Department of Health and Human Services

Part 1. Overview Information

Participating Organization(s)
National Institutes of Health (NIH (http://www.nih.gov))
Centers for Disease Control and Prevention (CDC (http://www.cdc.gov))
National Institute for Occupational Safety and Health (NIOSH/CDC (http://www.cdc.gov/niosh/homepage.html))

Components of Participating Organizations
National Cancer Institute (NCI (http://www.nci.nih.gov))
National Eye Institute (NEI (http://www.nei.nih.gov))
National Heart, Lung, and Blood Institute (NHLBI (http://www.nhlbi.nih.gov))
National Human Genome Research Institute (NHGRI (http://www.nhgri.nih.gov))
National Institute on Aging (NIA (http://www.nia.nih.gov))
National Institute on Alcohol Abuse and Alcoholism (NIAAA (http://www.niaaa.nih.gov))
National Institute of Allergy and Infectious Diseases (NIAID (http://www.niaid.nih.gov))
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS (http://www.niams.nih.gov))
National Institute of Biomedical Imaging and Bioengineering (NIBIB (http://www.nibib.nih.gov))

Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD (http://www.nichd.nih.gov))
National Institute of Dental and Craniofacial Research (NIDCR (http://www.nidcr.nih.gov))
National Institute on Deafness and Other Communication Disorders (NIDCD (http://www.niddc.nih.gov))
National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK (http://www.niddk.nih.gov))
National Institute on Drug Abuse (NIDA (http://www.nida.nih.gov))
National Institute of Environmental Health Sciences (NIEHS (http://www.niehs.nih.gov))
National Institute of General Medical Sciences (NIGMS (http://www.nigms.nih.gov))
National Institute of Mental Health (NIMH (http://www.nimh.nih.gov))
National Institute of Neurological Disorders and Stroke (NINDS (http://www.ninds.nih.gov))
National Institute of Nursing Research (NINR (http://www.ninr.nih.gov))
National Institute on Minority Health and Health Disparities (NIMHD (http://www.nimhd.nih.gov))
Fogarty International Center (FIC (http://www.fic.nih.gov))
National Center for Complementary and Integrative Health (NCCIH (http://www.nccam.nih.gov))
National Center for Advancing Translational Sciences (NCATS (http://ncats.nih.gov))
Division of Program Coordination, Planning and Strategic Initiatives, Office of Research Infrastructure Programs (ORIP (http://dpcpsd.nih.gov/orip/index.aspx))
Office of Strategic Coordination (Common Fund (http://commonfund.nih.gov))

Funding Opportunity Title
Research Supplements to Promote Diversity in Health-Related Research (Admin Supp)

Activity Code
Administrative Supplement

Additional funds may be awarded as supplements to a broad range of parent awards using the following Activity Code(s):

G12 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=g12&Search.x=0&Search.y=0&Search_Type=Activity) Research Centers in Minority Institutions Award
P01 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p01&Search.x=0&Search.y=0&Search_Type=Activity) Research Program Projects
P20 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p20&Search.x=0&Search.y=0&sort=ac&Search_Ty... Exploratory Grants

P30 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p30&Search.x=0&Search.y=0&Search_Ty... Center Core Grants

P40 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p40&Search.x=0&Search.y=0&Search_Ty... Animal (Mammalian and Nonmammalian) Model, and Animal and Biological Material Resource Grants

P41 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p41&Search.x=0&Search.y=0&Search_Ty... Biotechnology Resource Grants

P50 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p50&Search.x=0&Search.y=0&Search_Ty... Specialized Center

P51 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p51&Search.x=0&Search.y=0&Search_Ty... Primate Research Center Grants

P60 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p60&Search.x=0&Search.y=0&sort=ac&Search_Ty... Comprehensive Center

P2C (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p2C&Search.x=-631&Search.y=-299&sort=ac&Search_Ty... Resource-Related Research Multi-Component Projects and Centers

PM1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=pm1&Search.x=-461&Search.y=-445&Search_Ty... Program Project or Center with Complex Structure

PN2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=pn2&Search.x=0&Search.y=0&Search_Ty... Research Development Center

U10 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u10&Search.x=0&Search.y=0&Search_Ty... Cooperative Clinical Research – Cooperative Agreements

U19 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u19&Search.x=0&Search.y=0&sort=ac&Search_Ty... Research Program – Cooperative Agreements


Cooperative Agreements

U41 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=U41&Search.x=0&Search.y=0&Search_Ty... Biotechnology Resource Cooperative Agreements

U42 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=U42&Search.x=0&Search.y=0&Search_Ty... Animal (Mammalian and Nonmammalian) Model, and Animal and Biological Materials Resource Cooperative Agreements

U54 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u54&Search.x=0&Search.y=0&Search_Ty... Specialized Center- Cooperative Agreements

U56 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u56&Search.x=0&Search.y=0&Search_Ty... Exploratory Grants – Cooperative Agreements

UC2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uc2&Search.x=0&Search.y=0&Search_Ty... High Impact Research and Research Infrastructure Cooperative Agreement Programs

UL1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=UL1&sort=ac&Search_Ty... Linked Specialized Center Cooperative Agreement

UM2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=UM2&Search_Type=Activity&Search.x=9&Search.y=11) Program Project or Center with Complex Structure Cooperative Agreement

Administrative supplement requests may be submitted electronically for the following activity codes:

DP1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=dp1&Search.x=0&Search.y=0&Search_Ty... NIH Director's Pioneer Award (NDPA)

DP2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=dp2&Search.x=0&Search.y=0&Search_Ty... NIH Director's New Innovator Awards

DP3 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=dp3&Search.x=0&Search.y=0&Search_Ty... Type 1 Diabetes Targeted Research Award

