

NIH Administrative Supplement Instructions For Notices NOT-OD-09-056 & NOT-OD-09-060

1. GET READY TO CREATE YOUR SUPPLEMENT PROPOSAL.

NIH administrative supplement grant applications (NOT-OD-09-056 & NOT-OD-09-060) are not Grants.Gov packages, but instead require a subset of PHS 398 forms that will be submitted by SPA via email attachment. These instructions are designed for investigators who choose to use the special Adobe Acrobat form sets (packages) that SPA has created to expedite admin supplement forms preparation.

A. Download and review a copy of the parent Funding Opportunity Announcement (FOA) released in the NIH Guide Notice for your type of supplement:

Administrative Supplements: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-056.html>

Summer Supplements: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-060.html>

The proposal requirements are clearly defined in the section entitled: “Preparing an Administrative Supplement Request” in both FOAs and may be adjusted or augmented by the NIH Institute or Center’s (“IC”) instructions (see below). Follow the instructions carefully as these may vary from those of the ordinary PHS Forms.

B. Download and review the special instructions from the parent grant’s NIH Institute or Center (“IC”) to obtain the deadline, target areas, and to check for any adjustments to the general supplement announcements above. If there is a discrepancy between the instructions in the parent announcement and the IC’s instructions, follow the latter. To download the IC’s instructions, go to http://grants.nih.gov/recovery/ic_supp.html for the master list of links to each IC’s special instructions, , or you can find a direct link on our Stimulus web page proposal deadline calendar, by IC (the proposal deadline calendar is the bottom bullet under “Breaking News” on the stimulus web page at: <http://www.research.umn.edu/stimulus.html>)

C. Download the SPA Admin Supplement Form Set (“form set”) and the “Known Issues and Workarounds” document from the Stimulus web site applicable to your type of supplement. These form sets have been created by SPA to expedite administrative supplement proposal preparation. The form sets contain certain pre-filled fields to expedite completion of the proposal and ensure accuracy of certain institution-wide data elements. The form sets may also reduce download time for departments and help ensure that the correct version of forms and all of the required pages are included in the order specified by NIH.

- For NOT-OD-09-056 download: [Admin Supplement Form Set](#)
- For NOT-OD-09-060 download: [Summer Supplement Form Set](#)
- For either type of supplement, download: [Known Issues and Workarounds](#)

- Save and name the downloaded form set file. We recommend that you use the naming conventions used for other electronic applications: [PRF number] [PI name] [Sponsor name].

NOTE: **DO NOT USE** the PHS 398 forms in EGMS as an alternative, because EGMS contains obsolete versions of the 398 forms.

If you have problems downloading or using the form sets, contact Emily Talley or Frances Spalding in SPA.

