

NIH Diversity Supplement Application Highlights (updated 3/2018)

As you consider/prepare to apply for an NIH Diversity Supplement, be sure to read the funding announcement (PA-18-586) at this website <https://grants.nih.gov/grants/guide/pa-files/PA-18-586.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.
- 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 currently supported on a T32, then there may be specific rules regarding when you can apply for a supplement.

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 supplement start/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 when your application has been submitted.

It is critical that applicants follow the instructions for their submission option (SF424 (R&R) Application Guide or eRA Commons Administrative Supplement User Guide), as appropriate) except where instructed in the FOA to do otherwise. Conformance to documented requirements is required and strictly enforced. Applications that are out of compliance with these instructions may be delayed or not accepted for review.

For information on Application Submission and Receipt, visit [Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications](#).

The information below highlights key components of the Diversity Supplement Application for several NIH institutes.

Application Components	NIAID (pg. 2)	NIGMS (pg 3)	NCI (pg. 5)	NHGRI (pg. 7)	NHLBI (pg. 8)	NIMH (pg. 12)	NIEHS (pg. 12)
Education, Training & Career Development Plan <i>OR</i> Mentoring and Career Development Plan (be sure to include ongoing RCR training and IDP development)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement of PI's Mentoring Track Record & Qualifications	<input checked="" type="checkbox"/>	Not Required	<input checked="" type="checkbox"/>	Not Required	<input checked="" type="checkbox"/>	Not Required	Not Required
PI's Biosketch & Personal Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Statement of Candidate's Career Goals	<input checked="" type="checkbox"/>	Not Required	<input checked="" type="checkbox"/>	Not Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Required
Candidate's Biosketch & Personal Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement of Candidate Eligibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transcripts			<input checked="" type="checkbox"/>				
Applications Accepted	Anytime (by Apr 15 for this fiscal yr)	Anytime	Oct 1-Dec 1 & Feb 1-Mar 30	Oct 1-May 15	Anytime (≥3 mos before start date)	Anytime (≥4 mos before start date)	For 2018: by Jan 29, May 21, Aug 28

Contact – Raushanah Newman, (240) 669-2925, newmanrau@niaid.nih.gov
Guidelines - <https://www.niaid.nih.gov/grants-contracts/research-supplements#A5>

Submission Dates – NIAID receives applications at any time and reviews them approximately four times a year (November, February, April, and May). If you want your application reviewed in one of the four listed months, submit it by the first of the preceding month.

If you are seeking an award before the end of a fiscal year—September 30—we have to receive your application **no later than April 1**. Applications received after these dates are considered for funding in the next fiscal year. Please keep in mind we usually experience delays in making awards at the beginning of every fiscal year.

Eligibility

- As long as PIs have at least two years of NIAID support remaining at the time of submission, they can receive additional funds awarded as supplements to parent awards using the activity codes listed in the FOA. Note, not all participating institutes and centers support all the activity codes listed in the FOA. NIAID does not accept supplement requests for SC1, SC2, and SC3 activity codes.
- People who are supported on research grants (especially the parent grant) are not eligible. Students who are supported by an Institutional National Research Service Award 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.
- Non-U.S. citizens must have permanent residency status ("green card") at time of award. People on temporary or student visas are not eligible. Investigators should verify eligibility with the NIAID staff contact listed on this page.

