

## NCI Diversity Supplements Guidelines

This document applies to applications requesting research supplement funding to active National Cancer Institute (NCI) grants in response to PA-16-288. The purpose is to clarify the application process and highlight NCI-specific requirements. This document is not intended to replace the full and detailed application information in the Program Announcement:

[Research Supplements to Promote Diversity in Health-Related Research, PA-16-288](#)

Investigators are encouraged to contact the [NCI Supplement Program Manager](#) prior to submission.

NCI Diversity Supplements Application Receipt Dates are **October 1 – December 1** and **February 1 – March 30**.

### 1. ELIGIBILITY

NCI Diversity Supplements support the research training of students, post-baccalaureate and post-Masters individuals, postdoctoral fellows and faculty investigators who are members of an underrepresented group. Detailed eligibility criteria may be found in the [Program Announcement](#).

High school and undergraduate student candidates are expected to demonstrate at least two years of commitment to the supplement program. Post-baccalaureate and post-Masters individuals as well as investigator candidates may apply for a maximum of two years support in a new supplement application.

At the time of the supplement application, the parent grant must have at least two years of NCI support remaining. The eligible grant types are listed in the [Program Announcement](#), with the following exceptions:

- NCI does not accept P30, SC1, SC2 or SC3 as parent grants for Diversity Supplements.

In addition, the following limitations apply:

- A R01 or R01-equivalent grant is allowed to support a maximum of two Diversity Supplement candidates.
- A R21 or R21-equivalent grant is allowed to support a maximum of one Diversity Supplement candidate whose career level is graduate student or more junior.

*Graduate student 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 student and postdoctoral fellow candidates may be supported by the parent grant for short periods after submission of supplement application, at the recipient's risk, pending NCI decision on the supplement application. See the [Program Announcement](#) for details.*

Investigators should contact the [NCI Supplement Program Manager](#) to verify eligibility.

### 2. SALARY AND BUDGET

For all 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 which exceed the hourly minimum wage must be justified.
- Supplies and travel: not allowed.

## **2.2. Undergraduate students**

- Salary: consistent with the institutional salary policy.
- Supplies and travel: up to \$200 per month, with justification.

## **2.3. Post-baccalaureate and post-master's degree individuals**

- 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.

## **2.4. Graduate students**

- Salary: consistent with the institutional salary policy; salary, fringe and tuition together must not exceed the amount allowable for a first year postdoctoral fellow at the same institution performing comparable work.
- Supplies and travel: up to \$4,000 per year, with justification.

## **2.5. Postdoctoral fellows**

- Salary: consistent with the institutional salary policy, but not to exceed \$50,000 per year.
- Supplies and travel: up to \$6,000 per year, with justification.

## **2.6. Investigators developing independent research careers**

- Salary: consistent with institutional policy and with the level of support provided by a NCI Career Development Award, but not to exceed \$100,000 per year.
- Supplies and travel: up to \$10,000 per year, with justification.

## **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 NCI requires.

### **3.1. Biosketch**

Application must include NIH biosketch of all involved personnel, including the PI. Biosketch may be up to five pages each.

### **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 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 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 one page, describing the diversity candidate's career goals, both immediate and long term. Candidates are strongly encouraged to submit career stage-appropriate grant applications during or at the end of period of supplement support. Statements should include plans to develop such applications, if applicable.

### **3.4. Transcripts**

For high school, undergraduate, post-baccalaureate, post-masters and graduate students, transcripts of the most recent education stage are required.

### **3.5. Qualification of mentor(s)**

- If there are 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 supplement candidates;
- If 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 or abstract and specific aims of the funded parent grant or project;
- A description of the specific research project proposed for the supplement candidate, including relevancy to the parent grant or project; research design and aims; methods and techniques; and how the proposed experience will enhance the candidate's research potential.

#### **3.6.2. Mentoring and career development plan:**

- 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.
- 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.**

### **3.7. In case of multiple institutions**

A letter of support signed by a designated institution official from each institution is required. 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 institute 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 for the candidate are not required but may be included.

## **4. APPLICATION SUBMISSION**

Please follow the instructions in the [Program Announcement](#).

For supplement applications to parent grants that allow electronic submission, it is suggested that the [NCI Supplement Program Manager](#) be notified once the application is submitted.

