

Administrative Supplements – Paper Applications

Background

An administrative supplement is an increment in funding to support research that is within the original scope of an active NIH research grant (parent grant). Principal investigators holding NIH research grants may request supplemental funds for two purposes:

- To provide funding to meet unanticipated costs not included in the previous competitive or non-competitive application, or
- To provide funding opportunities for special populations to enter or re-enter biomedical research.

Important Caveats

A supplement that requests a change in scope may not be submitted as an administrative supplement. Instead, it must be submitted as a competitive supplement or a revision.

Administrative supplements may be submitted throughout the fiscal year, but should be requested at least 90 days prior to the anticipated need. Due to fiscal and system constraints, supplements are not awarded in the Oct-Nov timeframe.

How to Apply for Administrative Supplements

The request should be sent directly to the NHGRI Program Officer and Grants Management Specialist for the parent grant via email/letter. The supplement package must include the following:

1. **Cover Letter** signed by the authorized organizational representative indicating that you are requesting an administrative supplement. The letter should include the following information:
 - Project Director/Principal Investigator (PD/PI) name
 - Parent grant number and title
 - Amount of the requested supplement – total costs
 - Name and title of the authorized institutional official, and
 - Phone, email, and address information for both the PD/PI and the institutional official.
2. **Grant Application Face Page:** PHS 398 Form Page 1 ([MS Word PDF](#)).
 - The title of the project (Box 1) should be the title of the parent award.
 - The PD/PI must be the same as the PD/PI on the parent award. For Multiple PD/PI parent awards, the Contact PD/PI must be the PD/PI listed on the supplement request.
 - The remaining items on the face page should be filled out in accordance with the PHS 398 application instructions.
3. **Project Summary:** PHS 398 Form Page 2 ([MS Word PDF](#)). The project summary is that of the administrative supplement, not of the parent grant.
4. **Progress Report Summary:** PHS 2590 Form Page 5 ([MS Word PDF](#)). This document is requested solely to confirm the status of Items A through E, as they pertain to the proposed supplement.
5. **Brief description of the supplement request**, including:
 - The scope of the overall project
 - Specific need for the supplement
 - Anticipated contribution of the requested supplement to achieve or enhance the goals of the project
 - Description of the supplement's purpose, including research design/proposed scientific activities and methods and data analysis, and

- Description of the relationship of the supplement request to the parent grant, including a summary of how the activities proposed in the supplement request fit within the scope/aims of the parent grant.
6. **Supplement budget and justification** that details the items requested, including:
 - Detailed Budget for Initial Budget Period, Direct Costs Only: PHS 398 Form Page 4 ([MS Word PDF](#))
 - Budget for Entire Proposed Budget Period, Direct Costs Only: PHS 398 Form Page 5 ([MS Word PDF](#)), if applicable
 - Justification that details the items requested, including a justification for all personnel and their role(s) in this project.

Note that the budget should be appropriate for the work proposed in the supplement request. Applicants are encouraged to discuss budgets with their NHGRI program officer well in advance of submitting the supplement request. Modular budget pages will not be accepted even when the parent grant was funded as a modular grant.

7. **Biographical Sketch** for all new Senior/Key Personnel ([MS Word PDF](#)). Do not repeat information provided in the parent application.
8. **Human Subjects/Vertebrate Animal documentation.** Include a current Human Subjects/IRB or Vertebrate Animals/IACUC approval letter, if applicable. All appropriate IRB and IACUC approvals must be in place prior to a supplement award being made.
9. **Checklist Form:** Facilities and Administrative costs: PHS 398 ([MS Word PDF](#)).