Application Content

- PI biosketch (up to 5 pages as in an R01)
- Candidate biosketch
- Research Plan (6-8 page description that includes:
 - A summary or abstract of the funded grant or project
 - Description of the candidate's proposed research project
 - The program announcement requires that the PI describe how the mentored research experiences will expand and foster his or her research capabilities and how they relate to the research goals and objectives of the parent grant. The Research Plan should present evidence that the proposed experience is appropriate for the stage of the candidate's research development and that it will significantly enhance his or her research potential, while furthering the candidate's ability to pursue a research career.
 - The proposed research must be within the scope of the parent grant and should be a logical extension of the goals and objectives but not sufficiently different to constitute new research or program expansion. A Research Plan redundant with any portion of the studies approved under the parent grant will not be supported under this supplement program.
- Career Development Plan
 - 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.
- Statement of the diversity candidate's career goals (1 page)
 - 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.
 - 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 Choose an Award by Career Stage](#)). 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.
- Transcript Requirements, References or Letters of Support
 - Provide a scanned copy of most recent transcript(s) for only high school, undergraduate, post-baccalaureate, medical students, and graduate students.
 - References or letters of support are optional but may be included in the supplement application.
- Budget.
 - Salary, tuition, and fringe benefits, and up to \$4,000 each year (with justification) for supplies, publication costs, and travel.

NIGMS (last update, Mar. 2018)

Contact – Desirée L. Salazar, Ph.D., (301) 827-7303, desiree.salazar@nih.gov

Philosophy - <https://www.nigms.nih.gov/Research/mechanisms/Pages/diversityphilosophy.aspx>

FAQs - <https://www.nigms.nih.gov/Research/mechanisms/Pages/promotediversityFAQ.aspx>

Submission Dates and Review Process

- Applicants are strongly urged to contact their program officer and prior to submitting an application.

- Applications may be submitted at any time and are administratively reviewed within NIGMS on a continuous basis. Applications submitted in the current fiscal year that receive a favorable review will be funded in the same fiscal year, if 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.
- We anticipate applicants will receive notification of a funding decision approximately 12 weeks after receipt of the application. This is a competitive program and funding is not guaranteed.

Research Plan form:

At a minimum, the Research Strategy section should be completed and must include a summary or abstract of the funded parent award or project. Other sections should also be included if they are being changed by the proposed supplement activities. Applications for supplements 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
- provide evidence of a focus on the enhancement of the research capability of the underrepresented student, postdoctorate, or faculty member and that the research experience is intended to provide opportunities for career development as a productive researcher
- must demonstrate that the PD(s)/PI(s) is willing to provide appropriate mentorship to facilitate the research and career development of the candidate.

Project/Performance Site Locations form:

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 in the fields provided.

Senior/Key Personnel Profile (Expanded) form:

List the PD/PI as the first person (regardless of their role on the supplement activities). List any other Senior/Key Personnel who are being added through this supplement.

- *Note:* Candidates for supplement support must have an [eRA Commons](#) account and the candidate's Commons Username must be entered in the Credential field. Do not list any other senior/key personnel on this form.

Biographical Sketch: Include a biographical sketch. The personal statement of the candidate's biographical sketch should address:

- Evidence of scientific achievement or interest.
- Any source(s) of current funding.
- A statement from the candidate outlining her/his research objectives and career goals.

Budget forms (e.g., R&R Budget, PHS 398 Training Budget):

Only include funds requested for the additional supplement activities.

R&R Other Project Information form:

If applicable, attach PDF documents in the "Other Attachments" field indicating that the proposed research experience was approved by the Institutional Animal Care and Use Committee (IACUC) or human subjects Institutional Review Board (IRB) at the grantee institution. Name the documents "IACUC Documentation.pdf" and/or "IRB Documentation.pdf". Adherence to the NIH policy for including women and minorities in

clinical studies must also be ensured, if additional human subjects' involvement is planned for the supplement.

Candidate Eligibility Statement:

- A signed statement from the PD(s)/PI(s) and an institutional official establishing the eligibility of the candidate for support under this program
- must include clearly presented information on citizenship and a description of how the appointment of this specific candidate will address the issue of diversity within the national scientific workforce (i.e., what underrepresented group the candidate falls into)
- The strength of this statement will be considered by the NIH administrative review committee along with all other material provided.

