

Steps to Submitting a Successful Diversity Supplement Application

1. After identifying a parent grant that still has more than 2 years of funding remaining, review the parent grant announcement to ensure all information important and relevant to the grant has not changed.
2. Determine the due date of the supplement. Depending on the Institutional Center, these due dates will vary. Due dates typically do not align to standard review dates and are on shorter review cycles.
3. Contact the Program Officer of the parent grant after developing your idea.
Reminder: the supplement should be within the purview of the parent grant, but not overlap.
4. Contact the Program Officer for the Institutional Center to which you will be submitting the supplement BEFORE APPLYING. Contact information can be found here:
https://grants.nih.gov/grants/guide/contacts/PA-15-322_contacts.html
5. The Principal Investigator of the parent grant must be the one to initiate the diversity supplement application. Important pieces of the application are included below:
 - a. A letter from the PI stating the candidate is eligible, will diversify the research workforce, and plans to remain in a research career.
 - b. Research Plan – how the plans of the supplement will both advance the candidate’s research training and the objectives of the parent grant
 - c. Mentoring Plan – plans to prepare the candidate for the next step of their research career, timeline of research activities, relationship of the mentor and mentee, plans to submit next grant after the supplement ends, and previous mentoring experience of the PI
6. Budget and Justification – usually <25% of the parent grant budget. Direct and indirect costs will vary depending the candidate’s career level. Additional support for the PI cannot be requested.
7. Responses are typically received in 6-8 weeks and will be awarded as an administrative supplement.