

## Career Development Award Principles - 2023 Revision

1. The Semel Institute/Department of Psychiatry will support applications for NIH mentored K or similar career development awards (CDA) based upon an agreement among the applicant, primary mentor(s), and the Director/Chair or the designee(s) usually the Vice Chair(s) for Faculty Development. Letters of support from the Department Chair are contingent upon the agreement in which the mentor and Director/Chair commit to share responsibility for providing salary, space, and other support to the applicant for the duration of the award. Once the decision is made to submit a proposal, notify the Office of Research Opportunity and Strategy (OROS), pre-award team via email at [preaward@mednet.ucla.edu](mailto:preaward@mednet.ucla.edu). The OROS team will provide a timeline for pre-award activities to be met in order to receive institutional support letters and successfully submit the CDA proposal.
2. It is expected that mentors and mentees will have an established working relationship prior to embarking on a CDA application as evidenced by publications, pilot data, and other collaborations. Together, they will establish a realistic timeline for drafting the proposal itself, typically a minimum of one year.
3. Prior to the K proposal deadline, the applicant and mentor will meet with the CDA Committee together. The purpose of this meeting is to review the application timeline and process; the training plan; the plan for salary support; and potential faculty series, roles and responsibilities for the duration of the award. The CDA committee will continue to meet with awardees at intervals to monitor progress and to augment mentorship and career development support. Review and support from the CDA committee is available to all career development award applicants/awardees, including those applying through the VA.
4. Award recipients can agree to devote up to 25% of their time to activities that provide compensation from federal or non-federal sources on other supporting grant(s) as long as the specific aims differ from those of the NIH K award (for awards that have the 25% limit). There must be no scientific overlap, which the K awardee must verify with the Program Officer of the K award. For additional details, please see our guidelines for CDA effort and support, which have been developed in consultation with OROS, OCGA, and NIH officers.
5. Mentors agree to provide salary support beyond that generated from the activities described in #4 above in order to complete the salary package for the applicant. This support is to be provided from discretionary non-federal funds. These can include grants & contracts (if the K recipient is a named co-I), gifts, endowments, or other sources of income that are consistent with the applicant retaining at least 75% time for activities related to the career development award. For effort directly committed to the NIH K Award, salary supplementation must be from non-federal sources and must not require extra duties or responsibilities that would interfere with the goals of the NIH K award.
6. If the proposed mentor(s) are unable to provide sufficient support for the applicant, the Director/Chair (or their designee) and mentor(s) will collaborate to identify additional mentors and activities to generate support that completes the applicant's salary package.
7. As members of the faculty, career development award recipients are expected to teach and, where appropriate, to engage in clinical care activities in keeping with the mission of the Department and the School of Medicine. Expectations will be outlined in the LOU that will be drafted by the division/center director in collaboration with the mentor, Chair, and other relevant members of leadership. This letter will identify space for the awardee (typically from an existing allocation to the division/center director) and the relevant administrative support person from within the division or center.