NIH Diversity Supplement Application Highlights

As you consider/prepare to apply for an NIH Diversity Supplement, be sure to read the funding announcement at this website [http://grants.nih.gov/grants/guide/pa-files/PA-15-322.html](http://grants.nih.gov/grants/guide/pa-files/PA-15-322.html), and be aware that while success rates for these can be higher than for other funding mechanisms, candidate eligibility does not guarantee approval. You should also check the IC specific webpages, found in the FOA under Table of IC-Specific Information, Requirements and Staff Contacts, for Institute-specific information.

**Step 1.** Talk to your own Program Officer about the eligibility of the parent grant to have this supplement and the willingness of the institute to consider this supplement. Also discuss the duration of the supplement relative to the end of the grant project period. Rules differ by Institute.

- In general, you cannot have paid the candidate from the parent grant at all prior to submission. (For NHGRI, the PI can pay the student from the grant, but s/he cannot use pre-award spending authority to “pay back” the parent grant for the student’s work on the grant.)
- Communicate early with the UNC Office of Graduate Education if you are considering this funding program in order to accept a rotating BBSP student currently supported on institutional or IMSD funds.
- If the candidate is already supported on a T32, then there may be additional issues to deal with.

**Step 2.** Contact the individual in charge of the diversity supplement mechanism for your NIH Institute. One PI’s successful supplement request may not be a good guide for yours. Ask about appropriate application submission dates and start and end dates especially with applications submitted after May 1 (timing changes relative to fiscal year end)

**Step 3.** Inform the individual in charge of the diversity supplement mechanism for your NIH Institute that your application has been submitted.

The information below highlights key components of the Diversity Supplement Application for several NIH institutes. Like most other NIH funding requests, supplement applications require form pages from the standard grant application form PHS 398.

For electronic submissions, applicants must download the SF424 (R&R) application package associated with this funding opportunity using the “Apply for Grant Electronically” button in the announcement, or use the eRA Commons streamlined submission process. Specific and detailed instructions/guidelines for PHS 398 can be found at [http://grants.nih.gov/grants/forms.htm](http://grants.nih.gov/grants/forms.htm).

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<td>Applications Accepted</td>
<td>Anytime (by Apr 15 for this fiscal yr)</td>
<td>Anytime (suggest by May 1)</td>
<td>Oct1-Dec1 and Feb1-Mar30</td>
<td>Anytime (≥90 days before start date)</td>
<td>Anytime (≥3 mos before start date)</td>
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NIH Diversity Supplement Application Highlights

NIAID (last update, Mar. 2016)
Contact – Raushanah Newman, (240) 669-2925, newmanrau@niaid.nih.gov

Submission Dates – Applications accepted anytime but are reviewed approximately four times a year – Nov, Feb, April, May. If seeking an award before the end of a fiscal year, September 30, the application must be received no later than April 15.

Eligibility
• People who are supported on research grants (especially the parent grant) are not eligible. Students who are supported by an Institutional NRSA are eligible once they have completed the grant.
• Graduate students or people in postdoctoral training who are supported by an Institutional NRSA may not be transferred to supplemental support before completing their appointed period of training.

