**Research Supplements to Promote Diversity in Health-Related Research (Administrative Supplement - Clinical Trial Not Allowed), PA-21-071.**

**INSTRUCTIONS**

**REQUIRED COMPONENTS**

Diversity supplements are designed to attract individuals from underrepresented groups into research careers. Application requirements vary among institutes and centers and by training/career stage of the applicant (high school through postdoc). Check candidate eligibility requirements carefully before proceeding with developing an application. Customized instructions and contacts can be found online [HERE](https://grants.nih.gov/grants/guide/contacts/Diversity-Supp_contacts.html). Investigators planning to apply to consult the program official responsible for the parent grant prior to submitting an application. Most applications will include the following components:

* Education, training & career development plan OR Research, mentoring, & career development plan
* Statement of the PI’s mentoring track record
* PI and candidate biosketches
* Statement of candidate eligibility
* Transcripts
* Budget
* Budget justification

**REVIEW CONSIDERATIONS**

Supplements are not subject to peer review and are instead reviewed by NIH program staff. Funding decisions are generally based on the following:

* Scientific merit (research plan) and the proposed project activities (career development/mentorship plan)
* Potential for continued research progress of the candidate
* Availability of funds

**TEMPLATES**

The following templates are provided to guide the development of application materials specific to Research Supplements to support Diversity. These include a sample Research Strategy, Mentoring Plan, Career Development Plan, Statement of the PI’s mentoring track record (i.e., History of Mentoring), and Statement of Candidate Eligibility. If you would like support customizing templates to your Institute, please contact SPDS office at spds@missouri.edu.

**RESEARCH PLAN**

This example is for a 12-page Research Strategy consisting of a Research Plan, Career Development Plan, and Mentoring Plan. Page limits and content vary by Institute, so please check [HERE](https://grants.nih.gov/grants/guide/contacts/Diversity-Supp_contacts.html) for details relevant to you.

**RESEARCH STRATEGY**

Provide a description of the supplement research project using current standard SF424 R&R/PHS 398 forms. Typically, the proposed research must be within the original scope of the parent award but must not be redundant with the aims already funded in the parent award. For new activities involving human subjects beyond what was originally approved for the parent award, include as an attachment to the Research Plan a complete Study Record with required PHS Human Subjects and Clinical Trials Information.

**SPECIFIC AIMS**

**Parent Project Aims.** Describe the Specific Aims, general approach and significance of the research of the parent grant.

**Diversity Supplement Aims.** Describe the research Aims of the supplement research project in relation to the parent project Aims.

**SIGNIFICANCE**

Describe the significance of the research project, emphasizing how the diversity supplement enhances the significance of the project.

* The research plan should be appropriate to the academic level of the candidate and discussed in sufficient detail to clarify the goals, milestones, and objectives of the work proposed. Under each heading describe both approaches to be used and a statement of how the mentor will provide appropriate mentorship for work to be done in each area.
* Describe how the diversity candidate is particularly suited to contribute to and benefit from the research goals. Describe the value of the research conducted under the supplement to the overall project.
* Present evidence that the proposed experience is appropriate for the stage of the candidate’s career and significantly enhances their research potential, while furthering their ability to pursue a research career.
* Provide evidence of a focus on the enhancement of the research capability of the supplement candidate and that the research experience is intended to provide opportunities for development as a productive researcher. In addition, it must demonstrate that the PD(s)/PI(s) is/are willing to provide appropriate mentorship, in accordance with the NIH criteria listed for [Individual Development Plans](https://grants.nih.gov/grants/guide/notice-files/not-od-14-113.html).

**INNOVATION**

Describe the innovation of the research project, emphasizing how the diversity supplement enhances the significance of the project.

**APPROACH**

**Overview of Parent Study and Diversity Supplement.** Describe the purpose and key components of the parent study. Also include progress since it was initially funded and target dates for accomplishing key milestones. Describe the research goal of the Diversity supplement and how it relates to/is nested withing the parent grant.

**Interaction with Parent Grant.** Applications for supplements often require a plan for the candidate to interact with other individuals on the parent grant, to contribute intellectually to the research, and to enhance her/his research skills and knowledge regarding the selected area of biomedical, behavioral, biometric, clinical, nursing, or social sciences. Describe the study team and organizational structure and how the diversity candidate will interact with the team to accomplish shared goals.

**Aim 1: Statement of Aim**

\*Repeat the below format for additional Aims.

**Study Design and Rationale.** Describe the study design and rationale for selected design options as they relate to accomplishing defined research goals. Interweave parent study and diversity supplement messaging to paint a clear picture of the integrated vision.

**Methods.**  Define activities that will occur in both the parent study and the diversity supplement by sub-heading, as suggested below.

Parent Grant

Diversity Supplement

**Data Management and Analysis Plan.** Define activities that will occur in both the parent study and the diversity supplement by sub-heading, as suggested below.

Parent Grant

Diversity Supplement

**Expected Outcomes.** Describe the research outcomes you expect from the project While attributing contributions made under the diversity supplement, interweave parent study and diversity supplement messaging to paint a clear picture of the integrated vision.

**Potential Pitfalls and Alternative Approaches.** Describe the research outcomes you expect from the project. Interweave parent study and diversity supplement messaging to paint a clear picture of the integrated vision.