2. PREPARE THE ADMINISTRATIVE SUPPLEMENT PROPOSAL.

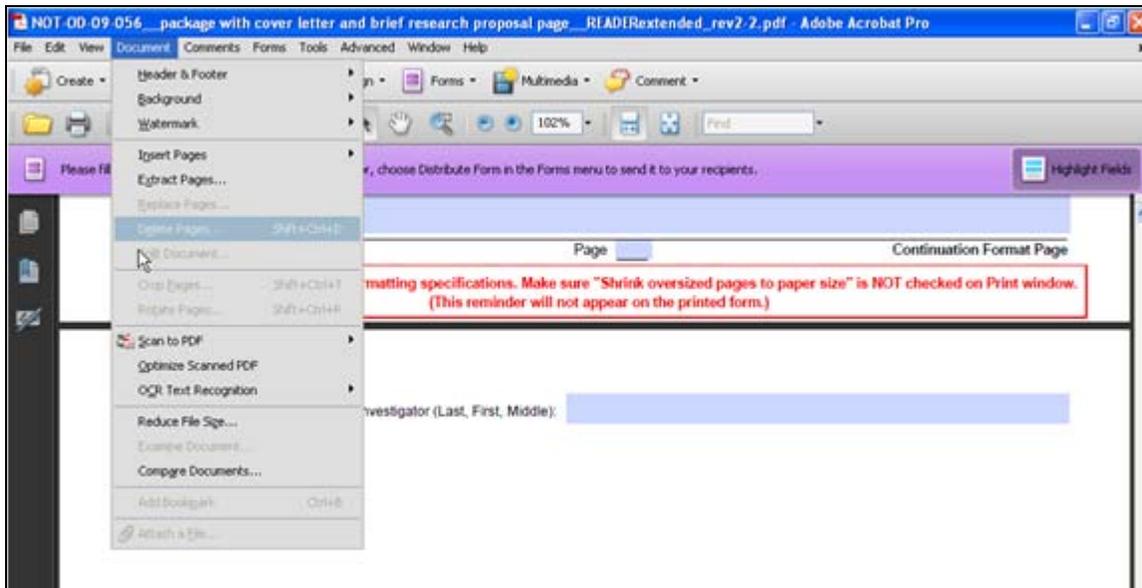
- A. Read the “Known Issues and Workarounds” document before starting.
- B. Open the SPA form set that you have downloaded, and click [Tab]. The first field for data entry (on the cover letter) will appear. Enter a date that is one day later than when you plan to submit the proposal to SPA. When you view these forms on-line, you will see some fields that are frozen, but all fields highlighted in blue are those available to add data by either clicking [Tab] to advance to subsequent fields on the form, or by moving your cursor to highlight that field. To move backwards, hold down the SHIFT key while pressing the TAB key. The **red instruction** messages that are displayed on pages will not be visible on printed pages. You will need to manually enter the page number at the bottom of each page. You need not number blank pages that will be removed (see below.)
- C. The Adobe package contains the maximum number of pages that can be used for each section. If there are extra pages that do not contain data, you can delete them if you have Adobe Acrobat Professional. Otherwise, if you are using Adobe Acrobat Reader, leave the extra pages in the forms set and SPA will delete them for you. To delete pages using Adobe Professional, follow the instructions in Attachment A.
- D. If you are using human or animal subjects, you’ll need to include a copy of your IRB or IACUC approval letter. Either scan it and append it to the end of the proposal package using the instructions in Attachment B, or send it to SPA as a separate .pdf attachment and we’ll append it to the form set for you.
- E. If you need to add a separate Biosketch (beyond the one in the form set, or because you already have one prepared and don’t want to re-type it onto those pages in the form set) make sure and send that to SPA as a separate document for us to add for you. (See “Known Issues and Workarounds” document). Be sure that biosketches conform to the NIH requirements for font and margins. Remember that biosketches are needed only for NEW key or senior personnel.
- F. Complete the rest of the application following both the general and specific IC instructions. Please add notes to SPA in the comments or notes section of the PRF if there are special instructions (e.g., from a program officer, for example.)

3. SUBMIT YOUR PROPOSAL TO SPA AT LEAST 2 BUSINESS DAYS IN ADVANCE OF THE DEADLINE

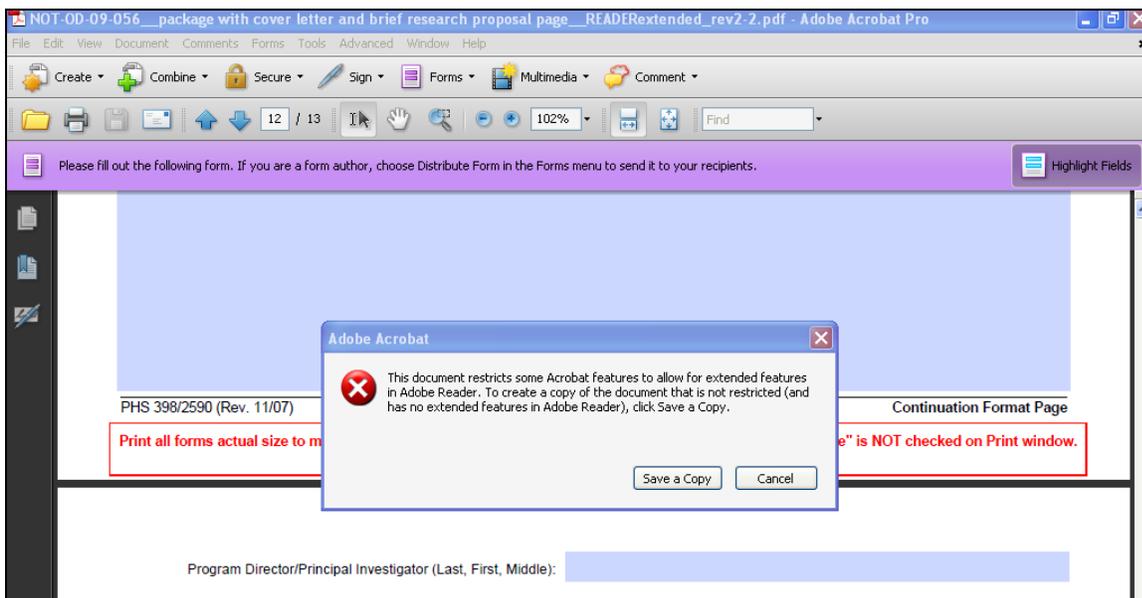
- A. Send a fully-signed, completed PRF with STIMULUS annotated in the Notes section, and the admin supplement forms set plus any other separate .pdfs (biosketches, IRB/IACUC approvals) to SPA by email to proposal@umn.edu or by dropping off hard-copy materials at SPA’s front desk.
- B. Please submit these materials by 9:00 a.m. at least two business days ahead of the IC’s published deadline. For example, if the IC’s published deadline is Thursday at 5 p.m., please get SPA the materials no later than 9:00 on Wednesday. Earlier submissions would be much appreciated – particularly if the IC’s deadline overlaps with other major deadlines. See the ***Proposal Deadline Calendar*** on the Stimulus web site (<http://www.research.umn.edu/stimulus.html>) for special guidance on which supplement deadlines are known to overlap with other major deadlines.
- C. SPA will submit the proposal package to the designated NIH email address(es) via a single .pdf file attached to the email. The PI and department contact listed on the PRF will be copied.