Application Content
• Biosketch may be up to five pages as in an R01.
• A brief, six-page description that includes:
  ◦ A summary or abstract of the funded grant or project.
  ◦ Career Development Plan
    ▪ Describe how the proposed experience will enhance the candidate’s research potential, while furthering his or her ability to pursue a research career.
    ▪ Provide details on skills to be acquired and progress for milestones, i.e., goals that will be reached during the supplement experience, such as abstract and publication submission, preliminary data, and oral scientific presentations at local or national conferences.
    ▪ Provide a timeline for the research and career development activities for investigators, postdoctoral researchers, graduate students, post baccalaureate students, and undergraduates.
    ▪ Describe how you will assist the candidate in achieving the objectives and goals described in the candidate’s career goals statement.
    ▪ Describe the interaction between the mentor, research team, and candidate as well as opportunities to interact with other research team members.
    ▪ Provide a detailed development and mentorship plan that includes plans, objectives, and associated timelines for helping the candidate make the transition to the next stage of his or her research career.
  ◦ Description of your track record as a mentor.
    ▪ If you are a junior faculty member, it may be helpful to include an experienced co-mentor in the career development plan.
    ▪ If you have received research supplements, describe the outcome or progress of the supplements, including the diversity candidate’s current status (provide full names, title, and institution).
    ▪ If other investigators contribute to the research mentoring, describe their role and include a biosketch.
• One-page statement of the diversity candidate’s career goals.
  ◦ Candidates must provide a signed statement outlining short- and long-term research objectives and career goals and describe how the planned activities are related to or will facilitate achieving their career goals.
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- Candidates at the graduate, postdoctoral or investigator level are encouraged to submit career stage-appropriate grant applications during or at the end of the period of support (see Support by Career Stage—Ph.D. Track and Support by Career Stage—M.D. Track). Candidate's statements should also include plans for the development and submission of such applications.

**Statement of Eligibility.** The application should include a signed statement from you and an institutional official establishing the candidate's eligibility for support under this program. The statement must include:

- Clearly presented information on citizenship.
- The last four digits of the candidate's Social Security number.
- Information on the nature of the candidate's disability, circumstances, background, or characteristics that confer eligibility under this program.
- A description of any current or previous PHS research grant support the candidate has received, including start and end dates. Include a statement indicating that the candidate has not received any current or previous PHS support, if applicable. **Candidates receiving PHS support at the time of submission are not eligible.**

**Budget.**

- Graduate Student Salary: consistent with the institutional salary policy.
  - Supplies and travel: up to $4,000 per year with justification.
  - Total salary, tuition, and fringe benefits cannot exceed the amount allowable for a first year postdoc at the same institution performing comparable work. See NRSA Stipend Levels for postdoctoral levels.
- Postdoc Salary & Fringe: consistent with the institutional salary policy but not to exceed $50,000 per year
  - Supplies, peer-reviewed publication costs, and travel: up to $6,000 per year with justification.

NIGMS (last update, Mar. 2016)

Contact – Mercedes Rubio, PhD, 301-594-3900, rubiome@nigms.nih.gov

Philosophy - [https://www.nigms.nih.gov/Research/mechanisms/Pages/diversityphilosophy.aspx](https://www.nigms.nih.gov/Research/mechanisms/Pages/diversityphilosophy.aspx)

FAQs - [https://www.nigms.nih.gov/Research/mechanisms/Pages/promotediversityFAQ.aspx](https://www.nigms.nih.gov/Research/mechanisms/Pages/promotediversityFAQ.aspx)

**Submission Dates** – Applications accepted anytime and are continuously reviewed on a continuous basis. Applications submitted in the current fiscal year that receive a favorable review will be funded in the same fiscal year, as long as funds and time remain available. If funds are no longer available, applications will be held for funding in the following fiscal year, with an earliest start date of November 1 (recommend submission before May 1). **Requests to support summer research should be submitted no later than April 1.**

**Training and Mentoring Plan**

Training and mentoring plans should be customized to the individual candidate's strengths and weaknesses, and gaps in previous training should be addressed. The PI should also indicate how the individual will be supported after the supplement ends, including any plans for helping the candidate to apply for independent support.

- Be sure to explicitly describe the candidate’s strengths
- Tailor to the candidate’s needs (this should not be a generic/”vanilla” plan that only covers mentoring philosophy or the research environment). Customize to the candidate’s strengths and weaknesses AND address gaps in candidate’s previous training.
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- Include institutional resources... Visit OGE’s website [http://www.med.unc.edu/oge](http://www.med.unc.edu/oge) for descriptions of institutional resources (e.g. STaD, IMSD, TIBBS). Some of the text under Faculty Resources will be relevant – particularly descriptions provided under training grant resources
- Include ethics and quantitative skills training beyond year 1
- Timeline for the candidate to publish and compete for an individual fellowship (F31/F32) and how the trainee will be supported once the supplement ends

