The purpose of this MOU is to identify the roles and responsibilities of the SOM K Club Participants and to indicate commitment of both the Participant’s mentor and department in supporting their full participation and completion of the Program.

**Program Mission:** The K club is designed to assist Duke investigators in composing compelling NIH Career Development grant applications (K series). This program educates participants in effectively communicating their ideas for an NIH grant reviewer audience. Some attention will be paid to evaluating application content; however, this should be viewed as complimentary to the assistance and review provided by the participant’s department, peers, colleagues, and mentors.

**Program Structure:** The program consists of structured reviews of grant applications by experienced senior Duke faculty. These faculty Reviewers will have extensive expertise with the NIH either through continuous support or by serving on NIH study section. Ad hoc Reviewers with specific technical expertise may also be recruited to review particular applications.

**Expectations for Program participants (To be initialed by Participant):**

- **initials** Prior to Program orientation, and with the aid of the Participant’s department, the Participant is expected to have recruited a mentoring team (2-4 mentors) to guide the Participant throughout the duration of the application and award time period.

- **initials** Prior to Program orientation, the Participant is expected to have his or her Specific Aims vetted by the mentoring team and leadership within their Department or Division. The project aims and preliminary data will be sound, sufficient, and ready to be incorporated into a grant application. The participant should be well suited to the project and ready to commit the time to write the grant application.

- **initials** During the Program and prior to grant submission, the participant is expected to contact the Program Officer or Program Director at the NIH center/Institute most likely to support the proposed project. Project aims, eligibility, and appropriate K mechanism should be discussed. Project aims and career goals should be viewed positively by the PO/PD and/or revised to reflect the outcome of these discussions before the grant application is submitted to NIH.

- **initials** The Program includes an internal grant application review in the format of an official NIH review. To ensure that the internal Reviewers have adequate time to provide a quality review, the Program Participant is expected to submit their complete draft grant application (as defined on the Faculty Mentoring website) to the Program Assistant by the deadline provided for each Program cycle. Extensions cannot be given. Participants who do not plan to submit a complete draft for review by the deadline should not register for the Program.
During the Program, the Participant may change their submission plans as they assess the readiness of their application. Changes in plans are completely acceptable and should be communicated to the Program Assistant by the deadline provided (approximately 15 days prior to internal submission deadline).

I understand that I will be asked to complete a pre-program survey and a post-program survey to help the Office for Faculty Mentoring evaluate programming. These survey links will be emailed to me directly.

If my application is funded, I agree to provide my grant to the Office for Faculty Mentoring as an example for future program participants. I understand that all sensitive information will be redacted before distribution, and that anyone with access will have a confidentiality form on file with the Office for Faculty Mentoring.

**Mentor commitment (To be initialed by Primary Mentor):**

As the primary Mentor, I have read the “Expectations for Program Participants” above and agree to support the Participant in adhering to these commitments.

My colleagues and I have vetted the participant's project aims and find them to be scientifically sound and are felt to be competitive for peer review.

I have evaluated the participant’s candidacy (relevant experience, productivity, and career development plan) relative to the Participant’s career goals and NIH expectations, and find them to be suitable for the grant mechanism and likely to lead to research independence.

As the primary Mentor I recognize the Program is at least a 4-month commitment with minimal required classroom time, but significant necessary time for writing, career reflection, review of feedback, and scientific contemplation. These commitments will be seen as a priority throughout the duration of the Program.

**Departmental commitment (To be initialed by Department Chair or Division Chief):**

As the Department Chair or Division Chief, I have read the “Expectations for Program Participants” above and agree to support the Participant in adhering to these commitments.

As the Department Chair or Division Chief, I have read the “Mentor commitment” above and agree to support the Mentor in adhering to these commitments.

The participant’s project aims and candidacy have been vetted within the department and are felt to be competitive for peer review.

The Department will provide the pre- and post-award infrastructure to guide the Participant through the technical aspects of grant budgeting, submission, and management.

The Department is committed to the success of this applicant, who we feel is well suited to this project, highly productive, and likely to be successful in establishing an independent career based on this project.

As the Department Chair or Division Chief, I recognize the Program is at least a 4-month commitment with minimal required classroom time, but significant necessary time for writing, career reflection, and scientific contemplation. These commitments will be seen as a priority throughout the duration of the Program.