

This information applies to applications requesting Diversity and Re-entry Research Supplements to active National Institute of Mental Health (NIMH) grants via the following funding opportunities:

- [PA-23-189: Research Supplements to Promote Diversity in Health-Related Research](#)
- [NOT-OD-23-170: Research Supplements to Promote Re-Entry into Biomedical and Behavioral Research Careers](#)

These research supplements may be requested by principal investigators (PIs) of active NIMH grants who plan to serve as mentors for the candidates nominated for support. Candidates eligible for support under the Diversity Supplement Program include: individuals at the high school, undergraduate, graduate, post-graduate, including post masters and postdoc, and investigator career stages that come from underrepresented groups in science (for more information, see NOT-OD-20-031). Groups [underrepresented in biomedical and behavioral research](#) at the national level include, but are not limited to, individuals from underrepresented racial and ethnic groups; [individuals with disabilities](#); and individuals from disadvantaged backgrounds.

For Administrative Supplements to Promote Diversity in Research and Development Small Businesses-SBIR/STTR please refer to the following funding announcement [PA-21-345](#).

Candidates for the Re-entry Supplement Program must: have a doctoral degree (e.g., M.D., D.D.S., Ph.D., O.D., D.V.M., etc.) and must have been in a postdoctoral or faculty position at the time they left active research. **NIMH will support supplement applications for Diversity, Re-Entry, and Re-Integration only.**

The activities proposed in a Diversity or Re-entry Supplement application must both advance the objectives of the parent grant and support the research training and career development of the candidate. Award decisions are based on the merit of the research training potential of the application, the application's relevance to the candidate's career objectives, and the relationship of both of these elements to the research priorities in the [NIMH Strategic Plan for Research](#).

Diversity and Re-entry Supplement awards cannot be used to expand the scope of the parent grant. All applications are reviewed by program staff to assess the scope of the planned activities and evaluate their scientific merit and training potential. **Prospective applicants are strongly encouraged to contact the program official (PO) assigned to the parent grant when preparing a supplement application to discuss their goals and objectives.** Critical issues to be discussed with the PO may include, but are not limited to: candidate eligibility, the research development and mentoring plan activities and objectives, the potential of the supplement to position the candidate to successfully transition to the next step in the research career, and the appropriate supplement duration for the proposed candidate.

We strongly encourage prospective applicants to also work with a Training Program Officer to receive specialized technical assistance on preparing the Diversity Supplement. The parent grant PO can help with identifying the Training Program Officer, or you can reach out directly to a [Training Contact](#). If you have concerns regarding eligibility, please email Tatiana.meza-cervera@nih.gov in the Office for Disparities Research and Workforce Diversity.

It is critical that applicants follow the instructions in the [PA-23-189](#).

A complete Diversity or Re-entry Supplement request package must include:

1. A brief proposal describing the project and training and career experience (not to exceed six pages), including:

1. Research Section:

- Must be written by the PI/sponsor and should include a summary of the parent grant, the mentor's summary of the candidate, and a description of the proposed research plan for the candidate. The research needs to be within scope of the parent grant; it should not be an expansion of scope (e.g., change in species, fundamentally different experimental paradigm or scientific question), which is disallowed under the administrative supplement mechanism. It could be value-added experiment(s) to the parent grant addressing the same overarching question, but it does need to something that the candidate has ownership of and to which the candidate can make an intellectual contribution. In regard to candidates in later career stages, the project should reflect more independence with greater contribution from the candidate to designing experiments, interpreting results, etc.

2. Training and career development plan for the candidate:

- Must be written by the PI/sponsor and should include a discussion of plans for meetings with the mentor, mentorship from other members of the lab and/or collaborators, training in experimental methods and data analysis/quantitative skills (and who will provide that training), any proposed coursework/didactics, career development opportunities (e.g., workshops through the institution grad program or postdoc office, opportunities to develop presentation and writing skills, building mentoring or teaching skills, etc.), opportunities for publication, and exposure to science (e.g., conferences, meetings, seminar series, interactions with other labs) and mentoring networks.
- Where possible, specific and defined training goals/milestones should be proposed. For an undergrad or post-bac, plans to help with preparation for grad school (e.g., application mentoring, test prep, interview prep) should be included. The project should foster the candidate's growth as a scientist.
- For a graduate student, the training plan should be targeted at successful completion of their graduate training and supporting transition to the next career stage. We encourage graduate students interested in pursuing postdoctoral research positions to include plans to submit an application for individual funding (e.g., [F31-Diversity](#), [D-SPAN \(F99/K00\)](#), [Mental Health Research Dissertation Grant to Enhance Workforce Diversity \(R36\)](#)).
- For postdocs, the training emphasis should be on transitioning to independence (e.g., writing a K application, chalk talk preparation, obtaining a faculty position). The training should focus on helping the candidate transition successfully to the next step in their career. If the candidate will have access to any resources through the university, those should be described.