Attachment A: Deleting Pages

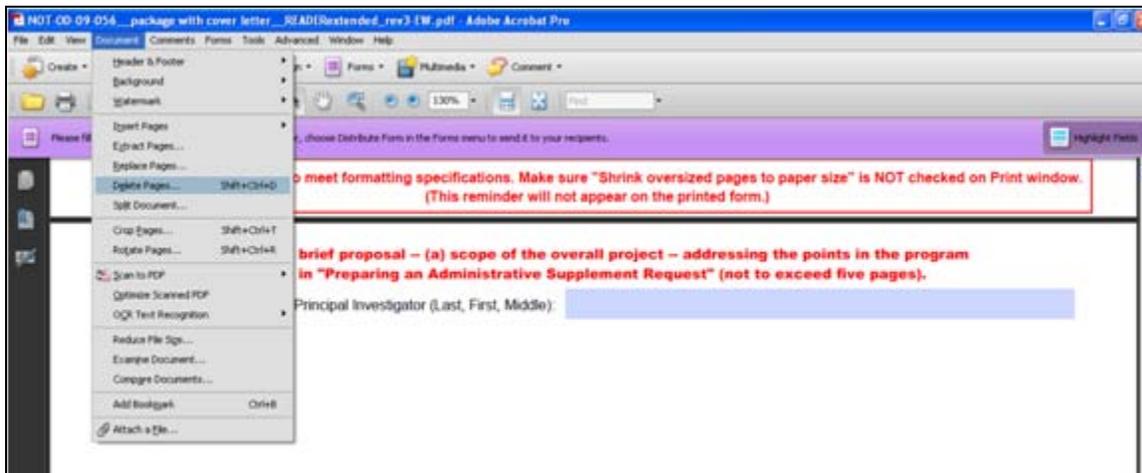
Users can delete pages by navigating in Adobe Professional to: Document =>Delete Pages...



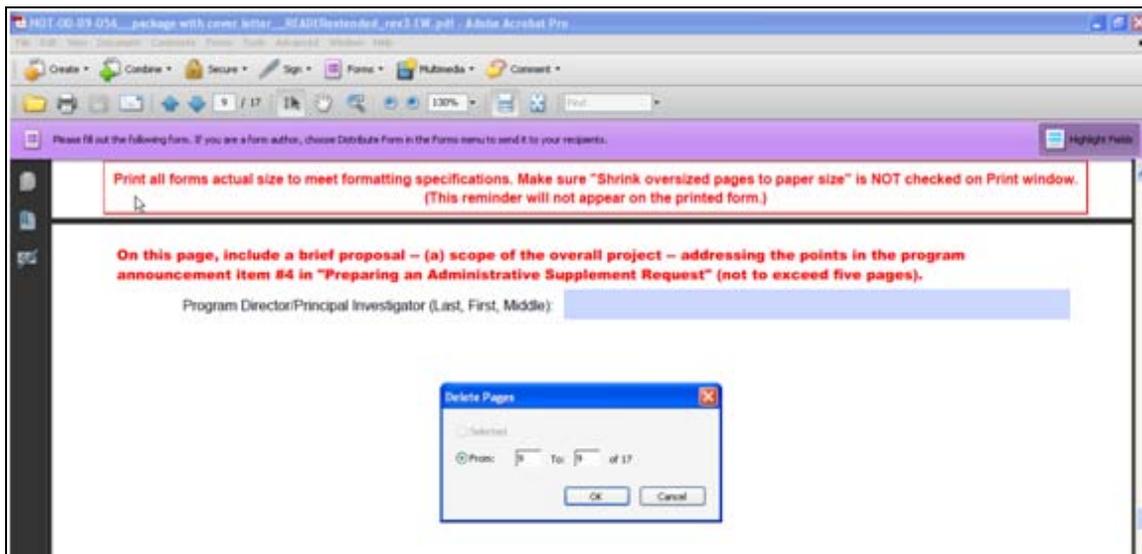
When you click to delete a page, you will see the message pop-up window below. Because the package is constructed so that it can be “form-filled” using Adobe Acrobat Reader, deleting a page requires extra steps. You will need to copy the package as the pop-up instructs in order to use your Professional package to delete the unnecessary page(s).