Statement of Eligibility - A signed statement from the PD(s)/PI(s) and an institutional official establishing the eligibility of the candidate for support under this program that must include clearly presented information on citizenship. The strength of this statement will be considered by the NIH administrative review committee along with all other material provided.
- Define how the candidate is underrepresented and/or certify membership or disability.
- Also describe any current or previous PHS research grant support the candidate has received
- Must be signed by both the PI of the parent grant and the institutional signing official
- Indicate citizenship status – US or permanent resident
- Address how the supplement will increase diversity at the institutional and national levels

Candidate biosketch
There is not a separate document where the trainee reveals his/her motivation or career goals; this information must be included in the application and should be in the Personal Statement section of the NIH biosketch.
- It should be well-written and should describe his/her research objectives, long-term education and career goals, and why they wish to pursue a research career.
- Include evidence of scientific achievement or interest.
- Include any source(s) of current funding.

PI personal statement – the personal statement of the PI’s biosketch should state his/her personal philosophy of training and commitment to promoting diversity, AND describe track record of successful mentoring of students and fellows.

Research Plan
- A summary or abstract of the funded grant or project.
- Must include a plan for the candidate to interact with other individuals on the parent grant, to contribute intellectually to the research, and to enhance her/his research skills and knowledge regarding the selected area of biomedical, behavioral, clinical or social sciences science.
- Must provide evidence of a focus on the enhancement of the research capability of the underrepresented student, postdoc, or faculty member and that the research experience is intended to provide opportunities for development as a productive researcher.
- Must demonstrate that the PD(s)/PI(s) is willing to provide appropriate mentorship.

Budget
- You can request the full cost of training (i.e. not tied to the T32 or fellowship stipend levels).
- Graduate (Predoctoral) and Health Professional Students:
  - The NIH will provide salary support in addition to other necessary expenses, such as supplies and travel, to enable the individual to participate as a graduate research assistant in a funded research project. The NIH will provide compensation that (1) conforms
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to the established, consistently applied salary and wage policies of the institution and (2) reflects the percentage of time devoted to the PHS-funded project.
  o The total amount requested for salary, tuition and fringe benefits cannot exceed the amount allowable for a first year postdoctoral fellow (i.e., level zero) at the same institution performing comparable work.
  o Additional funds up to $4,000 per year may be requested for supplies and travel.
  o Postdoctoral Trainees:
    o The requested annual salary and fringe benefits must be in accordance with the salary structure of the grantee institution, consistent with the level of effort, and may not exceed the maximum allowable NRSA stipend level for postdoctoral fellows in effect at the time of appointment (see: http://grants.nih.gov/training/nrsa.htm).
    o May include up to $6,000 for supplies and travel for the candidate.

NCI (last update, Mar. 2016)
Contact – Alison Lin, PhD, (240) 276-6177, linaj@mail.nih.gov


Biosketch
Application must include NIH biosketch of all involved personnel, including the PI. Biosketch may be up to five pages each.

Statement of Eligibility
This document must be signed by the PI and an institutional official, establishing the candidate’s eligibility for support under this program. The statement must include:
  • Clearly presented information on U.S. citizenship or permanent residency;
  • Explicit information on the nature of the candidate’s disability, circumstances, background or characteristics that confer eligibility under this program;
  • A description of any current or previous PHS research grant support the candidate has received, including start and end dates. If applicable, include a statement indicating that the candidate has not received any current or previous PHS support. Candidates who are receiving PHS support at the time of submission are not eligible.

Candidate Personal Statement
Application must include a signed personal statement of up to one page, describing the diversity candidate’s career goals, both immediate and long term. Candidates are strongly encouraged to submit career stage-appropriate grant applications during or at the end of period of supplement support. Statements should include plans to develop such applications, if applicable.

Transcripts – For graduate students, transcripts of the most recent education stage are required.