Home Institution Approval:

Under unusual circumstances where the applicant and mentor would be at a site other than the grantee institution, an appropriately signed letter from the institution where the research is to be conducted must also be submitted. The request must be signed by the PD/PI, the candidate, and the appropriate institutional business official.

Sub-recipient Approval:

If any of the research is to be conducted at an organization other than the grantee institution, an appropriately signed letter from the institution where the research is to be conducted must be submitted. The request must be signed by the candidate, the PD/PI, and the appropriate institutional business official.

PHS Human Subjects and Clinical Trials Information form:

Only include a new or revised human subjects study record if these items do not change the scope of the approved project (e.g., new clinical trials cannot be added through an administrative supplement). If new recruitment or use of an additional existing dataset or resource is proposed in the supplement application, Section 2.4 should be revised and new Inclusion Enrollment Reports created, as appropriate.

Budget

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 to support supplies and travel for the candidate.

NCI (last update, Mar. 2018)

Contact – Alison Lin, Ph.D. (240) 276-6177 linaj@mail.nih.gov

Guidelines -- <http://www.cancer.gov/about-nci/organization/crchd/diversity-training/cure/DSGuidelines>

Submission Dates -- Applications accepted-- Oct. 1 – Dec 1 and Feb. 1 – Mar 30.

Investigators should contact the NCI Supplement Program Director to verify eligibility. OF NOTE:

- **Graduate student and postdoctoral fellow candidates who are receiving support from an agency of the Public Health Service (PHS) at the time of submission are not eligible.**
- **Eligible graduate student and postdoctoral fellow candidates may be supported by the parent grant for short periods after submission of supplement application, at the recipient's risk, pending NCI decision on the supplement application. See the Program Announcement for details.**

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.

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 high school, undergraduate, post-baccalaureate, post-masters and graduate students, transcripts of the most recent education stage are required.

Mentor's Qualifications (Mentoring Track Record)

- 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

A brief description of up to six pages that includes the following items is required:

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

- Please note: if awarded, **the budget period for the supplement will sync with the budget period of the parent grant during the first 12 months**. For example, if the parent grant budget period ends on June 30 of each year, and the supplement is awarded starting March 1, then the first budget period of the supplement will be only 4 months, March 1 – June 30 of the same year, and the second budget period will be a full 12 months, July 1 – June 30 (of the next year). In addition, please note that any one budget period must be 12 months or less. Please configure your budget request accordingly.
- For all candidates: salary and fringe benefits are allowed. F&A costs are allowed per institution policy. Equipment purchase is not allowed, unless specifically stated in the NCI guidelines.
- **Graduate students**
 - 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.
- **Individuals with disability**
 - Salary, supplies and travel: consistent with career level as detailed above.
 - Equipment: reasonable accommodations necessary for the individual to complete the proposed research training, consistent with the type of disability and the nature of the research, with justification.
- **Post-baccalaureate and post-master's degree individuals**
 - Salary: consistent with the institutional salary policy, but not to exceed the amount allowable for a first year graduate student at the same institution performing comparable work.
 - Supplies and travel: up to \$3,000 per year, with justification.

NHGRI (last update, Mar. 2018)

Contact – Bettie Graham, PhD, (301) 496-7531, bettie_graham@nih.gov

Guidelines - <https://www.genome.gov/27560290/>

Submission Dates - Applications are accepted on a continuous basis annually from October 1 through May 15.

Application Content – follow instructions above for NIGMS

NHLBI (last update, Mar. 2018)

Contact – Helen H. Cox, M.H.S. (301) 827-8163 Helen.Cox@nih.gov

Guidelines - <https://www.nhlbi.nih.gov/grants-and-training/training-and-career-development/nhlbi-research-supplement-application-guidelines>

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 (Prepared by PI)

- Parent Grant/Contract number and title;
- Type of supplement (Diversity, Investigator Who Is or Becomes Disabled, or Re-Entry);
- Level of supplement requested (e.g., Post-baccalaureate, Graduate, etc.);
- Statement verifying candidate's U.S. citizenship or Permanent Resident status;
- Describe the basis for eligibility of the candidate
- Describe how this particular appointment will help meet the NIH's compelling interest in fostering diversity.
- 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 Program Director/Principal Investigator, 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.