**Timeline.** Include a timeline that relates the timing of research benchmarks for the supplement to those of the parent project; include specific research milestones and other activities such as development and submission of an independent research or mentored career development application, professional development training (grantsmanship workshops, etc.), RCR and ethical conduct of research training (including animal and human subjects’ protection, if applicable), participation in national meetings/presentations, and plans for transition to the next stage of the candidate’s career level, and timepoints for reporting to the funder as required. Often both Career Development and Research objectives and milestones are included in a single timeline figure that indicates tasks that will be completed on a quarterly basis.

**CAREER DEVELOPMENT PLAN**

This section is developed by the PI and should include objectives, benchmarks, and associated timelines. Some institutes request a single Career Development and Mentorship plan, so review Institute guidelines carefully. Topics included below represent points of discussion that are of general relevance but should be tailored as needed.

*Guidance: Reviewers often appreciate a gap-based approach that identifies what training and expertise the candidate already has, and what training and expertise they must gain in order to achieve their objectives. In addition to being advantageous for the design of the training objectives, this organization helps define for reviewers why the applicant is including the proposed activities, and whether the applicant’s plan is appropriate. Do not include unnecessary activities and ensure balance between research and education.*

**Career Development Goals and Objectives.** Describe your goals and objectives for both fostering the research capabilities of the candidate and relating the candidate’s scope of work to the research of the parent grant.

**Research Skills Development.** Describe the research skills the candidate will develop, the oversight and guidance they will receive, and how this will prepare them for their next career step.

**Coursework.** If relevant, describe any coursework the candidate will undertake and how the completions of this coursework will prepare the candidate for next career steps. Be sure proposed coursework is not too introductory or too advanced.

**Professional Development.** Include a plan for professional development training including publications, presentations, seminars, grantsmanship workshops, team science, leadership, etc.

**RCR and Ethical Conduct of Research Training.** Describe RCR training (topics covered, duration and format of training) and its suitability for career stage of the candidate. Include training plans for vertebrate animals and human subjects as relevant to the research project.

**Benchmarks of Success.** Include data-driven benchmarks to ensure work standards and successful progress. Relate to both the candidate’s career progression and the research project. Describe how Benchmarks will be clearly communicated.

**Impact of the Research and Career Development experiences on the Diversity Supplement Candidate.** Describe what the experience will have provided to the candidate to prepare them for next steps in their career.

**MENTORING PLAN**

This section is developed by the PI and includes strategies for mentoring the candidate in the preparation of an NIH research or career development award application. The PI should describe in detail how he/she will assist the candidate in achieving the objectives and goals outlined in the supplement application. Some institutes request a single Career Development and Mentorship plan, so review Institute guidelines carefully. Topics included below represent points of discussion that are of general relevance but should be tailored to fit requirements as needed.

**Mentoring Experience.**  The PI may need to provide evidence of mentoring experience and success (e.g., a list of past trainees and their current positions) in this section (for example, when a History of Mentoring attachment is not required by the Institute). If the PI is a junior faculty member, it may be appropriate to include an experienced co-mentor in the application.

**Research Mentoring and Oversight.** Describe processes you will use to ensure training in rigor and reproducibility of results in your lab and particular to the candidate and their research project. Describe the use of an [Individual Development Plan](https://grants.nih.gov/grants/guide/notice-files/not-od-14-113.html) and/or other formal mentoring tool in this section as well. If other faculty or staff will provide mentoring, describe that and how you will ensure its quality. Describe how constructive and timely feedback on scientific work will be provided. Describe how you will engage with the candidate to encourage or reinforce the training they receive, as described in the career development plan.

**Mentor-Candidate Interactions.** The Mentorship Plan should include specific parameters such as the frequency of meetings, topics to be discussed, and how progress will be monitored should be documented in the application

**Other Mentors.** If relevant, describe the role of other investigators who will contribute to the research mentoring in various topics and describe co-mentor expertise.

**Facilitating Connections.** Describe how you will connect the trainee to university support structures (diversity office, social events, wellness, postdoctoral office, etc.) to facilitate holistic wellbeing. Other social events (lab lunches, etc.) that facilitate connection can also be included here. Also describe how you will introduce the candidate to scientific colleagues so they can build networks of their own.

**Evaluation/Re-evaluation of Plans.** Describe how you will work with the candidate to refine goals as needed over time. If you will collect feedback from the candidate, describe how that will be done here. Discuss if the mentoring approach will change as they progress through the period of training.

**HISTORY OF MENTORING**

The PD/PI/Primary Mentor should provide evidence of mentoring experience and success. Please provide a list containing: (1) Current Trainees, (2) Past Trainees (≤ 10 years), and (3) any current and past awarded Diversity/Re-entry research supplement awardee(s). For each of the individuals listed, please provide their current positions.

For the PD(s)/PI(s) with current and past Diversity/Re-entry research supplement awardee(s), please also provide:

* Supplement level;
* Start and end date of the award;
* Describe the outcome of the previous supplement(s) including the current status of the candidate(s) (i.e., title of current position and name of institution);
* Describe the outcomes of the prior development/mentorship plan;
* Describe any unexpected positive or negative occurrences that affected specific aspects of the development/mentorship plan or success of the candidate(s);
* Describe how these prior experiences influenced the development/mentorship plan proposed for the current candidate(s).