For supplement applications to parent grants where paper submission is required, please collect all application material into one pdf file, complete with all required signatures, and send it as a single attachment in an email from the institution program or business office to the [NCI Supplement Program Manager](#).

- Use the subject line “NCI Diversity Supplement Application PDF”.
- Include the PI’s contact information in the body of the email.

## **5. REVIEW AND AWARD**

Supplement applications are reviewed internally at NCI based on scientific merit and training potential. For applications submitted in the October 1 – December 1 period, funding recommendations are anticipated in March; for applications submitted in the February 1 – March 30 period, funding recommendations are anticipated in June.

## **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 generated through CareerTrac, and attached as a PDF file to section G.1 of the parent grant RPPR. If for any reason, the annual supplement progress report is not included in the parent grant RPPR, it must be submitted via email from the institution program or business office with all required signatures to the [NCI Supplement Program Officer](#).

#### **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 generated through CareerTrac. They may be attached to section G.1 of the parent grant RPPR as described above, or submitted via email from the institution program or business office with all required signatures to the [NCI Supplement Program Officer](#).

#### **6.1.3. Additional progress reports**

In addition to annual supplement progress reports, NCI may request interim progress reports during a budget period in order to help ensure candidates’ progress along their chosen trajectory.

### **6.2. Early Termination of Supplement Awards**

The PI is strongly encouraged to notify NCI within 30 days of a supplement award termination. The termination must be reported in the next RPPR of the parent grant, and a final supplement progress report as described in 6.1.2 must be submitted at that time.

## **7. EXTENSIONS**

### **7.1. Cost extensions**

For a candidate who has not completed the originally proposed research training at the completion of the supplement award, a cost extension to the supplement may be requested. Cost extension requests may be made only under extenuating circumstances, provided that adequate time remains on the parent grant. An application for a cost extension is permissible when the parent grant is on a no-cost extension. If approved, cost extensions are awarded for a maximum of one year. Support for a cost extension is not guaranteed. Cost extensions for a postdoctoral fellow or an investigator are rarely granted.

[NCI Supplement Program Manager](#) must be informed of the intent to apply for a cost extension at least six months prior to the end of the supplement award. Cost extension requests must be submitted during the two application receipt periods for new supplement applications.

A cost extension application must include the following:

- Cover letter signed by PI, including time period and reason for extension;
- Face page (PHS 398), with all the required signatures;
- Updated budget and budget justification forms;
- Annual supplement progress report of the candidate during the preceding funding period, including both research and career development, as described in 6.1.1;
- Updated mentoring and career development plan, including updated timeline for research progress and career development, if applicable.

Collect all material into one PDF file and submit the file as one single attachment by email from the institution program or business office to the [NCI Supplement Program Manager](#). Use the subject line “NCI Diversity Supplement Cost Extension Application PDF”, and include the PI’s contact information in the body of the email.

Important considerations for the funding decision of a cost extension application include how much progress the candidate has made and how the extension may help further the candidate’s career progress, both of which may be reflected by publications, grant submissions or education progress.

In the case where the parent grant is submitting a Renewal (Type 2) application, funds for continuation of support of the supplemental award will depend on the successful renewal of the parent grant and will be handled as follows:

- Funds for the continuation of support for students must be requested as a new diversity supplement. The request must be submitted promptly in anticipation of a renewal award to avoid an interruption of support. Additional time may be considered for individuals with disabilities, but must be well justified.
- Funds for continued support for a postdoctoral researcher or an investigator must be requested by name in the parent grant application at the time of renewal and may not be requested as a research supplement. Postdoctoral researchers and investigators are expected to be fully integrated in the research laboratory when considered for continuation of support.

## **7.2. No-cost extensions**

No-cost extensions are allowed on NCI diversity supplements provided adequate time remains on the parent grant. The [NIH Standard Terms of Award](#) provide the recipient the authority to extend the final budget period of a previously approved project period one time for a period of up to 12 months beyond the original expiration date down in the Notice of Award. One time no-cost extensions are requested via the eRA commons, as noted [here](#).

*In the case of a no-cost extension, an annual supplement progress report as described in 6.1.1 is required on or before the original supplement award end date.* Submit the progress report to the [NCI Supplement Program Officer](#).

## **8. NCI PROGRAM STAFF CONTACT**

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