

# **CTSA Diversity and Re-Entry Supplements**

<https://grants.nih.gov/grants/guide/pa-files/PA-20-222.html>

## **Request for Proposals**

### **Overview**

The UB Clinical and Translational Science Institute (CTSI) is a member of the national CTSA consortium and is eligible to apply for diversity and re-entry supplements designed to promote diversity in health-related research and re-entry into biomedical and behavioral research careers. The goal of these awards is to provide support to improve the diversity of research in the workforce. Each CTSA Program hub can submit up to two diversity supplements and up to two re-entry supplements applications per year.

### **Candidate Eligibility**

#### **Diversity Supplements**

- All candidates must be U.S. citizens or non-citizen nationals of the United States or individuals who have been lawfully admitted for permanent residence in the United States (i.e., in possession of a Permanent Resident Card, Form I-551).
- Candidates must be graduate students, post doctorates, junior faculty or eligible investigators.
- Candidates must be from diverse backgrounds, including from groups that have been shown to be underrepresented in health-related research and the biomedical sciences. This includes racial and ethnic minorities, persons with disabilities, women, and individuals from economically/educationally disadvantaged backgrounds.
- Candidates must not have any effort on other Public Health Service funded grants.
- Candidates' research projects cannot involve leading an independent clinical trial, a clinical trial feasibility study or an ancillary clinical trial.

#### **Re-Entry Supplements**

- All candidates must be U.S. citizens or non-citizen nationals of the United States or to individuals who have been lawfully admitted for permanent residence in the United States (i.e., in possession of a Permanent Resident Card, Form I-551).
- Candidates are eligible if they have had career interruption duration of at least one year and no more than eight years. Examples of qualifying interruptions would include a complete or partial hiatus from research activities for child rearing; an incapacitating illness or injury of the candidate, spouse, partner or a member of the immediate family; relocation to accommodate a spouse, partner or other close family member; pursuit of non-research endeavors that would permit earlier retirement of debt incurred in obtaining a doctoral degree; and military service.
- Candidates must not have any effort on other Public Health Service funded grants.
- Candidates' research projects cannot involve leading an independent clinical trial, a clinical trial feasibility study or an ancillary clinical trial.

## Letter of Intent Components:

The Letter of Intent (LOI) must include the following items (one page, not including biosketches):

- Name of applicant and affiliation (attach NIH-style biosketch)
- Name of primary research mentor and affiliation (attach NIH-style biosketch)
- Title of research project and overall hypothesis, specific aims, approach, innovation and significance
- **Submit the LOI as a single PDF via email to [scholar1@buffalo.edu](mailto:scholar1@buffalo.edu) by **July 21, 2021**. All LOIs should be Arial 11-point font with 0.5-inch margins (left, right, top and bottom).**
- **LOIs will be reviewed and selected candidates will be invited to submit a full application by **July 28, 2021**.**

## Application Components:

Those individuals submitting LOIs and selected for full applications must assemble documents in the order described below, compliant with stated page limits, and submit as an individual Microsoft Office Word file via email to [scholar1@buffalo.edu](mailto:scholar1@buffalo.edu) by **October 8, 2021**.

The following application components (listed in full detail below) will be the responsibility of the following individual(s):

| Application Section  | Applicant Responsibility | UB CTSI Responsibility |
|--|--------------------------|------------------------|
| Summary/abstract of the funded parent award/project (1 page)   |                          | X                      |
| Research Strategy (4 pages)                                    | X                        |                        |
| Mentoring Plan (3 pages)                                       | X                        |                        |
| Mentoring experience of the CTSA Program UL1 PI (1 page)       |                          | X                      |
| Timeline for proposed research and career experiences (1 page) | X                        |                        |
| Identification of the Project/Performance Site Location        | X                        |                        |
| Identification of Senior Key Personnel                         |                          |                        |
| Biographical Sketches  | X                        |                        |
| Budget   | X                        |                        |
| Candidate Eligibility Statement                                |                          | X                      |
| Another Project Information                                    | X                        |                        |

A complete diversity or re-entry application package must include:

1. **A brief proposal describing the project and training/career experience (not to exceed 10 pages), including:**
  - **Summary or abstract of the funded parent award or project (not to exceed one page).**