DP4 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=dp4&Search.x=0&Search.y=0&Search_Ty...
text curr=dp4&Search.x=0&Search.y=0&Search_Type=Activity NIH Director's Pathfinder Award - Multi-Yr Funding
DP5 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=dp5&Search.x=0&Search.y=0&Search_Type=Activity) Early Independence Award
G20 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=g20&Search.x=0&Search.y=0&Search_Type=Activity) Grants for Repair, Renovation and Modernization of Existing
Research Facilities
RC2 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=rc2&sort=ac&Search_Type=Activity&text prev=&Search.x=32&Search.y=11) High Impact Research and Research
Infrastructure Programs
RC3 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=rc3&sort=ac&Search_Type=Activity&text prev=)
Biomedical Research, Development, and Growth to Spur the Acceleration of New Technologies (BRD-GSPAN) Program
RC4 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=rc4&sort=ac&Search_Type=Activity&text prev=&Search.x=29&Search.y=10) High Impact Research and Research
Infrastructure Programs – Multi-Yr Funding
R01 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r01&Search.x=0&Search.y=0&Search_Type=Activity)
Research Project Grant
R03 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=r03&Search.x=0&Search.y=0&sort=ac&Search_Type=Activity&text prev=) Small Grant Program
R15 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r15&Search.x=0&Search.y=0&Search_Type=Activity)
Academic Research Enhancement Award (AREA)
R18 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r18&Search.x=0&Search.y=0&Search_Type=Activity)
Research Demonstration and Disseminations Projects
R21 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r21&Search.x=0&Search.y=0&Search_Type=Activity)
Exploratory/Developmental Research Grant Award
R21 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=r21&Search.x=0&Search.y=0&Search_Type=Activity&R33
(https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r33&Search.x=0&Search.y=0&Search_Type=Activity)
Phased Innovation Award
R24 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r24&Search.x=0&Search.y=0&Search_Type=Activity)
Resource-Related Research Projects
R33 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r33&Search.x=0&Search.y=0&Search_Type=Activity)
Exploratory/Developmental Grants Phase II
R34 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r34&Search.x=0&Search.y=0&Search_Type=Activity)
Clinical Trial Planning Grant Program
R35 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=R35&Search_Type=Activity&Search.x=14&Search.y=12) Outstanding Investigator Award
R37 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r37&Search.x=0&Search.y=0&Search_Type=Activity)
Method to Extend Research in Time (MERIT) Award
R41 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r41&Search.x=0&Search.y=0&Search_Type=Activity)
Small Business Technology Transfer (STTR) Grant - Phase I only
R42 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r42&Search.x=0&Search.y=0&Search_Type=Activity)
Small Business Technology Transfer (STTR) Grant - Phase II only
R43 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=r43&Search.x=16&Search.y=10&Search_Type=Activity) Small Business Innovation Research (SBIR) Grant - Phase I only
R44 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=r44&Search.x=0&Search.y=0&Search_Type=Activity)
Small Business Innovation Research (SBIR) Grant - Phase II only
RC1 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=rc1&sort=ac&Search_Type=Activity&text prev=&Search.x=32&Search.y=11) NIH Challenge Grants and Partnerships
Program – Phase I
RC2 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=rc2&sort=ac&Search_Type=Activity&text prev=&Search.x=32&Search.y=11) High Impact Research and Research
Infrastructure Programs
RC3 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text curr=rc3&sort=ac&Search_Type=Activity&text prev=)
Biomedical Research, Development, and Growth to Spur the Acceleration of New Technologies (BRD-GSPAN) Program
RC4 (https://grants.nih.gov/grants/funding/ac_search_results.htm)
text curr=rc4&sort=ac&Search_Type=Activity&text prev=&Search.x=29&Search.y=10) High Impact Research and Research
Infrastructure Programs – Multi-Yr Funding
RM1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=r1&Search.x=-461&Search.y=-445&Search_Type=Activity) Research Project with Complex Structure
RF1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=rf1&Search.x=0&Search.y=0&Search_Type=Activity) Multi-Year Funded Research Project
SC1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=sc1&Search.x=0&Search.y=0&Search_Type=Activity) Research-Enhancement Award
SC2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=sc2&Search.x=0&Search.y=0&Search_Type=Activity) Pilot Research Project
SC3 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=sc3&Search.x=0&Search.y=0&Search_Type=Activity) Research Continuance Award
U01 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u01&Search.x=0&Search.y=0&Search_Type=Activity) Research Project – Cooperative Agreements
U13 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u13&sort=ac&Search_Type=Activity&text_prev=&Search.x=32&Search.y=11) Conferences Cooperative Agreements
U18 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u18&Search.x=0&Search.y=0&Search_Type=Activity) Research Demonstration – Cooperative Agreements
U24 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u24&Search.x=0&Search.y=0&sort=ac&Search_Type=Activity&text_prev=) Resource-Related Research Projects – Cooperative Agreements
U44 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u44&sort=ac&Search_Type=Activity&text_prev=&Search.x=32&Search.y=11) Small Business Innovation Research (SBIR) Cooperative Agreements - Phase II
UB1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=ub1&Search.x=0&Search.y=0&sort=ac&Search_Type=Activity&text_prev=) Commercialization Readiness Program - Cooperative Agreement
UC4 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uc4&Search.x=0&Search.y=0&Search_Type=Activity) High Impact Research and Research Infrastructure - Cooperative Agreement Programs
UG1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=ug1&Search_Type=Activity&Search.x=28&Search.y=14) Clinical Research Cooperative Agreements - Single Project
UG3 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=ug3&Search.x=0&Search.y=0&sort=ac&Search_Type=Activity&text_prev=) UH3
(https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=u3&Search.x=0&Search.y=0&Search_Type=Activity) Exploratory/Developmental Phased Award Cooperative Agreement
UH2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uh2&Search.x=0&Search.y=0&Search_Type=Activity) Exploratory/Developmental Cooperative Agreement Phase I
UH2 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uh2&Search.x=0&Search.y=0&Search_Type=Activity) UH3
(https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uh3&Search.x=0&Search.y=0&Search_Type=Activity) Phase Innovation Awards Cooperative Agreement
UH3 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uh3&Search.x=0&Search.y=0&Search_Type=Activity) Exploratory/Developmental Cooperative Agreement Phase II
UM1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=um1&Search.x=0&Search.y=0&Search_Type=Activity) Multi-Component Research Project Cooperative Agreements
UF1 (https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=uf1&Search_Type=Activity&Search.x=0&Search.y=0) Multi-Year Funded Research Project Cooperative Agreement

Announcement Type

Related Notices


• NOT-OD-16-068 (https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-068.html) "Plan to Move to Updated Forms (FORMS-D) for Administrative Supplement, Successor-In-Interest and Change of Institution Opportunities".

Funding Opportunity Announcement (FOA) Number

PA-16-288

Companion Funding Opportunity

None

Number of Applications

See Section III. 3. Additional Information on Eligibility.

Catalog of Federal Domestic Assistance (CFDA) Number(s)

93.867, 93.233, 93.837, 93.838, 93.839, 93.172, 93.866, 93.273, 93.855, 93.856, 93.846, 93.286, 93.173, 93.847, 93.279, 93.859, 93.242, 93.853, 93.361, 93.879, 93.213, 93.350, 93.351, 93.113, 93.989, 93.310, 93.313, 93.840, 93.865, 93.393, 93.394, 93.395, 93.396, 93.399, 93.307, 93.121

Funding Opportunity Purpose
The National Institutes of Health (NIH) and the Centers for Disease Control and Prevention (CDC) hereby notify Program Director(s)/Principal Investigator(s) (PD(s)/PI(s)) holding specific types of research grants (activity codes listed above) that funds are available for administrative supplements to improve the diversity of the research workforce by recruiting and supporting students, postdoctorates, and eligible investigators from groups that have been shown to be underrepresented in health-related research. This supplement opportunity is also available to PD(s)/PI(s) of research grants who are or become disabled and need additional support to accommodate their disability in order to continue to work on the research project. Administrative supplements must support work within the scope of the original project.

Key Dates

**Posted Date**
May 25, 2016

**Open Date (Earliest Submission Date)**
Due dates may vary by awarding IC. See Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html) for more details.

**Letter of Intent Due Date(s)**
Not Applicable

**Application Due Date(s)**
Due dates may vary by awarding IC. See Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html) for more details.

Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.