3. Mentoring experience of the PI and description of how the mentor(s) will interact with the candidate, for example, commitment, level of involvement, and any other specific activities:

- Discuss overall mentoring experience but emphasize mentoring experience at the stage of the candidate where possible.
 - Prior Diversity or Re-entry Supplement recipients should be included.
4. A plan and timeline for the research and career development experiences proposed:
 - Should be realistic for the time of support requested and should integrate both research and professional/career development activities and indicate milestones for achieving the training goals.
2. **A candidate statement (not to exceed three pages) that includes the signature of the candidate.**
 1. The candidate should clearly discuss why they are interested in pursuing a career in neuroscience/mental health research, their education and research background to date, their short and long-term career goals, goals for the project, and what support on the supplement would allow them to do that might not otherwise be possible/why the supplement is important for advancing their career in research.
 3. **Statement of eligibility (not to exceed one page).** The application should include a signed statement from the PI and an Authorized Signing Official establishing the [eligibility of the candidate for support under this program](#). The statement must include:
 1. Clearly presented information on citizenship, non-citizen nationality of the United States, or information regarding if the individual has been lawfully admitted for permanent residence in the United States (i.e., in possession of a Permanent Resident Card, Form I-551).
 2. Information on the nature of the candidate's disability, circumstances, background, or characteristics that confer eligibility under this program.
 3. For Diversity Supplements, a convincing description of how the appointment of this specific candidate will address the issue of diversity within the national scientific workforce or within the workforce or the relevant population at the grantee institution; and,
 4. A description of any current or previous Public Health Service (PHS) research grant support the candidate has received, including start and end dates. State if the candidate has received any current or previous PHS support; if the candidate has, include the grant number and inclusive dates of support.
 - Individuals may not be transferred to a supplement to increase the availability of funds to the parent grant for other uses. Individuals may be supported by the parent grant **for short periods, at the recipient's risk, pending Institute/Center decision** on the supplement application.
 - PHS support includes any support, including non-salary support, that the candidate has received, including support from an NIH grant or a Ruth L. Kirschstein National Research Service Award (Kirschstein-NRSA).
 - Grants management may have concerns and disapprove an award if the candidate has been previously named on a project, or if there is a substantial unobligated balance on the award, so those are two things to check and discuss with the Program Officer for the parent grant prior to submitting an application.
 4. **A proposed budget**
 1. Please look at Section 6 of the notice of funding opportunity which lays out budget information for each level of trainee.
 2. The duration of the diversity supplement cannot extend beyond the grant end date and the time requested should reflect the career stage of the candidate and the

training plan proposed. For high school or undergraduate students, the period of supplement support may be as short as a summer experience or one academic year. A two-year supplement period is typically appropriate for graduate students, postdoctoral researchers, and investigators. In some circumstances, less than two years might be reasonable. Discuss those cases with program staff prior to submitting the application.

5. **Biographical sketch of the candidate.**

1. Candidate transcript for candidates at the predoctoral level or below

6. **Biographical sketch of investigators who will contribute to the research mentoring.**

7. **Human subjects/vertebrate animal documentation** (if applicable).

8. **If the candidate is a student at another institution** (other than the grantee institution), the application must include an appropriately signed letter from a responsible official at the institution of matriculation indicating that participation at the stated level of effort is approved and will not detract from or interfere with the student's course of studies.

9. **If any of the research is to be conducted at a site other than the grantee institution**, an appropriately signed letter from the institution where the research is to be conducted must be submitted. The request must be signed by the candidate, the PI, and the appropriate Authorized Signing Official (affiliated with the candidate institution).

10. **If the request is for a supplement based on disability**, the institution should provide a statement indicating what, if any, reasonable accommodations the institution has supported or plans to provide along with a full description of how any additional support for accommodation that might be used. The relationship of the proposed accommodation to the proposed project must be described.