

Guidelines for Diversity and Re-entry Supplements to the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)

This information provides additional guidance for applicants requesting diversity and re-entry supplements to active NICHD grants. It **is not intended to substitute for** Program Announcements (PAs) *Research Supplements to Promote Diversity in Health-Related Research* ([PA-08-190](#)) and *Supplements to Promote Re-entry into Biomedical and Behavioral Research Careers* ([PA-08-191](#)).

Application Receipt

There are no specific receipt dates for supplement requests. An application for a diversity or re-entry supplement may be submitted at any time.

Application Submission for Diversity and Re-entry Supplements

NICHD strongly encourages electronic submission of the completed request, including all appropriate signatures and supporting documents, to be submitted as a single PDF document.

For both diversity and re-entry supplements, the subject line of the e-mail should only contain the following phrase (in all caps): **NICHD DIVERSITY SUPPLEMENT APPLICATION PDF**.

Complete applications should be e-mailed to: NICHDDivSupApplic@mail.nih.gov.

Please refer to *Change in Procedure for Requests to NICHD for Administrative Research Supplements to Promote Diversity and Re-entry in Health-Related Research* (NOT-HD-08-007) at <http://grants.nih.gov/grants/guide/notice-files/NOT-HD-08-007.html> for additional information.

Years Remaining on Parent Grant

As a rule, applications for diversity or re-entry supplements should have at least two years remaining on the parent grant at the time of award. In most cases the parent grant will be an R01 or equivalent. Exceptions to this guideline may be considered for smaller grants (e.g., R03s, R21s, and R15s), on a case-by-case basis for diversity supplements only.

For diversity supplements, a parent grant with only one year remaining will be considered if the proposed application is for summer experience (up to 3 months) for high school, undergraduate and pre-doctoral students or faculty members. Applications may not be submitted if the parent grant is in a no cost extension.

For re-entry supplements, a minimum of one year and a maximum of three years of supplemental support can be requested.

Number of Supplements to a Grant

For diversity supplements, a parent grant may support up to two high school or undergraduate research candidates simultaneously. Only a single supplement may be made to a parent grant at the post-baccalaureate, post-master, graduate, postdoctoral and investigator level.

For re-entry supplements, only a single supplement may be made to a parent grant for a candidate at the postdoctoral or investigator level.

Research Plan

The research plan should present evidence that the proposed experience is appropriate for the stage of the individual's career, and that it will significantly enhance the individual's research potential, while furthering the individual's ability to pursue a research career.

Graduate, postdoctoral, and investigator level candidates are expected to have defined research projects. Diversity supplement candidates at the high school, undergraduate, post-baccalaureate and post-masters are generally not expected to conduct independent projects—although this is encouraged if the applicant's experience allows for a more independent project; short term research training may assume partial or complete responsibility for some aspects of the parent grant.

Note: projects or specific aims deleted during the initial peer review of the parent grant may not be proposed as the research basis for research supplement support.

Career Development Plan

The principal investigator (PI) of the parent grant should describe how the research experience will foster the research capabilities of the candidate; they should explain how the research experience is related to the research goals and objectives of the parent grant. The expectation is that the PI will prepare a detailed career development plan that will include objectives, benchmarks and associated timelines.

The career development plan should also include plans for transition to the next stage of the candidate's career level. For graduate, post doctoral and investigator level candidates, a projected time line delineating specific research milestones and other activities that will be made 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).

Mentorship Plan

The PI should describe in detail how he/she will assist the candidate in achieving the objectives and goals outlined in the supplement application.

The mentorship plan should include guidance on preparation of oral scientific presentations; instructions on how to critically evaluate the literature and experimental design; training in

scientific writing (including grant proposal preparation), such as manuscripts, abstracts; how to design experiments; instruction in responsible conduct of research. It should include guidance in the ethical conduct of research (including training in animal and human subjects' protection, if applicable).

Specific parameters such as the frequency of meetings, topics to be discussed, and how progress will be monitored should be documented in the application.

The PI should provide evidence of mentoring experience and success, e.g. a list of past trainees and their current positions. If the PI is a junior faculty member, it may be appropriate to include an experienced co-mentor in the application.

In addition, if the PI has previously been awarded any supplement(s), he/she should describe: a) 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); b) the outcomes of the prior development/mentorship plan; c) any unexpected positive or negative occurrences that affected specific aspects of the development/mentorship plan or success of the candidate(s); and d) how these prior experiences influenced the development/mentorship plan proposed for the current candidate(s).

Travel and Scientific Presentations

The PI may request funds for the candidate to attend one scientific meeting each year of the award. The specific amount requested will depend upon the career stage of the applicant.

For additional information, contact:

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