**AIDS Application Due Date(s)**
Not Applicable

**Scientific Merit Review**
Not Applicable

**Advisory Council Review**
Not Applicable

**Earliest Start Date**
Due dates may vary by awarding IC. See Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html) for more details.

**Expiration Date**
September 30, 2019

**Due Dates for E.O. 12372**
Not Applicable

Required Application Instructions

It is critical that applicants follow the instructions in the Application Guide (SF424 (R&R) Application Guide (https://grants.nih.gov/grants/guide/url_redirect.htm?id=12000), eRA Commons Administrative Supplement User Guide (http://era.nih.gov/commons/user_guide.cfm) or PHS 398 Application Guide (https://grants.nih.gov/grants/guide/url_redirect.htm?id=22000), as appropriate) except where instructed to do otherwise (in this FOA or in a Notice from the NIH Guide for Grants and Contracts (https://grants.nih.gov/grants/guide/)). Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in Section IV. When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. Applications that do not comply with these instructions may be delayed or not accepted for review.

There are several options available to submit your application through Grants.gov to NIH and Department of Health and Human Services partners. You must use one of these submission options to access the application forms for this opportunity.

1. Use the NIH ASSIST system to prepare, submit and track your application online.
   
   Apply Online Using ASSIST

2. Use an institutional system-to-system (S2S) solution to prepare and submit your application to Grants.gov and eRA Commons to track your application. Check with your institutional officials regarding availability.

3. Go to Grants.gov to download an application package to complete the application forms offline or create a Workspace to complete the forms online; submit your application to Grants.gov; and track your application in eRA Commons.

Learn more about the various submission options (http://grants.nih.gov/grants/ElectronicReceipt/preparing.htm#2).

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   Section IV. Application and Submission Information
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   Section VI. Award Administration Information
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   Section VIII. Other Information

Part 2. Full Text of Announcement

Section I. Funding Opportunity Description

The National Institutes of Health (NIH) and the Centers for Disease Control and Prevention (CDC) hereby notify all Program Director(s)/Principal Investigator(s) (PD(s)/PI(s)) holding research grants with activity codes listed in “Part 1 Overview Information” that funds are available for administrative supplements to recruit and support high school, undergraduate and graduate/clinical students, postdoctorates (including health professional), and eligible investigators. Administrative supplements must support work within the scope of the original project.

The NIH currently provides multiple opportunities to develop research careers and improve participation for individuals from groups demonstrated to have low representation in the biomedical, behavioral, clinical and social sciences. Nevertheless, reports from the National Science Foundation (NSF) (see http://www.nsf.gov/statistics/wmpd/ (http://www.nsf.gov/statistics/wmpd/)) and
others provide strong evidence that underrepresentation remains an important problem that the entire research enterprise must actively address.

This administrative supplement is designed to provide support for research experiences for individuals from the identified groups throughout the continuum from high school to the faculty level. Continuation of this program in the future will depend on evaluation of the career outcomes of the supported individuals as well as continuing assessments of the diversity of the scientific workforce as reported by the NSF.

In all cases, the proposed research experience must be an integral part of the approved, ongoing research of the parent award, and it must have the potential to contribute significantly to the research career development of the candidate.

**Enhancing Diversity:** Fostering diversity by addressing underrepresentation in the scientific research workforce is a key component of the NIH strategy to identify, develop, support and maintain the quality of our scientific human capital (NOT-OD-15-053 [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-053.html]).

Every facet of the United States scientific research enterprise—from basic laboratory research to clinical and translational research to policy formation—requires superior intellect, creativity and a wide range of skill sets and viewpoints. NIH’s ability to help ensure that the nation remains a global leader in scientific discovery and innovation is dependent upon a pool of highly talented scientists from diverse backgrounds, particularly those from underrepresented groups, who will help to further NIH’s mission.

Research shows that diverse teams working together and capitalizing on innovative ideas and distinct perspectives outperform homogenous teams. Scientists and trainees from diverse backgrounds and life experiences bring different perspectives, creativity, and individual enterprise to address complex scientific problems. There are many benefits that flow from a diverse NIH-supported scientific workforce, including: fostering scientific innovation, enhancing global competitiveness, contributing to robust learning environments, improving the quality of the researchers, advancing the likelihood that underserved or health disparity populations participate in, and benefit from health research, and enhancing public trust.

In spite of tremendous advancements in scientific research, information, educational and research opportunities are not equally available to all. NIH encourages institutions to diversify their student, postdoctorate and faculty populations to enhance the participation of individuals from groups identified as underrepresented in the biomedical, clinical, behavioral and social sciences, such as:


C. Individuals from disadvantaged backgrounds, defined as:

1. Individuals who come from a family with an annual income below established low-income thresholds. These thresholds are based on family size, published by the U.S. Bureau of the Census; adjusted annually for changes in the Consumer Price Index; and adjusted by the Secretary for use in all health professions programs. The Secretary periodically publishes these income levels at [http://aspe.hhs.gov/poverty/index.shtml](http://aspe.hhs.gov/poverty/index.shtml).

2. Individuals who come from an educational environment such as that found in certain rural or inner-city environments that has demonstrably and directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a research career.

The disadvantaged background category (C1 and C2) refers to the financial and educational status of individuals while residing in the United States, and is only applicable to programs focused on high school and undergraduate candidates.

It should be noted that literature also shows that women from the above backgrounds (categories A, B, and C) face particular challenges at the graduate level and beyond in scientific fields. (See, e.g., Inside the Double Bind, A Synthesis of Empirical Research on Undergraduate and Graduate Women of Color in Science, Technology, Engineering, and mathematics [http://her.hepg.org/content/t022245n7x4752v2/fulltext.pdf](http://her.hepg.org/content/t022245n7x4752v2/fulltext.pdf)).
Section II. Award Information

Funding Instrument
The funding instrument will be the same as the parent award.
Grant: A support mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.
Cooperative Agreement: A support mechanism used when there will be substantial Federal scientific or programmatic involvement. Substantial involvement means that, after award, NIH scientific or program staff will assist, guide, coordinate, or participate in project activities. See Section VI.2 for additional information about the substantial involvement for this FOA.

Application Types Allowed
Non-competing Administrative Supplements

Funds Available and Anticipated Number of Awards
The number of awards is contingent upon NIH appropriations and the submission of a sufficient number of meritorious applications.

Award Budget
Application budgets are limited to no more than the amount of the current parent award, and must reflect the actual needs of the proposed project. Direct costs for individual administrative supplements vary from less than $5,000 to more than $100,000 depending on the career level of the candidate. Administrative supplements end with the currently funded competitive cycle of the parent grant. Budget requests may also be limited by the awarding IC. See Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html) for more details.

Administrative supplement, the funding mechanism being used to support this program, can be used to cover cost increases that are associated with achieving certain new research objectives, as long as the research objectives are within the original scope of the peer reviewed and approved project, or the cost increases are for unanticipated expenses within the original scope of the project. Any cost increases need to result from making modifications to the project that would increase or preserve the overall impact of the project consistent with its originally approved objectives and purposes. See Section IV.6 for additional information.

