# **K22 Phase I or K99 Eligibility Extension Letter Format and Submission**

Instructions

For all dates, include month/date/year.

The authorized organization representative should submit the letter on institute letterhead to aitraininghelpdesk@niaid.nih.gov.

## Information to Include in Request for Eligibility Extension Letter

Start the letter with your request statement.

If the requested extension is for childbirth (1-year extension), provide the following information:

Note: Childbirth adds a 1-year extension (total, even if multiple children were born during the 4-year window).

* Name of applicant:
* Name of mentor:
* Affiliation:
* Title:
* Is applicant in a mentored non-independent position?
* Date of Ph.D.:
* Starting date for postdoctoral studies:
* Date of birth of child:
* Original end date of eligibility for K22/K99:
* Expected end date of eligibility for K22/K99 if extension is granted:

If the requested extension is for a life event, provide the following information:

* Name of applicant:
* Name of mentor:
* Affiliation:
* Date of Ph.D.:
* Starting date for postdoctoral studies:
* Life event and justification:

Include your justification and prepare a table as shown below that includes the time period (e.g., January 4, 2020, through March 4, 2020), your employment responsibilities (percent effort negotiated for research/clinical work/teaching/administrative duties, etc.), the percent of time you spent performing research (during the life event), and the reason for the hiatus.

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| **Time period – mm/dd/year to mm/dd/year** | **Research/teaching/clinical/ administrative duties (typical)** | **Percent time performing research (during life event)** | **Reason for hiatus** |
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* Original end date of eligibility for K22/K99:
* Expected end date of eligibility for K22/K99 if extension is granted: