

PA-16-288: NIH RESEARCH SUPPLEMENTS TO PROMOTE DIVERSITY IN HEALTH- RELATED RESEARCH

NIAAA Specific Requirements

Lynn Morin

Diversity Supplement Coordinator

Office of the Director

National Institute on Alcohol Abuse and Alcoholism

A: DIVERSITY SUPPLEMENT PROGRAM

Program in general

New Submission Process

NIAAA Specific Requirements

Components of the Application

Advice from a Program Officer

DIVERSITY SUPPLEMENT PROGRAM

Goal to improve the diversity of the research workforce by recruiting and ***supporting*** students, post-doctorates, and eligible investigators from groups that have been shown to be underrepresented in health-related research.

NIH Wide Program:

<http://grants.nih.gov/grants/guide/pa-files/PA-16-288.html>

DIVERSITY

Racial and ethnic groups

Disability – ADA defined

Disadvantaged – based on income or educational environment (high school and undergraduate)

NIH DIVERSITY SUPPLEMENT PROGRAM

Consult *Table of IC-Specific Information, Requirements and Staff Contacts*

Support for ***most*** NIH-funded grant mechanism. NIAAA does not support supplements to R03 and R21.

Administrative supplements must support work within the scope of the original project but not overlap.

EW NIAAA PROCESS:

<http://www.niaaa.nih.gov/grant-funding/funding-opportunities/diversity-supplements>

Two deadlines per year:

- ❑ February 1 – first possible funding, May 1st
- ❑ May 1 – first possible funding, August 1st

Reviewed by Program Official

Prioritized by Division Director

Reviewed by Centers & Training Committee

IAAA PROCESS:

Contact your Program Official and/or Lynn Morin

Drafts not required but strongly encouraged

As of October 1, 2015 NIAAA will no longer accept applications for post-baccalaureate or Master's degree holders.

Not allowed in no-cost extension periods

E-mail permission to submit electronically is no longer required

APPLICATION COMPONENTS

Eligibility Letter

Research Plan

Mentoring Plan

- ❑ PIs previous mentoring experience

Biosketch

- ❑ Candidate Statement

Transcripts (if applicable)

Budget w/justification

SUBMITS APPLICATION

Application comes from mentor

Meant to convey the commitment of the mentors to the training

Demonstrate how the plan provides a unique training opportunity

ELIGIBILITY LETTER

Status

- ❑ Diversity status – eligible for program
- ❑ Citizenship

Convincing description of how the appointment of this specific candidate will address the issue of diversity within the national scientific workforce or within the workforce or the relevant population at the grantee institution (see [Section I: Recruitment and Retention to Enhance Diversity](#)).

Current Funding

Not supported on current grant

Letter must be cosigned by the office of sponsored research and the Principal Investigator

RESEARCH PLAN

Must both advance the objectives of the parent grant and support the research training and career advancement of the candidate.

Within scope of parent grant; but not overlapping

RESEARCH PLAN INCLUDES

The actual work proposed for the candidate including a timeline for the work proposed;

A discussion of how the proposed research will enhance and foster the candidate's research capabilities and what mentoring the candidate will receive;

How the research plan is appropriate for the stage of the individuals' research development and that it will enhance the individuals' research potential; and

The relationship of the proposed research experience to the overall goals of the parent grant.

MENTORING PLAN

Above and beyond what is currently getting as part of regular training (augments)

Encourage use of individual development plan (IDP)

Include timeline

2 publications/year typical, depending on stage of career

End product = grant submission or other product linked to career advancement

BIOSKETCH WITH CANDIDATE STATEMENT

Use new NIH Biosketch format

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>

Details education, training and work experience, science and research experiences, and publications.

Publications, ***including manuscripts in preparation***

Commitment to alcohol research

Explain anomalies in transcripts if applicable

Must include biosketches for all named mentors

TRANSCRIPTS

A strong emphasis is placed on the GPA as it is a reflection of academic performance.

Official transcripts must be provided for high school, undergraduate, medical students or graduate students.

Review Committee may make recommendations for additional courses they feel will help candidate (e.g. statistics).

BUDGET

Submitted using the R&R Detailed Budget Form.

If the initial budget period requested is less than 12 months, the budget **must be prorated accordingly.**

No equipment, including computers, will be considered allowable expenses.

NIAAA follows NRSA and K award salary caps (see [NOT-OD-14-046](#) for NRSA information and [NIAAA website](#) for K award limitations).

