

LETTERS OF REFERENCE FOR NIH "K" PROPOSALS

Revised March 2, 2017

GETTING STARTED

- All Individual Research Career Development Award (CDA) Applications, a.k.a. "K" Series, must now be submitted electronically via Grants.gov using the SF 424 R&R application.
- Letters of References are submitted electronically via [NIH eRA Commons](#).
- Read your particular RFA/PA carefully for the specific set of instructions, as the below information will cover the generic K award only.
- [Career Development SF424 RR Instructions](#)
- Information such as Funding Opportunity Announcements (FOAs), budget limitations, effort minimums and other guidelines are available on the [NIH K Kiosk](#)
- [Reference letters FAQs](#)

LETTER OF REFERENCE *instructions for CANDIDATE/PI*

- At least 3, but no more than 5, Letters of Reference required
- Mentors/Co-Mentors of the application cannot be counted toward the 3 required letters
- Include the list of referees (their names, departmental affiliation & institution) in the PHS 398 Cover Letter
- Provide each referee with following information for them to upload letters
 - 1) Your eRA Commons user name
 - 2) Your first and last name, as they appear on your eRA Commons account
 - 3) The FOA number, i.e. PA-11-193
- You may check the status of submitted letters by logging into your eRA Commons account and accessing the "check status" screen for this application.
- As of notice NOT-OD-11-036 dated 01/20/11, all letters are [due by the application receipt deadline date!](#)

LETTER OF REFERENCE *instructions for REFEREES*

- [Instructions](#)
- Referee **must submit** to NIH via eRA Commons **by the application receipt deadline** date. You may even be submitted BEFORE the proposal is submitted.
- Referees do NOT need their own personal eRA Commons user name to submit letter
- Ensure Candidate/PI has provided you with following information to upload letters.
 - 1) PI's eRA Commons user name
 - 2) PI's first and last name, as they appear on the PI's eRA Commons account
 - 3) The Funding Opportunity Announcement number, i.e. PA-11-193
- Letters should be no more than 2 pages, and in PDF format.
- Confirmation emails will be sent to both you, as the referee, and the PI following reference letter submission.