Award Project Period
The project and budget periods must be within the currently approved project period for the existing parent award.

NIH grants policies as described in the NIH Grants Policy Statement (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11120) will apply to the applications submitted and awards made in response to this FOA.

Section III. Eligibility Information

1. Eligible Applicants

Eligible Organizations
This announcement is for supplements to existing projects. To be eligible, the parent award must be active and the research proposed in the supplement must be accomplished within the competitive segment. All additional costs must be within the scope of the peer reviewed and approved project.

IMPORTANT: The research proposed by the NIH grantees in the supplement application must be within the original scope of the NIH-supported project.

Foreign Institutions
Non-domestic (non-U.S.) Entities (Foreign Institutions) are not eligible to apply. 
Non-domestic (non-U.S.) components of U.S. Organizations are not eligible to apply. 
Foreign components, as defined in the NIH Grants Policy Statement (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11118), are allowed.

**Required Registrations**

**Applicant Organizations**

Applicant organizations must complete and maintain the following registrations as described in the SF 424 (R&R) Application Guide to be eligible to apply for or receive an award. Since administrative supplements are made against active grants and cooperative agreements, many of these registrations may already be in place. All registrations must be completed prior to the application being submitted. Registration can take 6 weeks or more, so applicants should begin the registration process as soon as possible. The NIH Policy on Late Submission of Grant Applications (https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-039.html) states that failure to complete registrations in advance of a due date is not a valid reason for a late submission.

- **Dun and Bradstreet Universal Numbering System (DUNS)** (http://fedgov.dnb.com/webform) - All registrations require that applicants be issued a DUNS number. After obtaining a DUNS number, applicants can begin both SAM and eRA Commons registrations. The same DUNS number must be used for all registrations, as well as on the grant application.
- **System for Award Management (SAM)** (https://www.sam.gov/portal/public/SAM/) (formerly CCR) – Applicants must complete and maintain an active registration, which requires renewal at least annually. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations which have not already been assigned a CAGE Code.
- **eRA Commons** (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11123) - Applicants must have an active DUNS number and SAM registration in order to complete the eRA Commons registration. Organizations can register with the eRA Commons as they are working through their SAM or Grants.gov registration. eRA Commons requires organizations to identify at least one Signing Official (SO) and at least one Program Director/Principal Investigator (PD/PI) account in order to submit an application.
- **Grants.gov** (http://www.grants.gov/web/grants/applicants/organization-registration.html) – Applicants must have an active DUNS number and SAM registration in order to complete the Grants.gov registration. Grants.gov registration is only required if you plan to submit using the 'Electronic Application Submission through Grants.gov' option.

**Program Directors/Principal Investigators (PD(s)/PI(s))**

All PD(s)/PI(s) must have an eRA Commons account. PD(s)/PI(s) should work with their organizational officials to either create a new account or to affiliate their existing account with the applicant organization in eRA Commons. If the PD/PI is also the organizational Signing Official, they must have two distinct eRA Commons accounts, one for each role. Obtaining an eRA Commons account can take up to 2 weeks.

**Eligible Individuals (Program Director/Principal Investigator)**

Individual(s) must hold an active grant or cooperative agreement, and the research proposed in the supplement must be accomplished within the competitive segment of the active award. Individuals are encouraged to work with their organizations to develop applications for support.

For supplements to parent awards that include multiple PDs/PIs, the supplement may be requested by any or all of the PDs/PIs (in accordance with the existing leadership plan) and submitted by the awardee institution of the parent award. Do not use this administrative supplement application to add, delete, or change the PDs/PIs listed on the parent award. Visit the Multiple Program Director/Principal Investigator Policy in the SF424 (R&R) Application Guide for more information.

In addition, subproject PD/PIs on multi-component research grants (e.g., P01, P50, U54) may request supplements to their project through the overall PD/PI of the grant.

**Established Investigators Who Are or Become Disabled:** Established investigators (PDs/PIs) on an NIH research, program project, or center grant who are or become disabled during the current project period may request funds for reasonable accommodations to permit completion of the currently funded research project. Any currently funded PD(s)/PI(s) on an NIH research project grant, program project grant, or center grant may request support for special equipment, an assistant, or other modifications to facilitate reasonable accommodation to a disabling injury or illness that has occurred during the current project period.
2. Cost Sharing
This FOA does not require cost sharing as defined in the NIH Grants Policy Statement.

3. Additional Information on Eligibility

Number of Applications
A parent award may support more than one individual on a supplement; however, each request must be strongly justified and include assurances that each candidate will receive appropriate mentoring. Investigators are encouraged to recruit more than one high school or undergraduate student for support by a supplemental award. Appointment of more than one individual to a single award above the high school or undergraduate level depends on the nature of the parent grant, the circumstances of the request, and the program balance of the NIH awarding component. Candidates may receive support from only one administrative supplement at a time, but may be supported by more than one supplement during the development of their research careers. Support under the supplement is not transferable to another individual or transportable to another institution.

Since applications in response to this announcement will only receive administrative review by the awarding Institute or Center, and will not receive peer review, the NIH policy on resubmissions will not apply. However, applications not accepted by the Institute or Center for review, or not funded by the Institute or Center, should not be submitted again without either responding to any written concerns or contacting the awarding Institute or Center for instructions first.

Eligible Candidates for the Supplement Program

*For the purpose of this announcement, institutions are encouraged to identify candidates who will enhance diversity on a national basis. The strength of an institution’s description and justification for the appointment of an identified candidate will be judged along with all other aspects of the proposed experience (see Review Criteria in Section V. Application Review Information).*

Supplemental awards under this announcement are limited to citizens or non-citizen nationals of the United States or to individuals who have been lawfully admitted for permanent residence in the United States (i.e., in possession of a Permanent Resident Card, Form I-551). This program may not be used to provide technical support to NIH-supported investigators.

Note: PD(s)/PI(s) should encourage candidates to submit applications for fellowships, career development awards, research grants, and other sources of independent support before the supplement period ends.

PD(s)/PI(s) are encouraged to consider administrative supplements under this program for candidates at the following career levels:

*High School Students:* The purpose of this program is to provide high school students who have expressed an interest in the health-related sciences with an opportunity to obtain a meaningful experience in health-related research to stimulate their interest in research careers in biomedical, behavioral, clinical or social sciences. Any eligible high school student who is currently enrolled and in good standing at her or his high school and is interested in these areas of science is encouraged to participate in this program.

*Undergraduate Students:* As part of this supplement program, undergraduate students with a demonstrated interest in or desire to pursue research training in health-related sciences, may participate in a research project during the summer months and/or the academic year. This experience is separate from any requirement of the regular academic program. The student may be affiliated with either the applicant institution or another academic institution. Any eligible undergraduate student interested in health-related research is encouraged to participate in this program.

*Baccalaureate and Master's Degree Holders:* This supplement will provide opportunities for baccalaureate or master’s degree holders who have demonstrated an interest in and wish to pursue research training in health-related sciences while applying for admission to graduate or medical school. The duration of the program is normally 1 year, but the research experience can be extended for an additional year if evidence is provided to show that the candidate is actively pursuing entry into a graduate or a health professions school. Students who plan to attend medical, dental or other professional schools are encouraged to use this program to gain research experience.