No requests for additional personnel allowed

Reasonable Accommodations costs allowable

BUDGET CHEAT SHEET

NOTE: The following guidelines will generally be applied with discretion by individual Institutes and/or Centers (IC)

Information applicable to Supplements to Promote Diversity in Health-Related Research

Supplements are applicable to principal investigators at domestic institutions who hold an active NIH grants. For a listing of supported grants please refer to the Activity Code section of "Part 1 Overview" information of PA-15-322. Note, however, that not all participating ICs support all the activity codes listed. Applicants should consult the [Table of IC-Specific Information, Requirements and Staff Contacts](#) for more details. NIAAA does not support and will not accept supplement applications to R03s or R21s. Supplements to the R15 may provide support above the established dollar limits for the parent grant award. The P20, P30, P60 award mechanisms are eligible for supplements only if they contain research components. The S08 award mechanism is only eligible for supplements to support postdoctoral fellows and faculty. At the time of supplemental award, the parent grant must have support remaining for a reasonable period (usually two years or more). Supplements for Established Investigators who become disabled should follow the guidance in the Program Announcement (PA-15-322). The PA for Research Supplements to Promote Diversity in Health-Related Research can be found at: <http://grants.nih.gov/grants/guide/pa-files/PA-15-322.html>. You can find more specific information on the Diversity Supplement Program for NIAAA at: <http://www.niaaa.nih.gov/grant-funding/funding-opportunities/diversity-supplements>. Revised January 2016

Summary of Allowable Costs and Other Provisions

	High School Students	Undergraduate Students	Baccalaureate and Master's Degree Holders	Graduate (Predoctoral) and Health Professional Students – See "Note 3" below	Individuals in Postdoctoral Training	Investigators Developing Independent Research Careers (Short or Long Term)
Salary & Fringe Benefits	(1)	(2)		(3)	(4)	(5)
Supplies and Travel	\$1,000 per year which includes supplies and travel (scientific meetings, home, school, and/or research site), and other.	\$200 per month for supplies and travel may be requested.	NIAAA does not support diversity supplements to Baccalaureate and Master's degree students who are not enrolled in a graduate PhD (or equivalent) program.	\$4,000 per year combined total with no escalation	\$6,000 per year combined total with no escalation	\$10,000 per year combined total with no escalation (Prorate based on number of months, e.g. \$2,500 for 3 months)
Tuition Remission	N/A	N/A		Allowable. See (3) below.	N/A	N/A
Equipment (Note: computers are considered equipment and are <i>not allowable</i>)	Unallowable (Please see "Note 2" below on Reasonable Accommodations)	Unallowable (Please see "Note 2" below on Reasonable Accommodations)		Unallowable (Please see "Note 2" below on Reasonable Accommodations)	Unallowable (Please see "Note 2" below on Reasonable Accommodations)	Unallowable, except under unusual circumstances and with NIH prior approval
Period of Support (See Section III, Part 3 & Section IV, Part 5 of PA-05-015)	Equivalent of at least 3 months effort per year (2 years encouraged)	Equivalent of at least 3-months of full-time effort in any one year period (2 years encouraged)		Coincide with the research doctoral degree program	No specific period of support required in PA. Check IC limitations	Short-term: Full-time 3-5 months each year over a maximum period of 4 years. Long-term: up to 2 years at a minimum of 75% effort or 9 person months of a 12 month calendar appointment.

ADVICE FROM A PROGRAM OFFICER

Begin with a brief narrative describing career goals and then tie activities to how they help achieve these goals.

E.g. for a graduate student there are a number of program milestones that they'll need to meet during the training period, such as those required to advance to candidacy (e.g. qualifying exams, coursework, thesis requirements etc.).

- ❑ Include these as activities as part of the training.
- ❑ Overall, each activity should be described to help clarify how they will expand/foster success.

Describe what milestones expected to accomplish

ADVICE FROM A PROGRAM OFFICER

What role will each mentors play in helping accomplish these goals. How will you help the candidate prepare for these?

- ❑ Will s/he be completing additional course work? If so describe.
- ❑ Is a master's thesis or second year writing project required? If so, describe.

Laboratory and individual meetings – describe regular meetings and how they are structured

- ❑ Will there be presentations of data to a larger lab group?
- ❑ Will your individual meetings revolve around specific topics (i.e. not just “checking in” but have a specific structure)? If so, describe.
- ❑ How do you expect these experiences to help him achieve his career goals?

Research Training and workshops – describe formal training/workshops

Colloquia – what colloquia or seminars are available? Describe.

ADVICE FROM A PROGRAM OFFICER

Conferences and networking – detail the meetings attending and the role mentors will play in increasing his visibility (e.g. accompanying, introductions, including the candidate in activities, etc.)

Writing – include manuscript and grant application plans and the role of the mentors in these activities. More details are better.

Preparing for the future – what will you do to help position the candidate for the next position? Looking for postdocs, preparing job talks, etc.

Are there other activities that would compliment this structure?

POINTS OF CONTACT

Ann Morin
University Supplement
Coordinator
ann.Morin@nih.gov
(301) 402-0176

Judith Arroyo, Ph.D.
Minority Health/Health
Disparities Coordinator
jarroyo@mail.nih.gov