Biographical Sketch of the Primary Mentor (Prepared by PI)

- List the PI/PD as the first person (regardless of their role on the supplement activities). List any other Senior/Key Personnel (with a role on the supplement) i.e., Primary Mentor if not the PI/PD, followed by the Candidate who is being added through this supplement, or for whom additional funds are being requested through this supplement.
 - The biographical sketch should follow the format according to [NOT-OD-15-032](#).
- Co-PI Biosketches are not necessary. Include PMCID numbers for publications.

Research Plan/Research Experience Plan/Research Strategy– 4 PAGES (Prepared by PI)

- 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 consistent 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** (see the [NIH Grants Policy Statement](#))
- Include a statement that the research proposed was not deleted by the Initial Review Group.

Research Environment/Project Performance Site – 1 PAGE (Prepared by PI)

- 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 (Prepared by PI)

Please provide the following information:

- 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;
- The initial budget period, if less than 12 months, is prorated for all categories except travel;
- Indirect Costs (F&A): The F&A rate applied for the supplement is at the current rate for the Awardee institution. Please include a copy of the current F&A rate agreement with the application;
- Specify candidate's effort (Calendar/Person months) 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 detailed for each academic level in Section 6. Details should be described in the Budget Justification section of the Budget Form;
- "Consortium/Contractual" category should be justified;
- 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
- **Budget forms must contain the following:**
 - **Senior/Key Personnel information:** PD/PI, primary mentor, and diversity candidate (name, role, person-months effort requested, base salary, requested salary, fringe benefits, and total funds requested for candidate only).
 - **Other Personnel:** Costs for Other Personnel should not be requested with the exception of supplements requiring reasonable accommodations or Supplements for Established Investigators Who Are or Become Disabled.
 - **Equipment:** In general, equipment may not be purchased as a part of this supplement except for IRS and For Established Investigators who Are or Become Disabled.
 - **Additional Funds:** Additional funds may be requested for supplies, domestic travel, and publication costs relevant to the proposed research. See guidelines for more information.

Mentoring Plan – 4 PAGES (Prepared by PI)

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;
- Opportunities 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 (Prepared by PI)

- The PD/PI/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 PD(s)/PI(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);
 - 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 (Prepared by PI)

For all NHLBI 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 (Prepared by PI)

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 (Animal or Human Use Description and Documentation) - Number of pages as necessary (Prepared by PI)

Home Institution Approval/Approval to Conduct Research Away from Grantee Institution – 1 page (Prepared by PI)

Under unusual circumstances where the candidate and mentor (usually the PD/PI of the parent grant) would be at a site other than the grantee institution, an appropriately signed letter from the institution where the research is to be conducted must also be submitted. The request must be signed by the Principal Investigator, the diversity candidate, and the appropriate authorized organization representative.

Reasonable Accommodations – 1 page (Prepared by PI)

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.

BIOGRAPHICAL SKETCH OF THE CANDIDATE - ADDITIONS TO SENIOR/KEY PERSONNEL FORM – 4 PAGES (Prepared by Candidate)

- Candidates for diversity supplement support must have a profile in the [eRA Commons](#), and the candidate's Commons Username should be entered on the Senior/Key Personnel form. Submit the biographical sketch below as a single attachment under "Applicant Biosketch".
- A biographical sketch should follow the format available on the [Biosketch Form](#) or for contracts for email submissions. Include PMCID numbers on each publication as applicable. Provide the following details:
 - Degree(s), majors/area of concentration, "month" and "year"(s) awarded/expected, awarding institution(s);
 - Name of home institution;
 - Evidence of scientific interest, research experience, and accomplishments;
 - List honors, awards, publications, and presentations, if applicable. Include PMCID numbers for each publication.

Candidate's Statement: Career Goals - up to 2 pages (Prepared by Candidate)

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.

Letters of Acceptance/Documentation of Further Education Intention - 1 page (Prepared by Candidate)

If a post-baccalaureate or post-master's supplement candidate wishes to extend their research experience for a second year, evidence must be provided to show that the candidate is actively pursuing entry into a graduate or a health professional school. In addition, research progress and research proposed with additional aims for the additional year must be well documented. The request for funding must be submitted 3 months before the current supplement ends.

Transcript Requirements/References/Letters of Support (Prepared by Candidate)

- 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 student or graduate student 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

NIEHS (last update, Mar. 2018)

Contact – Frederick L. Tyson, PhD. (984) 287-3334 tyson2@niehs.nih.gov

Guidelines - <https://www.niehs.nih.gov/research/supported/training/supplements/diversity/index.cfm>

Submission Dates – For 2018, applications are due on January 29, May 21, and August 28.

Application Content – follow instructions above for NIGMS

NIMH (last update, Mar. 2018)

Contact – Ishmael Amarreh, Ph.D., MPA. (301) 451-5132 ish.amarreh@nih.gov

Guidelines - <https://www.nimh.nih.gov/funding/training/diversity-and-reentry-research-supplements-for-nimh-grantees.shtml>

Important Submission Information

The NIMH has developed specific practices for diversity research supplement requests that augment the requirements described in this program announcement. Therefore, consultation with the NIMH Office for Research on Disparities and Global Mental Health (ORDGMH) and program staff prior to submission of a request for a research supplement is imperative.

Submission Dates

Applications may be submitted at any time, and investigators are encouraged to submit applications at least four months prior to the requested start date. Applications for summer-only research appointments are considered on a shorter timeframe and should be submitted at least 10 weeks prior to the requested start date. Applications received after April 1 will be processed and considered for funding in the next fiscal year; that is, after October 1, with December 1 as the earliest possible start date.

A complete Diversity or Re-entry Supplement request package must include:

- **A brief proposal describing the project and training/career experience (not to exceed 6 pages), including:**
 - Summary of the funded grant or project.
 - Career development plan for the candidate
 - Mentoring experience of the PI; and,
 - A plan and timeline for the research and career development experiences proposed
- **A Candidate Statement (not to exceed 3 pages) that includes the signature of the candidate.**
- **Statement of Eligibility (not to exceed 1 page).** The application should include a signed statement from the PI and an Authorized Signing Official establishing the eligibility of the candidate for support under this program. The statement must include:
 - Clearly presented information on citizenship
 - Information on the nature of the candidate's disability, circumstances, background, or characteristics that confer eligibility under this program;
 - For Diversity Supplements, a convincing description of how the appointment of this specific candidate will address the issue of diversity within the national scientific workforce; and,
 - A description of any current or previous Public Health Service (PHS) research grant support the candidate has received, including start and end dates. State if the candidate has received any current or previous PHS support; if the candidate has, include the grant number and inclusive dates of support.
- **A proposed budget.**
- **Biographical Sketch of the candidate.**
- **Biographical Sketch of Investigators Who Will Contribute to the Research Mentoring.**
- **Human Subjects/Vertebrate Animal documentation** (if applicable).
- If the candidate is a student at another institution (i.e., other than the grantee institution), the application must include an appropriately signed letter from a responsible official at the institution of matriculation indicating that participation at the stated level of effort is approved and will not detract from or interfere with the student's course of studies.
- If any of the research is to be conducted at a site other than the grantee institution, an appropriately signed letter from the institution where the research is to be conducted must be submitted. The request must be signed by the candidate, the PI, and the appropriate Authorized Signing Official (affiliated with the candidate institution).
- 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 that might be used. The relationship of the proposed accommodation to the proposed project must be described.