*Graduate (Preadjctoral) and Health Professional Students:* The objective of this program is to support graduate/health professional (e.g., PhD, MD, DDS, DVM, etc.) students in biomedical, behavioral, clinical or social sciences, and health professional students who wish to develop their research capabilities. However, because this program is not intended to provide an alternative or additional means of supporting individuals who receive support from an NIH research grant, a Ruth L. Kirschstein National Research Service Award (Kirschstein-NRSA), or any other PHS funding mechanism, students who are supported by an institutional Kirschstein-NRSA may not be transferred to supplemental support prior to the completion of their appointed period of
training. In addition, individuals may not be transferred to a supplement to increase the availability of funds to the parent grant for other uses. Individuals may be supported by the parent grant for short periods, at the recipient's risk, pending Institute/Center decision on the supplement application. (See “Pre-Award (Pre-Agreement) Costs” in the Section 7.9.1 of the NIH Grants Policy Statement for further information).

**Individuals in Postdoctoral Training:** These supplements support individuals in the postdoctoral research phase of their training who wish to participate in ongoing research projects and career development experiences in preparation for an independent career in health-related research. This experience must serve as a means of assisting the postdoctoral researcher’s development into a productive researcher in health-related science. Because this program is not intended to provide an alternative or additional means of supporting individuals who receive support from PHS funding mechanisms, individuals in postdoctoral training who are supported by an institutional Kirschstein-NRSA may not be transferred to supplemental support prior to the completion of their appointed period of training. In addition, individuals may not be transferred to a supplement to increase the availability of funds to the parent grant for other uses. Individuals may be supported by the parent grant for short periods, at the recipient’s risk, pending Institute/Center decision on the supplement application. (See “Pre-Award (Pre-Agreement) Costs” in the Section 7.9.1 of the NIH Grants Policy Statement for further information). The individual in postdoctoral training may be affiliated with either the applicant institution or some other institution. Only under extraordinary circumstances, which must be well justified in the application, would it be acceptable for the postdoctoral candidate to work with his/her former predoctoral mentor.

**Investigators Developing Independent Research Careers:** These supplements provide either short or long-term research support for faculty members who wish to participate in ongoing research projects while further developing their own research potential, to enhance their research skills and establish an independent research career.

1. **Short-term Investigator Research Supplement:** This supplement provides short-term support for faculty members to conduct full-time research in the biomedical, behavioral, clinical or social sciences for three to five months each year during the summer or another portion of the academic year, over a maximum period of four years.

2. **Long-term Investigator Research Supplement:** This supplement provides long-term research support for faculty members to conduct research in the biomedical, behavioral, clinical or social sciences. Support is usually provided for up to two years at a minimum of 9 person months (equivalent to 75% effort) during each 12-month period.

In either case (1 or 2 above), the investigator may be affiliated with the applicant institution or some other institution. The investigator must have a doctoral degree, be beyond the level of a research trainee (post-residency and specialty training), typically employed at the junior faculty level (instructor or assistant professor) with at least one year of postdoctoral or equivalent research experience. An individual who has received previous funding from NIH as an independent PD/PI on a research grant (e.g., R01), as the project leader on a component of a program project or center grant (e.g., P01, P50, G12), or as PD/PI on an individual research career development award (e.g., K01, K02, K07, K08, and K23), or as a Scholar on an Institutional Career Development Award (K12, KL2) is not eligible.

**Eligible Awards**

For eligible awards, see the listing of Activity Codes under "Part 1. Overview Information." Note however that not all participating components support all the activity codes listed in this FOA. PD(s)/PI(s) who hold an active grant or cooperative agreement may be eligible to submit a request for an administrative supplement to the awarding component of the parent award. Because policies may vary among awarding components regarding eligibility of Small Grant Awards (R03), Academic Research Enhancement Awards (R15), Support of Continuous Research Excellence (SC1, SC2, SC3), or Exploratory/Developmental Grants (R21) for supplements under this program, grantees holding those awards must check with the appropriate awarding component before submitting an application for a supplement. Supplements to the R15, R03 and the R21 may provide support above the established dollar limits for the parent grant award. The P20, P30, and P60 award mechanisms are eligible for supplements only if they contain research components. The Support of Continuous Research Excellence (SC1, SC2, SC3) award mechanisms are only eligible for supplements to support postdoctoral researchers and faculty. In all cases, the mechanism of support under this program is the supplemental award.

At the time of a supplemental award, the parent award must have support remaining for a reasonable period (usually two years or more).

**Section IV. Application and Submission Information**

1. **Requesting an Application Package**

Applicants must prepare applications using current forms in accordance with the Application Guide.
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 this announcement, or use the eRA Commons streamlined submission process.

2. Content and Form of Application Submission

All forms must be completed for the supplemental activities only and must not reflect funding or activities for the previously awarded parent award.

It is critical that applicants follow the instructions for their submission option (SF424 (R&R) Application Guide [https://grants.nih.gov/grants/guide/url_redirect.htm?id=12000], eRA Commons Administrative Supplement User Guide [http://era.nih.gov/commons/user_guide.cfm] or PHS 398 Application Guide [https://grants.nih.gov/grants/guide/url_redirect.htm?id=22000], as appropriate) including Supplemental Grant Application Instructions [https://grants.nih.gov/grants/grant/url_redirect.htm?id=82216] except where instructed in this funding opportunity announcement 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 [https://grants.nih.gov/grants/guide/url_redirect.htm?id=41137].

Page Limitations

All page limitations applicable to the parent award as described in the Application Guide and the Table of Page Limits [https://grants.nih.gov/grants/guide/url_redirect.htm?id=11132] must be followed.

Application Submission

Electronic submission of requests for administrative supplements is only available for single-project activity codes for which competing applications are submitted electronically. Visit the list of Activity Codes Processed Electronically for NIH and Partner Agencies [https://grants.nih.gov/grants/ElectronicReceipt/files/electronic_activity_code_table.pdf] to determine if the single-project activity code of the parent award has transitioned to electronic submission. Submission of requests for administrative supplements for all other activity codes must use paper forms.

Instructions for Electronic Application Submission through Grants.gov

Use the “Apply” button(s) in Part I of this announcement to access the application forms package posted at Grants.gov. If presented with more than one form package, use the Competition ID and Competition Titles provided to determine the most appropriate application forms package for your situation.

Prepare applications using the SF424 (R&R) forms associated with the chosen package. Please note that some forms marked optional in the application package are required for submission of applications for this announcement. Follow all instructions in the SF424 (R&R) Application Guide [https://grants.nih.gov/grants/funding/424/index.html] to ensure you complete all appropriate required and optional forms, with the following additional guidance:

- **R&R Cover form:** Select “Revision” in the “Type of Application” field.
- **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. It must also 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 development as a productive researcher. In addition, it must demonstrate that the PD(s)/PI(s) is willing to provide appropriate mentorship.
- **Project/Performance Site Location 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 form:** List the PD/PI as the first person (regardless of their role on the supplement activities). List the candidate proposed to be added through this supplement.
  - **Note:** Candidates for re-entry supplement support must have an eRA Commons (http://era.nih.gov/index.cfm) 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:
- Research objectives and career goals
- Research experience prior to onset of hiatus
- Length of and reason for career hiatus
- A description of how the candidate has kept current or attempted to keep current in her/his field
- Identification of any steps already taken toward re-entry (if any, such as attending scientific meetings)

- **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. The statement 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.

**Special Instructions for Streamlined Submissions using the eRA Commons for electronic-based submissions**

NIH offers a streamlined system through the eRA Commons for submitting administrative supplements. Login to the [eRA Commons](https://grants.nih.gov/grants/guide/url_redirect.htm?id=11123), identify the parent award, and prepare an administrative supplement request. A [User’s Guide](https://grants.nih.gov/grants/guide/url_redirect.htm?id=11130) for submitting through this system is available, with the following additional guidance:

- After initiating the administrative supplement request form, answer "Yes" to the question, "Is this request for a diversity or re-entry supplement?"

  **Note:** Candidates for this supplement support must have an [eRA Commons](http://era.nih.gov/index.cfm) account and the candidate’s Commons Username must be entered in the Credential field.

- Budget information should be entered for the grantee institution in the tabs provided for each selected budget period.

- Since there is no template or form available for subaward budget information, all subaward information must be included as a PDF attachment in the Subrecipient Budgets section showing the funds requested (by budget period) and using the same categories provided for the grantee institution. The attachment must also include any related budget justification information.

- Use the “Add Other Attachments” function to include the following PDF documents:

  - **Research Experience Plan:** At a minimum, the Research Strategy section should be completed and must include a summary or abstract of the funded parent award or project. 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. It must also 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 development as a productive researcher. In addition, it must demonstrate that the PD(s)/PI(s) is willing to provide appropriate mentorship.

  - **Biographical Sketch:** Provide a biographical sketch for each the candidate proposed to be added through this supplement, or for whom additional funds are being requested through this supplement. 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.

If applicable, attach documents 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. 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 component.

**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. The statement 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.

**Provide documentation of 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.

**Provide documentation of Sub-recipient Approval:** If any of the research is to be conducted at an organization other than the grantee institution, a 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.

### Instructions for Paper-based Submissions using the PHS 398 Application Forms

Applications must be prepared using the PHS 398 research grant application forms and instructions [here](https://grants.nih.gov/grants/funding/phs398/phs398.html) for preparing a research grant application, with the following additional guidance:

- **Checklist:** Select “Revision” in the “Type of Application” field.
- **Face Page (Form Page 1):** On the face page of the application form, note that your application is in response to a specific program announcement, and enter the title and number of this announcement.
- **Research Plan:** At a minimum, the Research Strategy section should be completed and must include a summary or abstract of the funded parent award or project. 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. It must also provide evidence of a focus on the enhancement of the research capability of the underrepresented student, postdoctorate, or faculty member and that the research area is intended to provide opportunities for development as a productive researcher. In addition, it must demonstrate that the PD(s)/PI(s) is willing to provide appropriate mentorship.
- **Project/Performance Sites section (Form Page 2):** 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.
- **Sr/Key Personnel section (Form Page 2):** List the PD/PI as the first person (regardless of their role on the supplement activities). List the candidate proposed to be added through this supplement.
  - **Note:** Candidates proposed to be added through this supplement support must have an eRA Commons (http://era.nih.gov/index.cfm) 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 current source(s) of educational funding.
    - A statement from the candidate outlining her/his research objectives and career goals.
- **Budget for Entire Proposed Project Period (Form Page 5):** A proposed budget should be submitted using the PHS 398 budget forms and should only include funds requested for the additional supplement activities.
- **Appendix:** Include the following:
  - If applicable, attach documentation in the Appendix section 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. 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 component.
  - **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. The statement 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 PI/PD, 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 PI/PD, and the appropriate institutional business official.

The grantee institution, on behalf of the PI/PD of the parent award, must submit the request for supplemental funds directly to the awarding component that supports the parent award. Contact the appropriate Scientific/Research Contact in Table of IC-Specific Information, Requirements and Staff Contacts for contact information for NIH staff to whom a signed, typewritten original of the application, including the checklist, should be submitted.

### 3. Unique Entity Identifier and System for Award Management (SAM)

See Part 1, Section III.1 for information regarding the requirement for obtaining a unique entity identifier and for completing and maintaining active registrations in System for Award Management (SAM), NATO Commercial and Government Entity (NCAGE) Code (if applicable), eRA Commons, and Grants.gov.

### 4. Submission Dates and Times

**Part I. Overview Information** contains information about Key Dates and Times. Applicants are encouraged to submit electronic applications before the due date to ensure they have time to make any application corrections that might be necessary for successful submission. When a submission date falls on a weekend or Federal holiday, the application deadline is automatically extended to the next business day.

Applicants are responsible for viewing their electronic application before the due date in the eRA Commons to ensure accurate and successful submission.

For electronic application submission, information on the submission process and a definition of on-time submission are provided in the SF424(R&R) Application Guide.

For paper-based application submission, information on the process of receipt and determining if your application is considered on-time is described in detail in the PHS 398 Application Guide.

### 5. Intergovernmental Review (E.O. 12372)

This initiative is not subject to intergovernmental review.

### 6. Funding Restrictions

All NIH awards are subject to the terms and conditions, cost principles, and other considerations described in the NIH Grants Policy Statement.

Pre-award costs are allowable only as described in the NIH Grants Policy Statement.

Awards are based on the current programmatic needs of the NIH awarding component, therefore investigators must contact their program officials at the NIH before applying (see Table of IC-Specific Information, Requirements and Staff Contacts).

**Supplements for Established Investigators Who Are or Become Disabled**

Support will be limited to items that will permit the investigator to complete the remaining years of a currently funded research project. This might include: salary support for an individual who can assist the Established Investigator in meeting the goals of the research project, specialized equipment, or modifications of the working environment. In all cases, the requested support must be consistent with the type of disability and the nature of the approved research. The total amount of support requested under this supplement must be reasonable in relationship to the direct costs of the parent award and the Established Investigator's role and
effort on the project. In future competing applications, funds for continuation of the accommodations provided under this supplement must be requested in the parent grant application and may NOT be requested as a research supplement.

**Reasonable Accommodations:** As part of these awards, funds may be requested to make changes or adjustments in the research setting that will make it possible for a qualified individual with a disability to perform the essential functions associated with his/her role on the project. The accommodations requested under this program must be directly related to the performance of the proposed role on the research project and must be appropriate to the disabilities of the individual. Some types of accommodations that might be provided under these awards include: specialized equipment, assistive devices, and personnel such as readers, interpreters, or assistants. In all cases, the total funds for accommodations requested from the supplement must be reasonable in relationship to the direct costs of the parent grant and the nature of the supplement award.

**High School Students:** The salary for a high school student, whether full- or part-time, should be consistent with institutional salary policies. Institutional salary rates for high school students which exceed the hourly minimum wage must be justified. Students are expected to devote sufficient effort to the research project and related activities during the period of support to gain insight into the process of scientific discovery. Support for at least three months is encouraged during any one year. This may include a combination of full-time summer experience and part-time experience during the school year. PD(s)/PI(s) are encouraged to seek high school students who will devote at least two years to this program (i.e., equivalent to two three-month, full-time periods). Exceptions to the latter will be considered, depending on the circumstances of the applicant, the parent grant, and the specific request.

**Undergraduate Students:** The salary for an undergraduate student should be consistent with institutional salary policies. Institutional rates for undergraduate salary that exceed $12 per hour must be justified. An additional amount of $200 per month for supplies and travel may also be requested. Students are expected to devote the equivalent of at least three months of full-time effort to the research project and related activities in any one year; in most cases, the period of support for any individual should last at least two years. Exceptions to these requirements will be considered, depending on the circumstances of the applicant, the parent grant, and the specific request.

**Baccalaureate and Master's Degree Holders:** The salary for baccalaureate and master’s degree holders should be reasonable and consistent with the institutional salary policies and cannot exceed the compensation allowed for graduate students. Additional funds up to $3,000 per year may be requested for supplies and travel.

**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.

**Individuals in Postdoctoral Training:** The NIH will provide support for salary in addition to other necessary expenses, such as travel and supplies, to enable the candidate to participate as a postdoctoral research assistant or associate on the funded research project. 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: https://grants.nih.gov/training/nrsa.htm). However, exceptions to this rule may be made. Applicants must check with their program officials at the NIH before submitting an application. The supplement budget may include up to $6,000 for supplies and travel for the candidate.

**Investigators Developing Independent Research Careers:** The requested salary and fringe benefits for an investigator should be consistent with the level of support provided by NIH Career Development Awards. Participating NIH Institutes and Centers have varying salary caps (see: Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html)). Salary and fringe benefits must be in accordance with the salary structure of the grantee institution, and must be consistent with the level of effort. Additional funds of up to $10,000 may be requested for supplies and travel. Equipment may be purchased but requires prior approval of the NIH awarding component. The maximum period of support for any investigator is usually two years.

**Initial and Continued Funding**
In most cases, during the first budget period for the supplement, funds will be provided as an administrative supplement to the parent grant. In subsequent years, continued funding for the supplement is contingent on continued funding of the parent grant and cannot extend beyond the current competitive segment of the parent grant and the availability of funds.

In Renewal (Type 2) applications, funds for continuation of support of the supplemental award will depend on the successful renewal of the parent grant and will be handled as follows:

- Funds for the continuation of support for students must be requested as a new diversity supplement. The request must be submitted promptly in anticipation of a renewal award to avoid an interruption of support. Additional time may be considered for individuals with disabilities, but must be well justified.
- Funds for continued support for a postdoctoral researcher or an investigator must be requested by name in the parent grant application at the time of renewal and may not be requested as a research supplement. Postdoctoral researchers and investigators are expected to be fully integrated in the research laboratory when considered for continuation of support.

7. Other Submission Requirements and Information

Applications must be submitted using the instructions specified above.

**Applicants must complete all required registrations prior to submission.** Section III. Eligibility Information contains information about registration.

For assistance with your electronic application or for more information on the electronic submission process, visit Applying Electronically (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11144). If you encounter a system issue beyond your control that threatens your ability to complete the submission process on-time, you must follow the Guidelines for Applicants Experiencing System Issues (https://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines). For assistance with application submission contact the Application Submission Contacts in Section VII.

**Important reminders:**
For applications submitted electronically on the SF424 (R&R) Application forms, all PD(s)/PI(s) must include their eRA Commons ID in the Credential field of the Senior/Key Person Profile form of the SF 424(R&R) Application Package. Failure to register in the Commons and to include a valid PD/PI Commons ID in the credential field will prevent the successful submission of an electronic application to NIH.

The applicant organization must ensure that the DUNS number it provides on the application is the same number used in the organization’s profile in the eRA Commons and for the (SAM). Additional information may be found in the Application Guide.

See more tips (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11146) for avoiding common errors.

Post Submission Materials
Not Applicable

Section V. Application Review Information

1. Criteria

Administrative Supplements do not receive peer review. Instead, the administrative criteria described below will be considered in the administrative evaluation process.

The staff of the NIH awarding component will evaluate requests for a supplement to determine its overall merit. The following general criteria will be used:

**Budget and Period of Support**

NIH staff will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.

**Overall Impact**

The Program staff of the NIH awarding component will review requests for a supplement to determine their overall merit. Only the administrative review criteria described below will be considered in the review process:

- The qualifications of the candidate including career goals, prior research training, 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 in biomedical, behavioral, or clinical research nationally.

The plan and timeline for the proposed research and career development experiences in the supplemental request and their relationship to the parent grant.

Evidence that the proposed experience will expand and foster the research capabilities, knowledge, and/or skills of the candidate.

Evidence that the activities of the candidate will be an integral part of the project.

Evidence of adequate mentoring experience and success.

Evidence that the candidate will receive research career mentoring.

In addition, each of the following criteria will be evaluated as applicable for the proposed supplement.

**Protections for Human Subjects:**
For research that involves human subjects but does not involve one of the six categories of research that are exempt under 45 CFR Part 46, NIH staff will evaluate the justification for involvement of human subjects and the proposed protections from research risk relating to their participation according to the following five review criteria: 1) risk to subjects, 2) adequacy of protection against risks, 3) potential benefits to the subjects and others, 4) importance of the knowledge to be gained, and 5) data and safety monitoring for clinical trials.

For research that involves human subjects and meets the criteria for one or more of the six categories of research that are exempt under 45 CFR Part 46, NIH staff will evaluate: 1) the justification for the exemption, 2) human subjects involvement and characteristics, and 3) sources of materials. For additional information on review of the Human Subjects section, please refer to the Guidelines for the Review of Human Subjects (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11175).

**Inclusion of Women, Minorities, and Children**
When the proposed project involves human subjects and/or NIH-defined clinical research, the committee will evaluate the proposed plans for the inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity, as well as the inclusion (or exclusion) of children to determine if it is justified in terms of the scientific goals and research strategy proposed. For additional information on review of the Inclusion section, please refer to the Guidelines for the Review of Inclusion in Clinical Research (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11174).

**Vertebrate Animals**
NIH staff will evaluate the involvement of live vertebrate animals as part of the scientific assessment according to the following five points: (1) description of proposed procedures involving animals, including species, strains, ages, sex, and total number to be used; (2) justifications for the use of animals versus alternative models and for the appropriateness of the species proposed; (3) interventions to minimize discomfort, distress, pain and injury; and (4) justification for euthanasia method if NOT consistent with the AVMA Guidelines for the Euthanasia of Animals. Reviewers will assess the use of chimpanzees as they would any other application proposing the use of vertebrate animals. For additional information on review of the Vertebrate Animals section, please refer to the Worksheet for Review of the Vertebrate Animal Section. (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11150)

**Biohazards**
NIH staff will assess whether materials or procedures proposed are potentially hazardous to research personnel and/or the environment, and if needed, determine whether adequate protection is proposed.