Mentor’s Qualifications (Mentoring Track Record)
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- If there are more than one mentor, clearly define each mentor’s role and relationship to the candidate.
- Clearly describe each mentor’s mentoring track record, including individuals previously mentored and their current positions if applicable, especially the current status of any previous diversity supplement candidates.
- If primary mentor is relatively junior, it may be helpful to include an experienced co-mentor.

Research, Mentoring, & Career Development Plan

Research plan:
- A summary or abstract and specific aims of the funded parent grant or project
- A description of the specific research project proposed for the supplement candidate, including relevancy to the parent grant or project; research design and aims; methods and techniques; and how the proposed experience will enhance the candidate’s research potential.

Mentoring and Career Development Plan:
- A candidate-specific career development plan that is consistent with the goals laid out in the candidate’s personal statement
- A description of career skills to be gained during the supplement experience and career-stage appropriate benchmarks to be reached, including but not limited to abstract and publication submissions, oral presentations and grants submissions.
- Outline of a detailed plan that will help the candidate to transition to the next education or career stage.

Timeline with appropriate benchmarks for both research progress and career development of candidate.

Budget

- Graduate Student
  - Salary: consistent with the institutional salary policy; salary, fringe and tuition together must not exceed the amount allowable for a first year postdoctoral fellow at the same institution performing comparable work.
  - Supplies and travel: up to $4,000 per year, with justification.
- Postdoctoral fellows
  - Salary: consistent with the institutional salary policy, but not to exceed $50,000 per year.
  - Supplies and travel: up to $6,000 per year, with justification.

NHGRI (last update, Feb. 2015)
Contact – Bettie Graham, PhD, (301) 496-7531, bettie_graham@nih.gov

Important: Every supplement must be accompanied by written confirmation from the NHGRI program director stating that s/he will accept the application. This must be included in all supplements submitted to NHGRI for consideration. Applications without such letters will not be considered and will be returned to the grantee.

Submission Dates – Administrative supplements may be submitted throughout the fiscal year, but should be requested at least 90 days prior to the anticipated need. Due to fiscal and system constraints, supplements are not awarded in the Sept-Nov timeframe.

Eligibility Requirements
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• The grantee must have an active funded NHGRI grant and the proposed supplement MUST be within the general scope of the peer-reviewed activities and aims approved for the parent grant (See What Constitutes a Change in Scope for more information).
• The grant must have a reasonable period of research support remaining at the time of the supplemental award (usually 1 year or more).

Training Plan
This information below is “general information.” While important, this should be worked into the entire application. In general, you should go to the announcement and let your statements below be incorporated in the major topics in the FOA. The annotation is fine, but it should follow the FOA.

What are the areas the student needs extra training in?
  o Be sure to explicitly describe the candidate’s strengths
  o Tailor to the candidate’s needs (this should not be a generic/"vanilla" plan that only covers mentoring philosophy or the research environment). Customize to the candidate’s strengths and weaknesses AND address gaps in candidate’s previous training.
  o Include institutional resources… Visit OGE’s website (https://www.med.unc.edu/oge) for descriptions of institutional resources (e.g. STaD, IMSD, TIBBS). Some of the text under Faculty Resources will be relevant – particularly descriptions provided under training grant resources
  o Include ethics and quantitative skills training beyond year 1
  o Timeline for the candidate to compete for an individual fellowship (F31/F32) and how the trainee will be supported once the supplement ends

Statement of Eligibility
  o Define how the candidate is eligible for this funding
  o Also describe any current or previous PHS research grant support the candidate has received
  o Must be signed by both the PI of the parent grant and the institutional official (e.g. Vice Dean, Director of Diversity Affairs (Ashalla in OGE office)).

Candidate qualifications - Include all transcripts, college and beyond – you may be able to get these from their grad school application pdf – read them and check for any red flags! Address those red flags

Candidate biosketch
There is not a separate document where the trainee reveals his/her motivation or career goals; this information must be included in the application and should be in the Personal Statement section of the NIH biosketch.
  o It should be well-written and provide insight into the candidate’s academic history, motivation, short-term and long-term goals.
  o The biosketch must not exceed 4 pages and should include the following additional information:
    o Evidence of scientific achievement or interest.
    o Any source(s) of current funding.
    o A statement from the candidate outlining her/his research objectives and career goals and explaining why they wish to pursue a research career.

