

# Guidelines for Diversity Supplements

to the *Eunice Kennedy Shriver* National Institute of Child Health and Human Development (NICHD)



This information provides additional guidance for applicants requesting diversity supplements to active NICHD grants. **It is not intended to substitute for the complete details** in *PA-12-149: Research Supplements to Promote Diversity in Health-Related Research* at <http://grants.nih.gov/grants/guide/pa-files/PA-12-149.html>.

## Application Deadline

There are no specific receipt dates for supplement applications. They may be submitted at any time.

## Submission Guidelines

- The NICHD strongly encourages electronic submission of the completed request, including all appropriate signatures and supporting documents, as a single PDF document.
- Email applications to [NICHDDivSupApplic@mail.nih.gov](mailto:NICHDDivSupApplic@mail.nih.gov) using this subject line only: "NICHD DIVERSITY SUPPLEMENT APPLICATION PDF".



## Years Remaining on the Parent Grant

- In general, Principal Investigators (PIs) should only submit supplement applications if they have at least 2 years left on the parent grant at the time of award. Exceptions to this guideline may be considered for smaller grants (e.g., R03s, R21s, and R15s) on a case-by-case basis.
- A parent grant with only 1 year remaining will only be considered if the proposed application is for summer experience (up to 3 months) for high school, undergraduate, or predoctoral students or faculty members.

- NICHD will not accept applications for parent grants in a no-cost extension.

## Number of Supplements to a Parent Grant

- The parent grant can only support a single supplement at the post-baccalaureate, post-master's, graduate, postdoctoral, or investigator level.
- A parent grant can support up to two high school or undergraduate research supplements simultaneously.



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## Plans To Be Included With Application

The application requires three specific plans, described below.

### Research Plan

- The Research Plan should present evidence that the proposed experience is appropriate for the stage of the individual's career and 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. Candidates at the high school, undergraduate, post-baccalaureate, and post-master's levels are generally not expected to conduct independent projects, although such a situation 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 supplement support.

### Career Development Plan

- The expectation is that the PI will prepare a detailed Career Development Plan including objectives, benchmarks, and associated timelines.
- The PI of the parent grant should describe how the research experience would foster the research capabilities of the candidate and how the research experience is related to the research goals and objectives of the parent grant.

- The Career Development Plan should also include plans for transition to the next stage of the candidate's career level. For graduate-, postdoctoral-, and investigator-level candidates, a projected timeline should delineate specific research milestones, as well as other activities attempted to secure independent research funding (i.e., anticipated publications, grantsmanship workshops, the timeframe for grant submissions, and the type of independent research support the candidate will seek).



### 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 preparing 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 and abstracts; instruction in responsible conduct of research and how to design experiments; and 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, the 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 received any supplement(s), he/she should describe: The outcome of the previous supplement(s), including the current status of the candidate(s) (i.e., title of current position and name of institution); outcomes of the prior Career Development/Mentorship Plan; any unexpected positive or negative occurrences that affected specific aspects of the Career Development/Mentorship Plan or success of the candidate(s); how these prior experiences influenced the Career 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 for each year of the award. The specific amount requested will depend upon the career stage of the applicant.



### For More Information, Contact:

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