

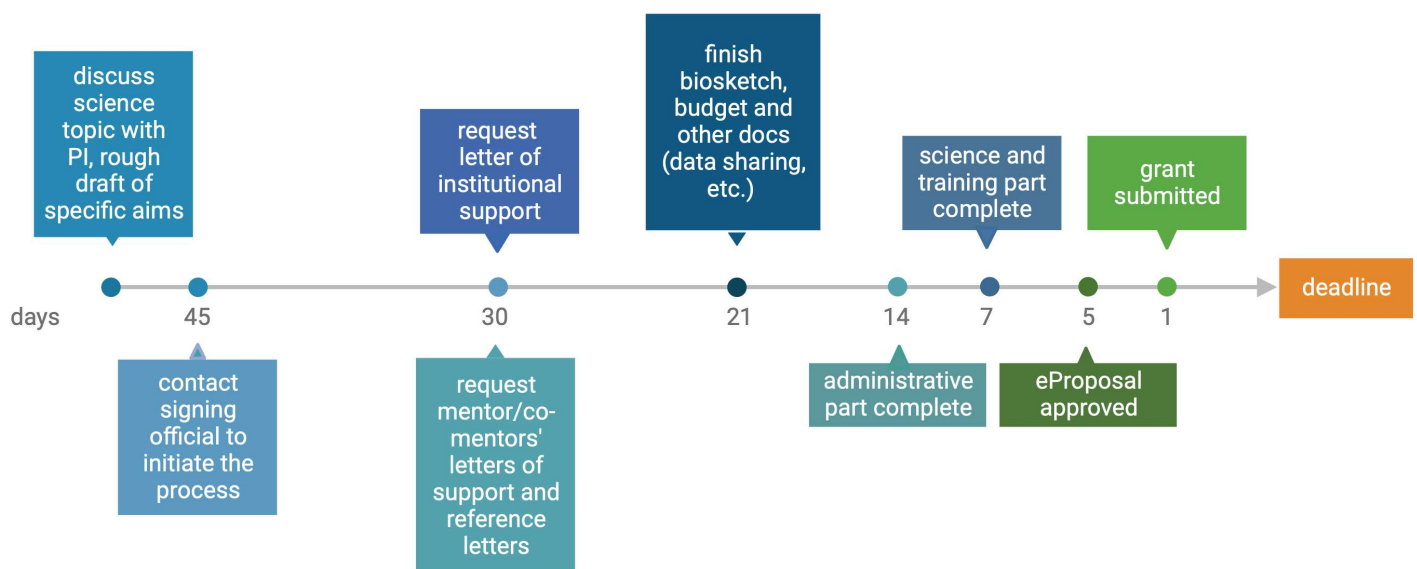
UCSF resources and guidelines for F and K awards

Where to start?

1. **Read** the announcement carefully.
2. **Ask your mentor or the Division Administrator** about your signing officer* and the source of Letter of Institutional Support (typically same as your mentor's).
3. **Contact** your signing officer and request a timeline for your application.

 **Prepare** a working list of required documentation.

UCSF-recommended application timeline



 Expand the proposed timeline with at least a few days.



- Each institution handles the grant administration differently. For example, UCSF uses the eProposal system for submission.
- It is your responsibility to ensure that the reference providers submit their letters. Your signing official will not track this process.
- NIH will not allow submission past the deadline except for special circumstances (natural disaster, power outage) that affect your research institution

*A signing officer is a part of the Office of Sponsored Research team at UCSF and has a portfolio of PIs that typically serves. The signing officer, not the PI, submits the grant.

UCSF grant writing resources and training opportunities

- Office of Sponsored Research - timelines, grant application steps, etc.
<https://osr.ucsf.edu>
- Research Development Office – funding opportunities, training resources, etc.
<https://rdo.ucsf.edu>
- Form templates and examples
<https://guides.ucsf.edu/rdo/templates>
- Online library of successful K99/R00 proposals
<https://guides.ucsf.edu/rdo/career>
- Scientific writing course
<https://surgerysciencepubs.ucsf.edu/scientific-writing-course.aspx>
- Scientific and Career Development Seminar Series for junior (pre-doctoral) scientists
<https://juniorscientists.ucsf.edu>
- NIH diversity supplement resources
<https://guides.ucsf.edu/rdo/diversitysupplements>
- Office of Career and Professional Development - grant writing resources
<https://career.ucsf.edu/gsp/sample-grants>

NIH and other resources

- NIH Application guide, one stop shop
<https://grants.nih.gov/grants/how-to-apply-application-guide.html>
- NIH grant review process – an overview
<https://grants.nih.gov/grants/peer-review.htm>
- NIH grant writing tips
<https://www.nimh.nih.gov/funding/grant-writing-and-application-process/grant-writing-tips>
- NIH grants Youtube channel
<https://www.youtube.com/user/nihgrants>
- 10 common grant-writing mistakes
<https://www.chronicle.com/article/10-common-grant-writing-mistakes/>
- NIH diversity supplement resources
<https://guides.ucsf.edu/rdo/diversitysupplements>

From not funded to funded. Sample grants

K99 unfunded:

https://www.gulfcoastconsortia.org/wp-content/uploads/2023/07/00_Sample-K99_UNFUNDED.pdf

K99 funded:

https://www.gulfcoastconsortia.org/wp-content/uploads/2023/07/01_Sample-K99_FUNDED.pdf