

Supplement Applications

In response to the Economic Stimulus package, we anticipate that NIH may release funds in the form of supplements to existing grants. The information below provides general guidance on the preparation of solicited and unsolicited supplement requests.

A key aspect of the Economic Stimulus Plan is the preservation of existing jobs and the creation of new jobs. Supplement requests must address this requirement.

Please note that the information below is general in nature and may be supplanted by more detailed guidance from NIH.

Note the selection factors often used by NIH:

- Relevance of the proposed activities to the Parent grant
- Adequate progress of the parent grant appropriate to the current stage of the project
- Appropriate and well-described plan to accomplish the goals within the timeframe proposed
- Expertise of the research team proposed to conduct and achieve the goals the supplemental study.

Unsolicited non-competitive supplement requests

Non-competitive supplements should generally seek to “accelerate” existing science, already approved by the study section (i.e., included in the originally funded grant) – and NOT to extend the science, or perform new science. *Requests that relate to extending the science or performing new science may require additional scientific review (see section below).*

The PI must have a parent grant with at least 12 months of funding remaining, and a specific need must be identified that the supplement funds would address.

*You do not need to construct a detailed request or budget right away. Once a general request and justification have been identified (which can be summarized in a single paragraph), contact your NIH Program Officer and discuss your request over the phone. After this conversation, send a short (one paragraph) email outlining your request and the justification for it. *Your NIH Program Officer may request more detailed information on a case by case basis (budget, justification etc).**

It may also be helpful to familiarize yourself with an NIAID guidance document on administrative supplements (e.g., <http://www.niaid.nih.gov/ncn/sop/adminsopp.htm>).

Competitive and solicited supplement requests

Requests that either seek to perform new studies (see above), or that are submitted in response to a specific NIH Funding Opportunity Announcement (FOA).

For requests that seek to extend the science, or perform new studies related to a current grant, the NIH Program Officer for the parent grant may request additional information and may convene a competitive review process. In some cases, individual NIH Institutes and Centers (ICs) may only fund such awards through new FOAs.

For supplements submitted in response to specific FOAs, please note that each FOA may have specific guidelines. The information below is provided as a starting point.

- **Cover Letter**
A cover letter signed by the PI and institutional official. This letter should include the PI name, grant number & title, amount of supplement requested, name & title of the institutional official, and the phone, email, and address information for both the PI and the institutional official.
- **Face page**
The title (Box 1) should be the title of the parent award. If indicated by NIH, Box 2 should be checked “Yes” and the relevant FOA (Funding Opportunity Announcement) number entered.
- **Form page 2**
The project description is that of the administrative supplement (not the parent grant). Any new key personnel should be listed as well as any new performance sites.
- **Proposed budget for the supplement with a budget justification that details the amounts requested.**
NIH Budget pages must be used. If the supplement is requested in paper format the submission should include a budget for the initial budget period, a cumulative budget, a justification, and a checklist page.

NIH may request Supplement budgets in modules of a certain dollar amount. Supplements may be considered **TOTAL costs**, thus the budget requested must include both direct and indirect (F&A) costs within the amount requested. Specific instructions will be provided by NIH.
- **NIH Biosketch for the PI**
- **NIH Biosketch for any new key personnel**
Should be provided for any new key personnel not named in the parent grant. A letter of support/commitment may be required from the new key personnel
- **Resources**
Resources information (facilities, equip men etc) for any new personnel not name din the parent grant.
- **Research Plan**
Specific Aims, Background & Significance, Preliminary Data, and Research Design not to exceed the number of pages specified in the Funding Opportunity Announcement or request from the NIH Program Officer.

- **Bibliography and References Cited**
- **Vertebrate Animal, Human Subjects and or Select Agent Research information (as applicable to the project)**
- **Certification of the required education in human subjects research for new personnel (if applicable to the project)**

Submission to NIH

Supplements are generally not sent to CSR but are sent directly to the NIH point of contact identified in the Funding Opportunity Announcement (or Program Announcement) or to the individual at NIH who initiated the request. In the case of Economic Stimulus funds, NIH may require electronic submission (details will be provided as these become available).