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**O-K Review Application Submission Checklist**

Checklist for a **full review**. Please submit as Word documents unless otherwise indicated\*.

**K Applications:**

[ ]  Candidate background

[ ]  Career goals and objectives

[ ]  Aims

[ ]  Research Plan

[ ]  List of mentors

[ ]  Applicant biosketch\*

[ ]  Mentor biosketch\*

[ ]  Proposal has undergone at least one round of review and revision with mentor

[ ]  Proposal meets NIH formatting requirements and page limits

[ ]  Application Submission Checklist with Certifications signed by applicant and mentor\*

**R Applications:**

[ ]  Aims

[ ]  Research Strategy

[ ]  Candidate Biosketch\*

[ ]  If applicable, CoiInvestigator Biosketch(es)\*

[ ]  Proposal has undergone at least one round of review and revision with co-investigators

[ ]  Proposal meets NIH formatting requirements and page limits

[ ]  Application Submission Checklist with Certifications signed by applicant\*

If you have checked off all of the above applicable elements, your application is eligible for O-K review. If any items are missing or incomplete, you will qualify for a **limited review**only. If partial documents are submitted or the applicant is unable to attend the in-person review panel, there will be a **limited review** only.

It is important for SD CFAR to know the outcome of investigator’s participation in the O-K Review process. It is a key indicator used to document value-added as well as to justify resources allocated to the O-K Review. If you have participated in the O-K Review in the past, you must have provided NIH funding outcome information for prior applications to the CFAR Administrative Core (cfar@ucsd.edu) or on the cover sheet checkbox below to be eligible to participate.

**Certifications**

***Applicant***

I certify that I will be present for the in-person review panel. I understand that if I cannot be present, I will only receive a limited, or rapid, review.

I understand that SD CFAR needs to know the outcome of my participation in the O-K Review. It is a key indicator used to document value-added as well as to justify resources allocated to the O-K Review. Therefore, I certify that I will report NIH funding outcome information to the SD CFAR Administrative Core (cfar@ucsd.edu) in a timely manner. I understand that failure to report this outcome may prohibit me from participating in future O-K Reviews.

Applicant’s Signature Date

***Applicant’s Mentor (For K and F Applications)***

I certify that I have reviewed, or will commit to reviewing, the applicant’s specific aims and research strategy prior to submission to the O-K Review.

Mentor’s Signature Date