

Career Award (K) Policy Update: Temporary Adjustments to Percent Effort or Part-Time Institutional Appointment

Notice Number: NOT-OD-18-156

Key Dates

Release Date: April 10, 2018

Related Announcements

[NOT-OD-09-036](#)

Issued by

National Institutes of Health ([NIH](#))

Purpose

This notice updates NIH policy [NOT-OD-09-036](#) concerning temporary adjustments to percent effort, and part-time institutional appointments while on career development (K) awards. The policy update detailed below clarifies that NIH will not reduce full research costs for other budget categories (i.e., Other Personnel, Equipment, Travel, Participant/Trainee Support Costs, Other Direct Costs) approved under the award during the period of reduced effort or part-time appointment, and may extend the award with appropriate justification.

Effective Date and Programs Impacted

This policy is effective upon release for all active and future K awards, including individual mentored K programs (K01, K07, K08, K18, K22, K23, K25, and K99/R00), individual non-mentored (independent) K programs (K02, K05, K07, and K24), and institutional K programs (K12, KL2). Exceptions are emphasized in notes below.

Updated Policy on Temporary Reduction in Percent Effort

As indicated in [NOT-OD-09-036](#) and the [NIH Grants Policy Statement](#) (12.3.6.4 Temporary Adjustments to the Percent Effort Requirement), K awardees may request to reduce their professional effort to less than 75% (equivalent to 9 person-months) for up to 12 continuous months. A change in percent effort may be requested for various circumstances, including: personal or family situations such as parental leave, child care, elder care, medical conditions, or a disability. Permission to change appointment status or percent effort will not be approved to accommodate job opportunities, clinical practice, clinical training, or joint appointments.

NIH is updating this policy to clarify that during the period of reduced effort, NIH will adjust the total salary amount committed to the K award consistent with the adjusted level of effort. However, NIH will continue to provide full research costs in other budget categories as indicated on the original Notice of Award. In addition, the K awardee may request to extend the duration of the award to account for the reduced effort. All other provisions of the policy, including the process to request approval of reduced effort remain the same.

Updated Policy on Temporary Part-Time Institutional Appointments

As stated in [NOT-OD-09-036](#) and the [NIH Grants Policy Statement](#) (12.3.5.1 Temporary Adjustments to the Full-Time Institutional Appointment Requirement), K awardees may request to reduce their appointment to less than full-time (but not less than three-quarter time) for a period not to exceed 12 continuous months during the K award project period. A change in appointment status may be requested for various circumstances, including: personal or family situations such as parental leave, child care, elder care, medical conditions, or a disability. Permission to change appointment status or percent effort will not be approved to accommodate job opportunities, clinical practice, clinical training, or joint appointments.

NIH is updating this policy to clarify that during the period of part-time appointment, awarding Institutes and Centers will adjust the total salary support committed to the K awardee, consistent with the adjusted appointment and percent effort. However, NIH will continue to provide full research costs for other budget categories as indicated on the most recent Notice of Award. In addition, the K awardee may request to extend the duration of the award to account for the temporary reduction in full time appointment. All other provisions of the policy, including the process to request approval of temporary adjustment to a full-time appointment remain the same.

Inquiries

Please direct all inquiries to:

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