ORIP/DCM Diversity Supplement Guidelines
August 2023

This document pertains to applications requesting research supplement funding to active Office of Research Infrastructure Programs/Division of Comparative Medicine (ORIP/DCM) grants in response to Program Announcement PA-23-189. The purpose is to clarify the application process and highlight ORIP-specific requirements. This document is not intended to replace the full and detailed application information in the Program Announcement:

   PA-23-189- Research Supplements to Promote Diversity in Health-Related Research

Investigators are encouraged to contact their ORIP Program Officer (PO) prior to submission in order to decrease the likelihood that the application will be returned because it is incomplete.

ORIP/DCM Diversity Supplement applications may be submitted at any time provided that the parent award is active with sufficient time remaining in the project period to accommodate the request.

1. ELIGIBILITY

ORIP/DCM Diversity Supplements support the research training of students, baccalaureate, postdoctoral fellows, and faculty investigators who are members of an underrepresented group. Detailed eligibility criteria may be found in the Program Announcement.

High school students, undergraduate students, baccalaureate and master's degree holders, graduate students, postdoctoral fellows, and investigator candidates may apply for a maximum of two years of support in a new supplement application.

At the time of the supplement application, there should be at least 14 months remaining on the active parent grant (the PI is encouraged to discuss potential applications that are close to this deadline with their PO). In addition, the requested period of support must not exceed the time remaining on the active parent grant. The eligible grant types are listed in the Program Announcement. The eligible award activity codes for ORIP are P40, P51, R24, U42, and U54.

 • Note that each P40, P51, R24, U42, and U54 grant will be allowed to support a maximum of one Diversity Supplement candidate at any given time.

Graduate students and postdoctoral fellow candidates who are receiving support from an agency of the Public Health Service (PHS) at the time of submission are not eligible.

Eligible graduate students and postdoctoral fellow candidates may be supported by the parent grant for short periods after submission of the supplement application, at the recipient's risk, pending ORIP/DCM decision on the supplement application. See the Program Announcement for details.

Investigators are encouraged to contact their ORIP PO to verify eligibility.

2. SALARY AND BUDGET

For all eligible candidates: salary and fringe benefits are allowed. F&A costs are allowed per institution policy. Equipment purchase is not allowed, unless specifically stated below.

2.1. High School Students

- Salary: consistent with the institutional salary policy. Institutional salary rates for high school students that exceed the hourly minimum wage must be justified.

- Supplies and travel: not allowed.

- High school students may apply for a maximum of two years of support in a new supplement application.

2.2. Undergraduate Students

- Salary: consistent with the institutional salary policy. Institutional rates for undergraduate salary that exceed $12 per hour must be justified.

- Supplies and travel: up to $200 per month, with justification.

- Undergraduate students may apply for a maximum of two years of support in a new supplement application.

2.3. Baccalaureate and Master's Degree Holders

- Salary: consistent with the institutional salary policy, but not to exceed the amount allowable for a first-year graduate student at the same institution performing comparable work.

- Supplies and travel: up to $3,000 per year, with justification.

- Baccalaureate and master's degree holders may apply for a maximum of two years of support in a new supplement application.

2.4. Graduate Students

- Salary: Compensation must (1) conform to the established, consistently applied salary and wage policies of the institution and (2) reflect the percentage of time devoted to the PHS-funded project.

- Total amount requested for salary, tuition, and fringe benefits cannot exceed the amount allowable for a first-year postdoctoral researcher (i.e., level zero) at the same institutions preforming comparable work.

- Supplies and travel: up to $4,000 per year, with justification.

- Graduate students may apply for a maximum of two years of support in a new supplement application.

2.5. Postdoctoral Fellows

- Salary: consistent with the institutional salary policy and level of effort, may not exceed the maximum allowable NRSA stipend level for postdoctoral fellows in effect at the time of appointment (see NOT-OD-23-076). Applicants must check with their program officials at the NIH before submitting an application.

- Supplies and travel: up to $6,000 per year, with justification.

- Postdoctoral fellows may apply for a maximum of two years of support in a new supplement application.

2.6. Investigators Developing Independent Research Careers

- Salary: consistent with institutional policy. The requested salary and fringe benefits for an investigator should be consistent with the level of support provided by NIH Career Development Awards.