PI qualifications – the personal statement of the PI’s biosketch should state his/her personal philosophy of training and commitment to promoting diversity, AND describe track record of successful mentoring of students and fellows.
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Research Plan
- A summary or abstract of the funded grant or project.
- A plan and timeline for the research and career development experiences proposed for the candidate.
- A description of how the research and career development experiences will expand and foster the research capabilities of the candidate; how the proposed experiences relates to the specific research goals and objectives of the parent grant.
- Evidence of adequate mentoring experience and success must be provided.
- Evidence that the candidate will receive research career mentoring.
- The PI should state his/her personal philosophy of training and commitment to promoting diversity, and describe his/her track record of successful mentoring of students and fellows.

Budget
- You can request the full cost of training (i.e. not tied to the T32 or fellowship stipend levels).
- Graduate (Predoctoral) and Health Professional Students: The NIH will provide salary support in addition to other necessary expenses, such as supplies and travel, to enable the individual to participate as a graduate research assistant in a funded research project. The NIH will provide compensation that (1) conforms to the established, consistently applied salary and wage policies of the institution and (2) reflects the percentage of time devoted to the PHS-funded project.
- For graduate students this compensation may include tuition remission paid as, or in lieu of, wages provided that the student is in a bona fide employer-employee relationship with the institution for the work performed, and payment is made explicitly for performance of necessary work.
- The total amount requested for salary, tuition and fringe benefits cannot exceed the amount allowable for a first year postdoctoral fellow (i.e., level zero) at the same institution performing comparable work (see NIH Guide announcement, http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-02-017.html).
- Additional funds up to $4,000 per year may be requested for supplies and travel. Funds may not be used to purchase equipment. - See more at: http://grants.nih.gov/grants/guide/pa-files/PA-12-149.html#_Section_IV._Application_1

NHLBI (last update, Mar. 2016)
Contact – Nara Gavini, PhD, 301-451-5081, gavininn@nhlbi.nih.gov

Submission Dates -- at least 3 months before the requested start date. Applications seeking awards before the end of a fiscal year (September 30) must be received no later than May 31. Applications that arrive after this date will be considered for the next fiscal year funding.

Candidate/Applicant Eligibility Statement – 1 page
- Parent Grant/Contract number and title;
- Type of supplement (Diversity, Investigator Who Becomes Disabled, or Re-Entry);
- Level of supplement requested (e.g., High School, Undergraduate, etc.);
- Statement verifying candidate’s U.S. citizenship or Permanent Resident status;
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- Describe the basis for eligibility of the candidate
- Describe how this particular appointment will promote diversity within the institution or in science nationally
- Include a statement addressing the legitimate need for supplement funds and why awarded funds from the parent grant cannot be used to support this candidate. All supplement requests will have a financial review to determine the bona fide need for additional funds before a funding decision is made;
- Statement that the Candidate has never received the type of PHS support prohibited by the Supplements Program
- Current email addresses for: Principal Investigator/Contractor, Authorized Organization Representative (AOR), Candidate, and Mentor if different from PI;
- Must be signed by the Principal Investigator/Program Director, and AOR on Institutional letterhead;
- Post-baccalaureate and Post-master's supplement must address the reason for the minimum 1 year research hiatus and provide a statement of the candidate’s intention to attend graduate/medical school;
- Include only the last 4 digits of the candidate’s SSN. Do NOT include full SSN anywhere in the application.

Research Plan/Research Experience Plan/Research Strategy – 4 pages
- A brief summary of the parent grant, P01 subproject, or contract (typically the abstract or a summary paragraph). Contractors may choose to use the "Summary of Objectives", which is obtainable from the NHLBI Project Officer;
- Scope of the research planned for the Candidate - description of the Candidate's research in keeping with the supplement level;
- Must address how the supplement's research is related to the parent grant or contract's goals or how it is a logical extension of that research, depending on the level of the supplement;
- Describe how the proposed research experience will be an integral part of the approved, ongoing research of the parent grant;
- While many Supplement levels require that the research be “a logical extension” of the parent grant, supplements must support work within the scope of the original project. Include a brief statement of assurance that the research delineated in the supplement is not an expansion (change in scope) requiring peer review
- Include a statement that the research proposed was not deleted by the Initial Review Group.