Once you saved your document, open it and move your cursor to the page to be deleted. Navigate in Adobe to Document =>Delete Pages as shown below.



Select the page(s) to be deleted.



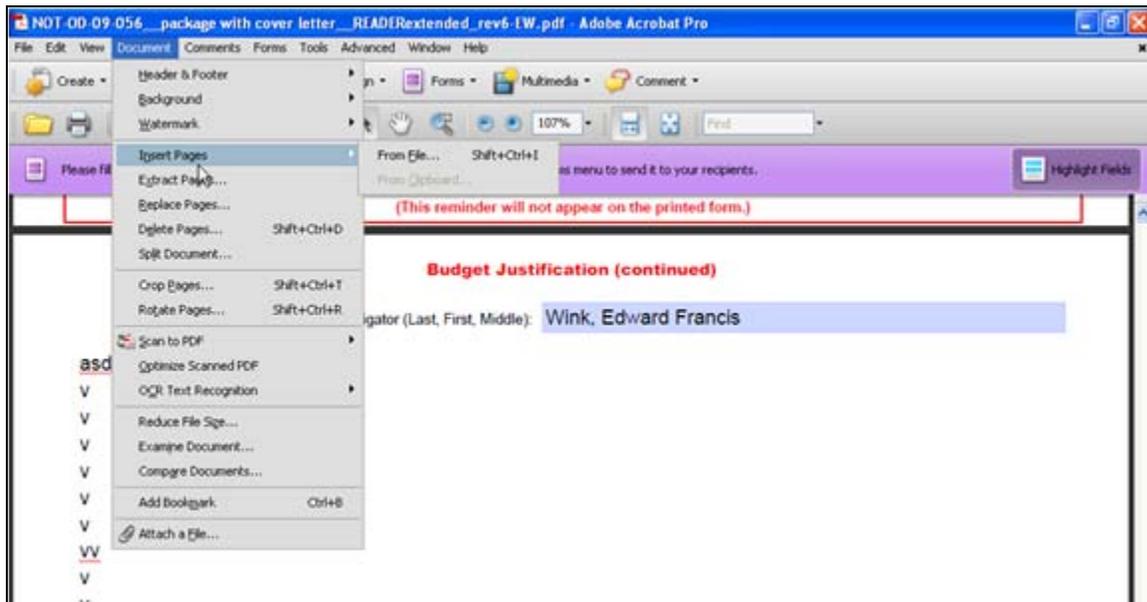
G. Recheck the page(s) to be deleted and then click OK.