**2. Review and Selection Process**
Administrative supplement requests will undergo an administrative evaluation by NIH staff, but not a full peer review. Applications submitted for this funding opportunity will be assigned to the awarding component for the parent award and will be administratively evaluated using the criteria shown above.

**3. Anticipated Announcement and Award Dates**
Not Applicable

**Section VI. Award Administration Information**

**1. Award Notices**
A formal notification in the form of a Notice of Award (NoA) will be provided to the applicant organization for successful applications. This may be as an NoA for the supplemental activities only; alternatively, it may be as either a revision to the current year NoA or included as part of a future year NoA. The NoA signed by the grants management officer is the authorizing document and will be sent via email to the grantee’s business official.

Awardees must comply with any funding restrictions described in Section IV.5. Funding Restrictions. Selection of an application for award is not an authorization to begin performance. Any costs incurred before receipt of the NoA are at the recipient's risk. These costs may be reimbursed only to the extent considered allowable pre-award costs.

Any application awarded in response to this FOA will be subject to terms and conditions found on the Award Conditions and Information for NIH Grants (https://grants.nih.gov/grants/guide/url_redirect.htm?id=11158) website. This includes any recent legislation and policy applicable to awards that is highlighted on this website. When calculating the award for additional funds, NIH will 1) prorate funding if the requested budget period is adjusted at the time of award, and 2) use the institution's current F&A rate; i.e., the rate in effect when the new funding is provided.

2. Administrative and National Policy Requirements


Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This means that recipients of NIH funds must ensure equal access to their programs without regard to a person’s race, color, national origin, disability, age and, in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. HHS recognizes that research projects are often limited in scope for many reasons that are nondiscriminatory, such as the principal investigator’s scientific interest, funding limitations, recruitment requirements, and other considerations. Thus, criteria in research protocols that target or exclude certain populations are warranted where nondiscriminatory justifications establish that such criteria are appropriate with respect to the health or safety of the subjects, the scientific study design, or the purpose of the research.

For additional guidance regarding how the provisions apply to NIH grant programs, please contact the Scientific/Research Contact that is identified in Section VII under Agency Contacts of this FOA. HHS provides general guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html (http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html); and http://www.hhs.gov/ocr/civilrights/understanding/index.html (http://www.hhs.gov/ocr/civilrights/understanding/index.html). Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html (http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html). Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html (http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html) or call 1-800-368-1019 or TDD 1-800-537-7697. Also note it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53 (http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53).

Cooperative Agreement Terms and Conditions of Award

Any supplements to Cooperative Agreements will be subject to the same Cooperative Agreement terms and conditions as the parent award.

3. Reporting

Reporting requirements will be specified in the terms and conditions of award as applicable to the supplemental activities. In most non-competing continuation applications, the progress report and budget for the supplement must be included with, but clearly
delineated from, the progress report and budget for the parent award. The progress report must include information about the activities supported by the supplement even if support for future years is not requested. Continuation of support for the supplement activities in the remaining years of the competitive segment of the grant will depend upon satisfactory review by the NIH awarding component of progress for both the parent award and the supplement project, the research proposed for the next budget period, and the appropriateness of the proposed budget for the proposed effort. This information is submitted with the Research Performance Progress Report (RPPR) and financial statements as required in the NIH Grants Policy Statement.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for awardees of Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable NIH grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.fsrs.gov on all subawards over $25,000. See the NIH Grants Policy Statement for additional information on this reporting requirement.

4. Evaluation
In carrying out its stewardship of human resource-related programs, the NIH may request information essential to an assessment of the effectiveness of this program from databases and from participants themselves. Participants may be contacted after the completion of this award for periodic updates on various aspects of their employment history, publications, support from research grants or contracts, honors and awards, professional activities, and other information helpful in evaluating the impact of the program.

Within ten years of making awards under this program, NIH will assess the program’s overall outcomes, gauge its effectiveness in enhancing diversity, and consider whether there is a continuing need for the program. Upon the completion of this evaluation, NIH will determine whether to (a) continue the program as currently configured, (b) continue the program with modifications, or (c) discontinue the program.

In evaluating this program, NIH expects to use the following evaluation measures:

**Undergraduate Students:**
- Aggregate number and demographic characteristics of participants
- Subsequent educational/career progress, including:
  - Successful completion of an undergraduate degree in a STEM field
  - Enrollment in an advanced degree program in a STEM field

**Graduate Students:**
- Aggregate number and demographic characteristics of participants
- Subsequent educational/career progress of participants, including: Successful completion of a STEM graduate program
  - Subsequent participation in a formal research training or career development program in a STEM field
  - Subsequent participation in research
  - Subsequent employment in a research or research-related field
  - Subsequent authorship of scientific publications in a STEM field
  - Subsequent independent research grant support from NIH or another source

**Postdoctorates and Early Career Investigators:**
- Aggregate number and demographic characteristics of participants
- Subsequent educational/career progress of participants, including:
  - Subsequent participation in research
  - Subsequent employment in a research or research-related field
  - Subsequent authorship of scientific publications in a STEM field
  - Subsequent independent research grant support from NIH or another source

Section VII. Agency Contacts
We encourage inquiries concerning this funding opportunity and welcome the opportunity to answer questions from potential applicants.

Application Submission Contacts
eRA Service Desk (https://grants.nih.gov/support/index.html) (Questions regarding ASSIST, eRA Commons registration, submitting and tracking an application, documenting system problems that threaten submission by the due date, post submission issues)
Finding Help Online: https://grants.nih.gov/support/ (https://grants.nih.gov/support/) (preferred method of contact)
Phone: 301-402-7469 or 866-504-9552 (Toll Free)

Grants.gov Customer Support (http://www.grants.gov/web/grants/support.html) (Questions regarding Grants.gov registration and submission, downloading forms and application packages)
Contact Center Telephone: 800-518-4726
Email: support@grants.gov (mailto:support@grants.gov)

GrantsInfo (Questions regarding application instructions and process, finding NIH grant resources)
Email: GrantsInfo@nih.gov (mailto:GrantsInfo@nih.gov) (preferred method of contact)
Phone: 301-945-7573

**Scientific/Research Contact(s)**
Before submitting an application for a research supplement, applicants are strongly encouraged to contact their program official to discuss the program. See: Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html).

**Peer Review Contact(s)**
Not Applicable

**Financial/Grants Management Contact(s)**
See: Table of IC-Specific Information, Requirements and Staff Contacts (https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html)

**Section VIII. Other Information**

**Authority and Regulations**
Awards are made under the authorization of Sections 301 and 405 of the Public Health Service Act as amended (42 USC 241 and 284) and under Federal Regulations 42 CFR Part 52 and 45 CFR Part 75.
Note: For help accessing PDF, RTF, MS Word, Excel, PowerPoint, Audio or Video files, see Help Downloading Files (/grants/edocs.htm).