# K22 Phase II Application Submission Instructions

The institution sponsoring Phase II of the NIAID K22 application will submit the updated information on behalf of the candidate using form [PHS 2590](https://grants.nih.gov/grants/funding/2590/2590.htm).

The updated information about the K22 application must include:

* **New PHS-2590 grant application from your new institution:**
  + Face page with the appropriate institutional signatures.
  + Budget pages: categorical (i.e., detailed) budget page(s) are required for year-01 and year-02.
  + Budget justification (including your percent of effort on the project).
  + Environment and resources.
  + Career development plan.
  + A Checklist page.
* **A letter from the department or division chair that includes:**
  + The candidate’s academic appointment, bearing in mind that it must be tenure-track assistant professor (or equivalent).
  + Space, facilities, resources, and other support provided to conduct the proposed research.
  + The sponsoring institution must provide protected research time (minimum of 9 person-months/75 percent of the candidate’s full-time professional effort) at least for the duration of the K22 award. Describe distribution of applicant’s responsibilities.
  + The start-up package and other institutional support described in detail and must be comparable to that given to other faculty recently hired into tenure-track or equivalent faculty positions. Institutions must provide a start-up and salary package equivalent to that provided to a newly hired faculty member who does not have a grant. Specify dollar amount and conditions/restrictions to spending and certify that start-up package is comparable to that given to other recently hired faculty.
  + K22 funds may not be used to offset the typical start-up package or to offset the usual institutional commitment to provide salary for tenure-track (or equivalent) assistant professors who are hired without grant support. Certify in letter.
  + Confirmation that the applicant’s appointment is not contingent on the transfer of the award to the institution.
  + The institution's commitment to the candidate and plans for their career development. Confirm that the applicant has the necessary resources to establish a successful research program.
* **On institutional letterhead and co-signed by an authorized official:**
  + **Other Support:** Show salary, fringe benefits, and effort (or explicitly state “none”) from all other federal or non-federal grants.
  + **Salary and Fringe Benefits from Your New Institution:** From your business office, state your current institutional base salary and the institution’s fringe benefit rate. (The maximum amount of salary you may obtain from your K22 award is$50,000. However, we prefer to see the institution cover the entire salary and fringe benefits for the applicant for 2 years).
  + **Protocol Certification for Human Subjects and Animals:** If your research project involves human subjects and/or animals, provide an updated Institutional Review Board and/or Institutional Animal Care and Use Committee approval date for your protocol at the current institution.
* Applicants are encouraged (but not required) to apply for independent positions at departments and institutions different from where they conducted their mentored research. It is important for all applicants, but especially for applicants who intend to stay at the mentored phase institution for the independent phase, to provide a plan by which they will separate from their mentor and advance to independence.
* Applicants for the K22 Phase II are to include a plan and timeline for submitting an independent research grant application in a research area relevant to the mission of the NIH awarding component.

Submit the original application electronically (as a single combined document, less than 3MB in size) to [aitraininghelpdesk@niaid.nih.gov](mailto:aitraininghelpdesk@niaid.nih.gov).