

## NCI Re-Entry Supplements Guidelines

This document applies to applications requesting research supplement funding to active National Cancer Institute (NCI) grants in response to PA-15-321. 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 Re-Entry into Biomedical and Behavioral Research Careers, PA-15-321](#)

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

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

### 1. ELIGIBILITY

NCI Re-Entry Supplements support individuals with high potential to re-enter an active research career after a career interruption of between one and eight years under qualifying circumstances. The individual must have been in an advanced postdoctoral position or an investigator level position at the time of career interruption. Career interruptions may include complete or partial hiatus from active paid research activities. Detailed eligibility criteria may be found in the [Program Announcement](#).

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 as parent grants for Re-Entry Supplements.

Candidates who are receiving PHS support at the time of submission are not eligible.

Investigators should contact the [NCI Program Staff Contact](#) to verify eligibility.

### 2. SALARY AND BUDGET

Salary and fringe benefits are allowed. F&A costs are allowed per institution policy. Equipment purchase is not allowed. A request of a maximum of two years of funding is permitted in a new application.

#### 2.1. 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.

#### 2.2. 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.

### 3. APPLICATION CONTENT

Applicants should refer to the [Program Announcement](#) for what to include in a re-entry 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 biographical sketch of all involved personnel, including the PI of the parent grant. Biographical sketch 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 duration and reason of the candidate's career interruption that confers eligibility under this program;
- A description of any paid or unpaid research-related activities during the candidate's hiatus from active research career; candidates who are employed full time in a paying academic or research position at the time of application are not eligible;
- 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. *Candidates who are receiving PHS support at the time of submission are not eligible.*

### **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. 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.

### **3.5. Research, mentoring and career development plan**

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

#### **3.5.1. 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 potential to successfully establish an independent research program.

#### **3.5.2. Career development and mentoring 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 research independence.

### **3.5.3. Timeline with appropriate benchmarks for both research progress and career development of candidate.**

### **3.6. 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.

### **3.7. Extras**

Letters of recommendation and/or support for the candidate are not required but may be included.

## **4. APPLICATION SUBMISSION**

For supplement applications to parent grants that have moved to electronic submission, please follow the instructions in the [Program Announcement](#) and submit the supplement application electronically. It is suggested that the [NCI Program Staff Contact](#) be notified once the application is submitted.

For supplement applications to parent grants that have not yet moved to electronic submission, 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 Program Staff Contact](#).

- Use the subject line "NCI Re-Entry 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 decisions are anticipated in March; for applications submitted in the February 1 – March 30 period, funding decisions are anticipated in June.

## **6. POST AWARD PROCEDURES**

### **6.1. Supplement progress reports**

#### **6.1.1. Interim supplement progress reports.**

Interim supplement progress reports are due at least once per 12 months. Once awarded, supplements will align with the parent grant's budget periods. Interim supplement progress reports must be submitted each year at the time of submission of the parent grant progress report through RPPR. Interim supplement progress reports must be in the template provided to the PI at the time of the funding decision, and attached as a PDF file in section G.1 of the parent grant RPPR. If for any reason, the interim 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 Program Staff Contact](#).

#### **6.1.2. Final supplement progress reports**

Final supplement progress reports are due within 90 days of the completion of the supplement. Final supplement progress reports must be in the template provided to the PI at the time of the funding decision. They may be included in 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 Program Staff Contact](#).

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

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

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

NCI must be informed no later than 30 days of award termination. The institution must submit a letter by email, copying the PI and the candidate, indicating the reason(s) for termination, effective date of termination, the dollar amount being relinquished for current and future years and follow-up contact information of the candidate. In addition, a final supplement progress report in the format described in 6.1.2 must be submitted. Submit the letter and final supplement progress report from the institution program or business office to the [NCI Program Staff Contact](#).

## **7. EXTENSIONS**

### **7.1. Cost extensions**

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 re-entry supplement are rarely granted.

[NCI Program Staff Contact](#) 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;
- Interim supplement progress report of the candidate during the preceding funding period, including both research and career development, in the template described in 6.1.1;
- Updated mentoring and career development plan, including updated timeline for research progress and career development.

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 Program Staff Contact](#). Use the subject line "NCI Re-Entry 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 impact the candidate's progression toward research independence, both of which may be reflected by publications and grant submissions.

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

No-cost extensions are allowed on NCI diversity supplements provided adequate time remains on the parent grant. No-cost extensions may be requested via email from the institution office to the Grants Management Specialist listed in the Notice of Award of the supplement prior to the end of the supplement award; with copies to the [NCI Program Staff Contact](#).

*In the case of a no-cost extension, an interim supplement progress report as described in 6.1.1 is required on or before the original supplement award end date.*

If the no-cost extension involves unspent funds from previous budget period, the following materials are required:

- A cover letter signed by the PI and an institution official, indicating the period of extension requested, the amount of carryover balance and the reason for the balance, as well as plans for the carryover funds;
- Interim supplement progress report of the candidate during the preceding funding period, including both research and career development, in the template described in 6.1.1.

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 Program Staff Contact](#). Use the subject line “NCI Diversity Supplement No Cost Extension with Unspent Funds PDF”, and include the PI’s contact information in the body of the email.

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

### **Alison Lin, PhD**

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