

Administrative Supplement ApplicationsNOT-OD-09-056

Due Dates	Refer to the website for institute specific dates (attach Institute specific guidelines with submission for URA to review)
Project Duration	The parent grant must be active at the time of administrative supplement submission The period of support for the supplement cannot exceed the current project end date (including planned/requested No-Cost Extension) The proposed supplement must be completed within the current competitive segment (no additional/2 nd No-Cost Extension may be requested)
No-Cost Extensions	*** <u>PI</u> should contact the NIH Program Officer of the parent grant and <u>Administrator</u> should consult the specific Institute website and Grants Management Specialist to determine whether requests for a No-Cost Extension should be submitted concurrently with the supplement application or once the option is available in Commons *** Should the specific Institute request the submission of a No-Cost Extension Request in conjunction with the submission of the supplement, please note, requests must be routed through URA with Department Chair concurrence.
PD/PI	The PD/PI on the supplement application must be the same as the PD/PI (or contact PI if Multi PD/PI) on the parent grant
Cover Page	The supplement title should match the title of the parent grant Application must be submitted on PHS 398 forms
Cover Letter	Cite the Notice Number (NOT-OD-09-056) and specify a request for a Recovery Act Administrative Supplement <i>Include the following:</i> *PI Name *Parent grant number and title *Total Amount requested for the supplement (include F&A costs) *Name/title of Authorized Institutional Official (AOR) *Contact information for both PI and AOR *Include a signature block for AOR endorsement
Abstract	The included abstract should relate to the supplement rather than the parent grant
Biosketches	Include Biosketches for any <u>new</u> Key Personnel/OSC
Budget	There is no maximum limit on the budget request, but requests should be reasonable Supplements requesting more than 50% of the parent grant award are not likely to be funded The PHS 398 Detailed Budget pages must be used (Modular Budget pages will not be accepted) Address all line items and F&A costs in the justification
Research Plan	Standard font and margin requirements <i>A brief proposal describing the project should:</i> -Address the Scope of the overall project, anticipated contribution of the requested Supplement, and relationship for supplement to the parent grant (5 page limit) -Discuss how the supplement will accelerate the tempo of the scientific research and/or allow for job creation and retention -Address Recovery Act Justifications (listed on the Checklist) Include plans for a No-Cost Extension in the research plan and indicate whether the request has been submitted or will be requested once option is available in Commons
Subawards	Foreign component (aggregate total for all foreign subs) shall not exceed 10% of the total requested Direct Costs or \$25,000 (whichever less)
Items to Keep in Mind	Administrative supplements must be for costs within the general scope of approved parent grant Applicants requesting funds to support new research objectives and aims that are outside of the scope of the approved grant should submit a <u>Competitive Revision rather than an Administrative Supplement</u> No significant changes in use of Human Subjects or Vertebrate Animals will be considered Requires <i>tracking the number of positions</i> created and retained and <i>quarterly reporting</i>