- Provide a brief overview about how the candidate will use the CTSA Program resources to complete their research training plan and which resources will be used.
- **Research Strategy:**
  - Description of the candidate's proposed research strategy within the scope of the funded parent award or project (**not to exceed four pages**).
  - Organize the Research Strategy section using the following sections:
    - Research Aims
    - Significance
    - Innovation
    - Research Plan
    - Bibliography (*not included within the four page limit*)
  - Applicants are encouraged to use **NIH's guidance for fellowships or career development applications** (link is external).
- **Mentoring Plan:**
  - A mentoring plan for the candidate must include 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, clinical or social sciences science.
  - It also must provide evidence of a focus on the enhancement of the research capability of the underrepresented student, postdoctoral fellow or faculty member and that the research experience is intended to provide opportunities for development as a productive researcher. aq
  - In addition, it must demonstrate that the CTSA Program UL1 program director(s)/principal investigator(s) are willing to provide appropriate mentorship.
  - The selected mentor(s) should be an active investigator in the area of the proposed research and be committed to both the career development of the candidate and to the direct supervision of the candidate's research.
  - Candidates are encouraged to identify more than one mentor, (i.e. a mentoring team (or advisory committee)), as this is deemed advantageous for providing expert advice in all aspects of the research career development plan.
  - It is encouraged that the mentoring plan includes the description of the development of an individual development plan for the candidate (see **NOT-OD-14-113** (link is external)) (**not to exceed three pages**).
  - Additionally, a plan for the candidate's next source of funding is required.
- **Mentoring experience of the CTSA Program UL1 PI and selected mentors (not to exceed one page).**
  - The mentor, or a member of the mentoring team, should have a successful track record of mentoring individuals at the candidate's career stage.
- **A timeline for the research and career development experiences proposed (not to exceed one page)**

2. **Identification of the Project/Performance Site Location:**
  - Include the primary site where the proposed supplement activities will be performed.
  - If a portion of the proposed supplement activities will be performed at any other site(s), identify the locations in the fields provided.
3. **Identification of Senior/Key Personnel:**
  - List the CTSA Program UL1 PD/PI as the first person (regardless of their role on the supplement activities).
  - List the candidate proposed to be added through this supplement, or for whom additional funds are being requested through this supplement.
  - Note: Candidates for this supplement support must have an **eRA Commons** (link is external) account and the candidate's Commons Username must be entered in the Credential field. Do not list any other senior/key personnel on this form.
4. **Biographical Sketches:**
  - Include a biographical sketch for all personnel who will contribute to the research mentoring (PI/PD, candidate, mentors and collaborators).
  - The biographical sketch should follow **NIH guidelines** (link is external). The personal statement of the candidate's biographical sketch should address:
    - Evidence of scientific achievement or interest;
    - Any source(s) of current funding;
    - A statement from the candidate outlining her/his research objectives and career goals.
5. **A Proposed Budget for the Entire Project Period:**
  - Applicants should follow the instructions for electronic or paper-based form submissions as indicated in the FOA.
  - Only include funds requested for the additional supplement activities.
6. **Candidate Eligibility Statement (not to exceed one page):**
  - A signed statement from the CTSA Program UL1 PD(s)/PI(s) and an institutional official establishing the eligibility of the candidate for support under this program that must include clearly presented information on citizenship.
  - The strength of this statement will be considered by the NIH administrative review committee along with all other materials provided.
  - The statement must include:
    - Information on the nature of the candidate's disability, circumstances, background or characteristics that confer eligibility under this program;
    - 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; and
    - A description of any current or previous Public Health Service (PHS) research grant support the candidate has received, including start and end dates. Include a statement indicating that the candidate has not received any current or previous PHS support, if applicable.
7. **Other Project Information:**
  - If applicable, attach PDF documents in the "**Other Attachments**" field indicating that the proposed research experience was approved by the Institutional Animal

Care and Use Committee (IACUC) or human subjects Institutional Review Board (IRB) at the grantee institution. Name the documents "IACUC Documentation.pdf" and/or "IRB Documentation.pdf".

- Adherence to the NIH policy for including women and minorities in clinical studies must also be ensured, if additional human subjects' involvement is planned for the supplement.
- **Home Institution Approval:**
  - Under unusual circumstances where the applicant and mentor would be at a site other than the grantee institution, an appropriately signed letter from the institution where the research is to be conducted must also be submitted.
  - The request must be signed by the CTSA Program UL1 PD/PI, the candidate and the appropriate institutional business official.
- **Sub-Recipient Approval:**
  - If any of the research is to be conducted at an organization 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 CTSA Program UL1 and the Subsite PD/PI, and the appropriate institutional business official.
- If the request is for a **supplement based on disability**, the institution should indicate 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.

## Review of Applications

All LOIs will be reviewed by an internal committee comprised of senior UB CTSI personnel.

The CTSA UL1 PI and KL2 PI will review full applications submitted by invited candidates prior to submission to NCATS.

## For More Information

For more information on these two supplement programs, please visit:

- <https://ncats.nih.gov/ctsa/funding/pa-2016-guidance>
- <https://grants.nih.gov/grants/guide/pa-files/PA-20-222.html>
- <https://grants.nih.gov/grants/guide/pa-files/PA-18-592.html>