Can I stay at the same institution for the F99 and K00 phases?

Yes, it is allowable to remain at the same institution for the F99/K00 phases. However, the K00 phase should offer you an opportunity to gain independence from your Ph.D. mentor. In all cases, but especially when you remain at the same institution, it is important to describe how you will separate yourself from your Ph.D. mentor.

Can I reuse pieces of my F99 application for the K00 transition application?

Yes. Some pieces of the K00 application will be similar to what you prepared for the initial F99 application. Feel free to update and reuse these documents as appropriate based on your research progress.

What if I will graduate with my Ph.D. before the end of my F99?

You are expected to use at least one year of your F99 award. You may prepare a K00 transition application with a desired start date at any point in the second year of the award. If your specified start date is before the end of your F99, your F99 will terminate early. You can continue to receive a stipend from the F99 award as long as you remain at your F99 institution with a student status.

Can I start a postdoctoral position before the K00 application is approved?

You are allowed to begin a postdoctoral position and be paid from other sources before the K00 application is approved and issued. However, be aware that there is no guarantee that the proposed K00 position will be approved.

What if my F99 ends before I graduate with my Ph.D. or line up a postdoctoral position?

Except in unusual circumstances, the expectation is that the F99 and K00 phases will be continuous. This means that you should plan to defend your Ph.D., identify a postdoctoral laboratory, and assemble a K00 transition application before the end of your F99 award. If you face unusual circumstances that interfere with this timeline, reach out to Dr. Jamie Lahvic at NIATraining@mail.nih.gov to discuss your case.