

Administrative Supplements to Promote Diversity and Re-Entry in Health-Related Research Program

NICHD Supplemental Program Guidelines

Overview

NICHD supports diversity and re-entry supplements to promote development of the health-related workforce. Diversity and re-entry supplement applications are accepted three times per year for all career stages, as outlined in the funding opportunity announcements (FOAs): [PA-18-906](#) Research Supplements to Promote Diversity in Health-Related Research, and [PA-18-592](#) Research Supplements to Promote Re-Entry into Biomedical and Behavioral Research Careers. Applicants should follow FOA program guidelines, except for instances in which NICHD-specific program guidelines differ. NICHD program priorities and guidelines are provided below.

NICHD Supported Career Stages and Time Periods

Supplement Type	Career-Level Eligibility*	Maximum Length of Award
Diversity	High School Student	3 months/summer
	Undergraduate Student Post BA/BS Post MA/MS	1 year
	Graduate Student	2 years
	Postdoctoral Fellow	2 years
	Investigator	2 years
Re-entry	Postdoctoral Fellow	2 years
	Investigator	2 years

* Although NICHD awards supplements to students through faculty career stages, priority is given to highly meritorious applications that request support for post

BA/BS, post MA/MS, graduate students, postdoctoral fellows and established investigators who become disabled.

NICHD Application Receipt Dates and Notifications

Receipt Date*	Funding Decision	Earliest Possible Start Date
January 15	April	June
May 15	August	September
September 15	December	January

*Applications submitted between the above receipt dates will be reviewed in the subsequent cycle.

Pre-Application Submission Guidance

Prior to submitting a supplement request, applicants should review all FOA and NICHD-specific guidelines. Applicants should also contact the NICHD program official assigned to their parent grant to discuss the scope of the proposed research activities, the candidate's eligibility, and the budget, as well as to address all other pre-application questions.

Additional Points to Consider:

- Supplements are one of many possible options for mentoring and developing careers of candidates who are underrepresented in the health-related research workforce. Therefore, the Program Director /Principal Investigator (PD/PI) should consider all potential sources, federal and non-federal, of support for a candidate. Graduate students, postdoctoral fellows, and faculty trainees should be encouraged to submit independent applications for fellowships (e.g., F31, F32), career development awards (K awards), or research project grant applications as appropriate.
- Although NICHD awards supplements to students through faculty career stages, priority is given to highly meritorious applications that request support for post BA/BS, post MA/MS, graduate students, postdoctoral fellows, and established investigators who become disabled.

- Incomplete applications or applications for ineligible candidates will not be approved for NICHD support.
- Applicants should include tailored career development and mentoring plans that align with the candidate's stated career objective(s) for research that is within scope of the **awarded** parent grant specific aim(s). Applicants should clearly describe how supplement funding will prepare the candidate for the next career stage.
- NICHD **will not** award a supplement to a candidate who is supported for any period on the same parent grant for which a supplement is being requested.
- NICHD **will not** award a supplement to a parent grant that is funded by another NIH institute.
- Applications that include budget periods extending beyond the NICHD maximum allotted time **will not** be approved.

Submitting Your Application

- Applications must be submitted through Grants.gov as outlined under "Required Application Instructions" in the FOA [PA-18-906](#) or [PA-18-592](#).
- Applications submitted between the published NICHD receipt dates will be reviewed in the subsequent cycle.
- PD/PIs must submit separate applications for each candidate. Single application requests to support more than one candidate **will not** be considered for funding.
- PDs/PIs may only submit requests to train candidates for a single career stage. Overlapping career stage requests (i.e., undergraduate to graduate transition) in a single application will not be considered for funding.
- An application for a candidate that was not awarded on the first application may only be submitted one additional time for NICHD diversity or re-entry consideration.

Application Content

Applicants should identify the most current FOA and select the correct forms before preparing an application. In addition to the guidelines outlined in the announcement, the NICHD-specific supplemental content below **must be included** in your application.

- Statement of Eligibility (up to 1 page)
 - Should indicate candidate eligibility for a diversity or re-entry supplement; should also indicate if a candidate meets more than one of the FOA eligibility criteria
 - Must state the career stage for the requested support
 - Should indicate the candidate's Public Health Support (PHS), if applicable
- Biosketches (up to 5 pages each) using the NIH research project grant format)
 - Candidate
 - Mentor (please include biosketches for the primary and secondary mentors)

Research, Mentoring, and Career Development Plans (Maximum 6-page combined):

- Research Plan
 - Provide the specific aims of the awarded parent grant
 - Describe the candidate's proposed research project:
 - Proposed research activities must be clearly outlined and related to one or more specific aims of the parent grant.
 - The PD/PI should identify the aim(s) that align with the candidate's proposed research activities.
 - Must describe the candidate's role in the proposed research activities
 - Should be appropriate for the career stage of the candidate

- Career Development Plan
 - Must describe how the research experience will facilitate the candidate's research capabilities to prepare the trainee for the next career stage
 - Provide details of skills to be acquired and progress for milestones
 - Provide a timeline for the research and career development activities
 - Outline plans, objectives, and associated timelines for helping the candidate make the *transition to the next stage of training*
- Mentoring Plan
 - Describe mentor's role in facilitating the candidate's career development, and how the mentor(s) will engage with the candidate and other members of the research team
 - Describe the mentor's training track record, including outcomes of prior mentees
- Budget
 - Follow instructions in the FOA(s)
 - Should not exceed the NICHD maximum length of support for a given career stage: 3 months for high school students; 1 year for undergraduates and postbac/post-master's career stages; and 2 years for graduate students, postdoctoral fellows, and faculty.

Evaluation

NICHD will administratively review diversity and re-entry supplement applications three times per fiscal year as outlined in the table above. The review will consider the strength of the evidence provided in the application to address each of the review criteria listed in the FOAs. NICHD will also consider how supplement funding will prepare the candidate for the next career transition for postbac/post-master's, graduate students, postdocs, and faculty candidates. For junior faculty, staff will assess the strength of the evidence of how a diversity or re-entry supplement will prepare the candidate for an independent research career.

In general, NICHD will make funding decisions within 12 weeks of the published receipt dates. The program official of the parent grant will notify PDs/PIs of the funding decision and will provide feedback on applications that are not approved for funding. Supplements are administratively reviewed by NICHD staff; thus, review status updates are not provided in Grants.gov. Likewise, written critiques will not be provided to applicants.