- Supplies and travel: up to $10,000 per year, with justification.

- Investigators may apply for a maximum of two years of support in a new supplement application.

2.7. Individuals With Disability

- Salary, supplies and travel: consistent with career level as detailed above.

- Equipment: reasonable accommodations necessary for the individual to complete the proposed research training, consistent with the type of disability and the nature of the research, with justification.

3. APPLICATION CONTENT

Applicants should refer to the [Program Announcement](#) for what to include in a Diversity Supplement request. Work with your business office to ensure the correct forms are used. See below for further details and clarification on the information that ORIP/DCM requires.

3.1. Biosketch

- Application must include NIH biosketches for key personnel. Include biosketches for the PI of the parent grant, other named mentors, and for the proposed trainee; biosketches must follow current NIH guidelines ([NOT-OD-15-032](#)). Biosketch format pages, instructions, and samples are available at this [link](#).

3.2. Statement Of Eligibility

This document must be signed by the PI and an institutional official, establishing the candidate's eligibility for support under this program. The strength of the provided information will be considered by the NIH administrative review committee. The statement must include:

- Clearly presented information on U.S. citizenship or permanent residency.

- Explicit information on the nature of the candidate's disability, circumstances, background, or characteristics that confer eligibility under this program.

  A description of how the appointment of this specific candidate will address the issue of diversity within the applicant institution and the national scientific workforce (i.e., into what underrepresented group does the candidate belong).

- A description of any current or previous PHS research grant support the candidate has received, including start and end dates. If applicable, include a statement indicating that the candidate has not received any current or previous PHS support.

3.3. Personal Statement Of The Candidate

Application must include a signed personal statement of up to two pages that describes the diversity candidate's career goals, both immediate and long term. Candidate should describe their interest in, and commitment to, a career in biomedical research. Candidates are encouraged to describe the life experiences that have led them to seek a career in science. Candidates are encouraged to describe the kinds of barriers and disadvantages they have overcome in their careers to arrive at their present position. Candidates are strongly encouraged to submit career-stage-appropriate grant applications during or at the end of the period of supplement support. Statements should include plans to develop such applications, if applicable.

3.4. Transcripts

For high school, undergraduate, baccalaureate and master's degree holders, and graduate students, transcripts of the most recent education stage are required. For international transcripts, please attach a description of the grading system.

3.5. Statement From The Mentor(s)

- If there is more than one mentor, clearly define each mentor's role and relationship to the candidate.

- Clearly describe each mentor's mentoring track record, including individuals previously mentored and their current positions if applicable, especially the current status of any previous diversity trainees or Diversity Supplement candidates in the form of a table.

- If the primary mentor is relatively junior, it may be helpful to include an experienced co-mentor.

3.6. Research, Mentoring And Career Development Plan

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

3.6.1. Research Plan

- A summary/abstract and specific aims of the funded parent grant or project.

- A description of the specific research project proposed for the candidate, including relevancy to the parent grant or project, aims and research design, methods and techniques, facilities and resources available, and how the proposed experience will enhance the candidate's research potential. *The plan should indicate whether it was written with the input of the candidate and the extent to which the candidate contributed to the writing*.

3.6.2. Mentoring and Career Development Plan

- Description of a candidate-specific career development plan that is consistent with the goals laid out in the candidate's personal statement.

- A description of career skills to be gained during the supplement experience and career-stage appropriate benchmarks to be reached, including but not limited to abstract and publication submissions, oral presentations, and grants submissions.

- Provide a schedule detailing how often the mentor will meet with the candidate; describe the nature of the interactions that will take place (e.g., plan experiments, review data, career development discussions, etc.).

- Outline of a detailed plan that will help the candidate to transition to the next education or career stage.

3.6.3. Timeline With Appropriate Benchmarks For Both Research Progress And Career Development Of Candidate

- Timeline should highlight items described in 3.6.1 and 3.6.2.

3.7. In Case Of Multiple Institutions

Under unusual circumstances where the applicant and mentor(s) would be at a site other than the grantee institution, an appropriately signed letter from each 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.