Research Environment/Project Performance Site – 1 page
Include the primary site where the proposed supplement activities will be performed. If a portion of the proposed supplement activities will be performed at any other site(s), identify the locations;
Briefly describe and provide assurance that the Candidate can conduct her/his research in a well-equipped research environment with adequate space.

Supplement Budget and Justification – 3 pages
- Direct costs requested are only for the Candidate. The Budget Justification section should provide details about the costs requested for each budget item
- For a grant supplement: the initial budget period ends on the parent grant's budget end date. For a contract supplement: the initial budget period requested is for one year; Refer to Section 7.1.7, for Funding Restrictions;
- The initial budget period, if less than 12 months, is prorated for all categories except travel;
- Indirect Costs (F&A): The budget is to request F&A at the same rate in effect for the parent grant. Please include a copy of the current F&A rate agreement with the application;
- Specify candidate's percent effort for each budget period;
- "Salary and fringe benefits" are in accord with the institution's salary compensation structure, but not to exceed the NHLBI's salary cap or policy
• Equipment is not an allowable cost except on Investigator-level supplements. "Equipment" category for the investigator supplement (IRS) is applicable only if very well justified;

• **Laptops, computers, and office supplies are not allowable expenses for supplements.**

• **Additional Funds:** Additional funds may be requested for supplies, domestic travel, and publication costs relevant to the proposed research.

**Mentoring Plan – 4 pages**

Provide a detailed mentoring plan for the Candidate that describes the approaches to be used such as frequency of one-on-one and group meeting; oral scientific presentations; instruction on how to critically evaluate the literature and experimental design; training in scientific writing (e.g., grant proposal preparation, manuscripts, and abstracts); designing experiments, etc. Plans to enhance the candidate’s research capabilities should include:

• Specific skills to be acquired during the supplement experience

• Milestones that will be reached during the supplement experience (e.g., acquisition of preliminary data, new research skills, presentation of research findings at local/national meetings, and publications)

• Opportunities to interact with research team, to develop independence, and to acquire presentation and publication skills;

• The mentoring plan must include guidance in the ethical conduct of research (including training in animal and human subjects' protection, if applicable).

• A plan to attend and participate in poster sessions or oral presentations in at least one scientific meeting during each year of the award (particularly for the higher level supplements such as the PDS and IRS). (How opportunities will be provided for the Candidate to participate in writing and publishing scientific papers);

• If the PI is a junior faculty member, it may be appropriate to include an experienced co-mentor in the development plan;

• Describe any planned outside laboratory experiences or collaborations for the Candidate;

• The role of other investigators who will contribute to the research mentoring should be described in the application. Their biosketches need not be included with the application. However, biosketches of the mentor and co-mentors must be included;

• How this experience will help the candidate move toward achieving her/his stated career goals;

• PDS and IRS candidates must provide, after developing in conjunction with the mentor, a projected time line delineating specific research milestones and other activities that will be undertaken in an attempt to secure independent research funding (i.e., anticipated publications, grantsmanship workshops, timeframe for grant submissions and type of independent research support the candidate seeks).

**History of Mentoring**

The PI/PD/Primary Mentor should provide evidence of mentoring experience and success. Please provide a list containing: (1) Current Trainees, (2) Past Trainees (≤ 10 years), and (3) any current and past awarded Diversity/Re-entry research supplement awardee(s). For each of the individuals listed, please provide their current positions.