The mentoring and career development plan must clearly indicate the logistics of communications and the impact of multiple locations on the candidate's research and career progress. If awarded, the supplement award is provided to the institution where the parent grant resides; the PI of the parent grant is ultimately responsible for the supplement.

3.8. Extras

- Letters of recommendation and/or support (no more than three) for the candidate are not required but may be included.

- Descriptions of vertebrate animal use should be included and provide sufficient detail to allow NIH staff to conduct the required evaluation. For additional information on review of the Vertebrate Animals Section, please refer to the [Worksheet for Applications Involving Animals](#).

- ORIP/DCM is interested in ensuring that all of its career development applicants receive high quality training in the Responsible Conduct of Research (RCR). The application should describe how the [Requirement for Instruction in RCR](#) will be met.

- Complete and sign ORIP Diversity Supplement Checklist. Email a signed copy of this checklist to your ORIP PO.

4. APPLICATION SUBMISSION

Please follow the instructions in the [Program Announcement](#). All Diversity Supplement applications must be submitted electronically. After submission, it is recommended that the appropriate ORIP PO be notified.

- Note "ORIP Diversity Supplement Application" in the subject line.

- Include the PI's contact information in the body of the email.

- Do not propose a start date earlier than 60 days after the date of application submission.

5. REVIEW AND AWARD

Supplement applications are reviewed internally within ORIP based on their scientific merit and training potential. The following criteria, briefly outlined here, are used to determine the overall impact of the proposal (see the [Program Announcement](#) for a full discussion).

- 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 an appropriate level of research career mentoring

6. POST-AWARD PROCEDURES

6.1. Supplement Progress Reports

6.1.1. Annual Supplement Progress Reports

Annual supplement progress reports are due at least once per 12 months; once awarded, supplements will align with the parent grant's budget periods. Annual supplement progress reports must be submitted each year at the time of submission of the parent grant progress report through RPPR; annual supplement progress reports must be as a PDF file to section G.1 of the parent grant RPPR.

6.1.2. Final Supplement Progress Reports

Final supplement progress reports are due within 120 days of the completion of the supplement; final supplement progress reports must be attached to section G.1 of the final parent grant RPPR as described above.

6.1.3. Additional Progress Reports

In addition to annual supplement progress reports, ORIP may request interim progress reports and meetings with the Program Officer during a budget period to help ensure candidates' progress along their chosen trajectory.

6.2. Early Termination Of Supplement Awards

The PI and the grantee institution are required to notify ORIP within 30 days of a supplement award termination. The termination must be reported in the next RPPR of the parent grant.

7. ORIP PROGRAM STAFF CONTACTS

For general questions about ORIP Diversity Supplements, contact:

Stephanie Murphy, V.M.D., Ph.D.
ORIP
Email: stephanie.murphy@nih.gov
Phone: 301-451-7818

Ritesh Tandon, D.V.M., Ph.D.
ORIP
Email: ritesh.tandon@nih.gov
Phone: 301-594-5304

8. OFFICE OF GRANTS MANAGEMENT STAFF CONTACT

Sabrina Oasan
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Email: sabrina.oasan@nih.gov
Phone: 301-443-9123

ORIP Diversity Supplement Checklist
August 2023

☐ 1. Application includes NIH biosketches for key personnel (i.e., PI of grant, mentor(s), proposed trainee)

☐ 2. Statement of eligibility signed by the PI and an institutional official

☐ 3. Personal statement of the candidate, not to exceed two pages, describing the candidate's career goals, immediate and long term, and a description of the kinds of barriers and disadvantages they have overcome in their careers to arrive at their present position. Statement must be written and signed by the candidate

☐ 4 Transcripts, when applicable

☐ 5. Mentor's statement describing qualifications of the mentor–roles, mentoring track record, current status of previous diversity trainees, etc.

☐ 6. Research, mentoring, and career development plans, with timelines, as described above. Plans should indicate whether they were written with the input of the candidate and the extent to which the candidate contributed to the writing.

☐ 7. In the case of multiple institutions, appropriate letters and plans

☐ 8. A maximum of three letters of recommendation for the candidate (optional)

☐ 9. Vertebrate Animals Section

☐ 10. Description of how the requirement for responsible conduct of research training will be met

☐ 11. Email a signed copy of this checklist to your ORIP PO

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PI Signature and Date