For the PI(s)/PD(s) s with current and past Diversity/Re-entry research supplement awardee(s), please also provide:

• Supplement level;

• Start and end date of the award;

• Describe the outcome of the previous supplement(s) including the current status of the candidate(s) (i.e., title of current position and name of institution);

• Describe the outcomes of the prior development/mentorship plan;

• Describe any unexpected positive or negative occurrences that affected specific aspects of the development/mentorship plan or success of the candidate(s);
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• Describe how these prior experiences influenced the development/mentorship plan proposed for the current candidate(s).

Required Education in the Protection of Human Research Participants
For supplement awards involved in human subject research, candidates are considered “key personnel” and are required to submit documentation that they have received this education.

Candidate’s Pending, Current, and Prior PHS or Non-PHS Support (“Other Support”) – 1 page
A Supplement awardee may participate in a federal or non-federal grant/contract other than the parent grant/contract as a non-key investigator, during support on the supplement award, providing the supplement percent effort requirement is met. Approval of the NHLBI Program Official/Project or Contract Officer is required to ensure that this activity will not interfere with the research training proposed in the supplement application and the required percent effort for the specific supplement level.

• List all pending, current, or previous PHS research grant/contract support with grant/contract numbers, start and end dates and associated percent effort devoted to each activity;
• List all pending, current, or previous non-PHS grant or contract support (e.g., from the Howard Hughes Institute, the American Heart Association, etc.) with start and end dates and associated percent effort devoted to each activity;
• Include information on current support from all other sources - private and public - jobs, university positions, etc;
• Provide assurance that these commitments will not interfere with the research proposed in the supplement application.

IACUC/IRB Documentation – number of pages as necessary

Reasonable Accommodations – 1 page
If the request is for a supplement based on disability, the institution should indicate what, if any, reasonable accommodations the institution has supported or plans to provide along with a full description of how any additional support for accommodation might be used. The relationship of the proposed accommodation to the proposed project must be described.

Candidate’s Statement: Career Goals - up to 2 pages
Provide a signed statement with the following applicable details depending on supplement level:

• A one- to two-page statement prepared and signed by the Candidate outlining her/his career goals and how the supplement award will assist in achieving them;
• PBS/PMS should address the reason for the one- two year research hiatus and provide any steps taken to gain admittance into a graduate/medical school;
• Where relevant, the Candidate’s work/experience/personal background may be included
• For postdoctoral (PDS) supplements, career goals should be focused and specific; Individuals with more than 2 years postdoctoral research experience must justify the need for the additional training requested;
• For investigator (IRS) supplements, career goals should be focused and specific, the IRS candidate should specifically address how the supplement award will assist in achieving both short-term and long-term (securing independent research support) career goals;
• The Candidate’s Statement must include a current address, telephone number and email address for the Candidate.

Transcript Requirements/References/Letters of Support
If relevant, documentation that all requirements for graduation/degree have been completed at the time of application must be provided by the Institution. A strong emphasis is placed on the GPA as it is a reflection of academic performance. High school, undergraduate, post-
baccalaureate, post-master’s, medical students or graduate students applications are to include a scanned copy of their most recent transcript. Please block out all but the last 4 digits of the candidate’s Social Security Number if it appears on the transcript.

References/letters of support are optional: and if included, should be submitted with the Supplement application. Please do NOT send letters to the NIH Center for Scientific Review.

APPLICATION REVIEW AND AWARD

- **Review Process**
  Supplement applications will undergo an administrative evaluation by NHLBI staff, but not a full peer review. Decisions will be based on the nature of the parent grant, circumstances of the request, the program balance and budgetary constraints. The ORTMH emails the PI, candidate, and AOR informing them of the outcome of the review. The supplement award decision cannot be appealed.

- **Review Considerations for Prioritizing Applications**
  - The qualifications of the candidate including grades, career goals, prior research training, previous publications, research potential, and any relevant experience;
  - Evidence of educational achievement and interest in science, if the candidate is a student;
  - The strength of the description of how this particular appointment will promote diversity within the institution or in science nationally;
  - The plan for the proposed research and career development experiences in the supplement application and its relationship to the parent grant;
  - Evidence that the proposed experience will enhance the research potential, knowledge, and/or skills of the candidate and that adequate mentorship will be provided;