Attachment B – Adding Pages

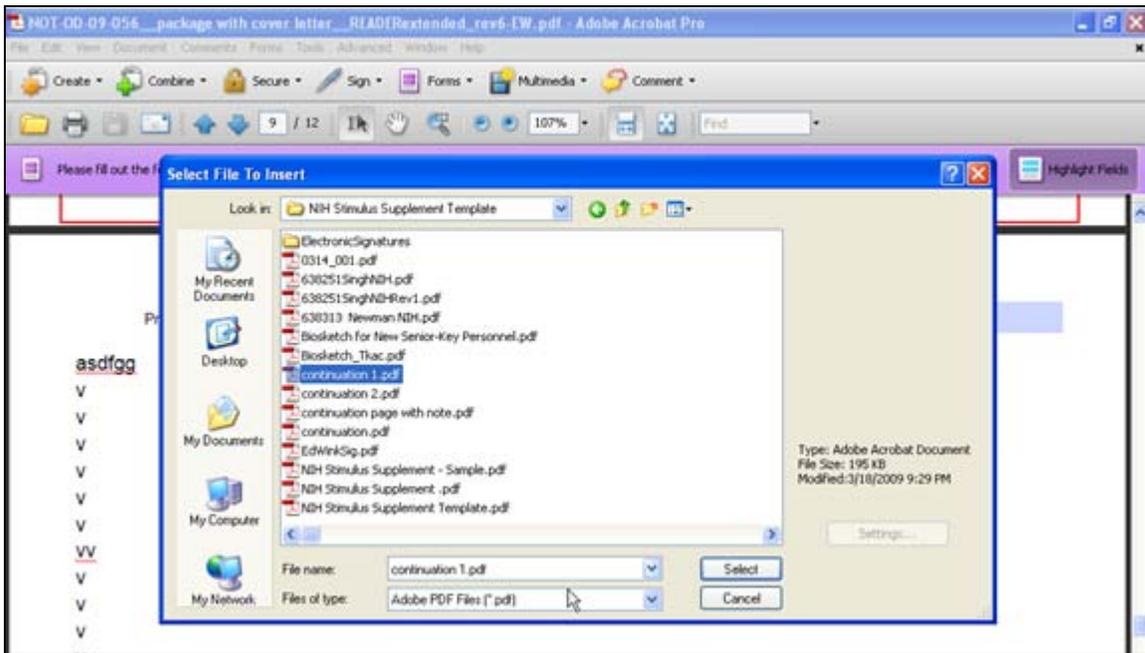
You must have Adobe Professional in order to add pages. If you only have Adobe Reader, send the additional pages as a separate document when you transmit your proposal to SPA. Please indicate (either by typing instructions to SPA into a blank page in the forms set, or via instructions in the notes section of the PRF) where to insert the additional pages. .

If you need to add pages to the application, use the “save a copy” feature or use the document that you previously saved using the “Deleting Pages” option. (See the second instruction in Attachment A-Deleting Pages). Any pages that are added must comply with NIH’s formatting requirements for that PHS 398 form.

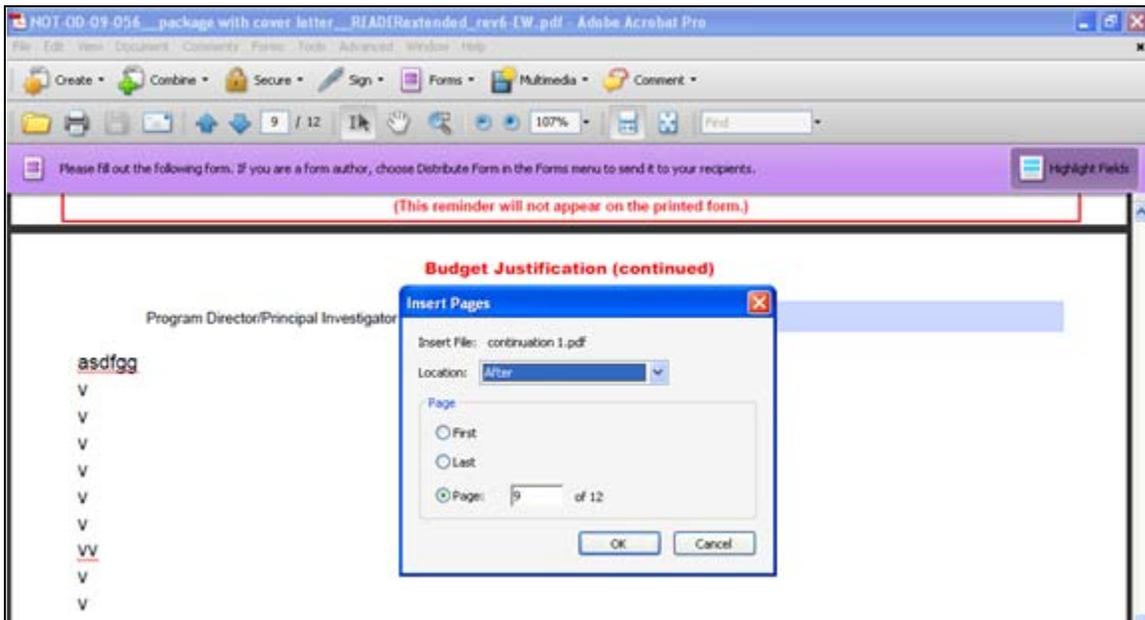
Pages can be added by navigating in Adobe: Document =>Insert Pages =>From File...



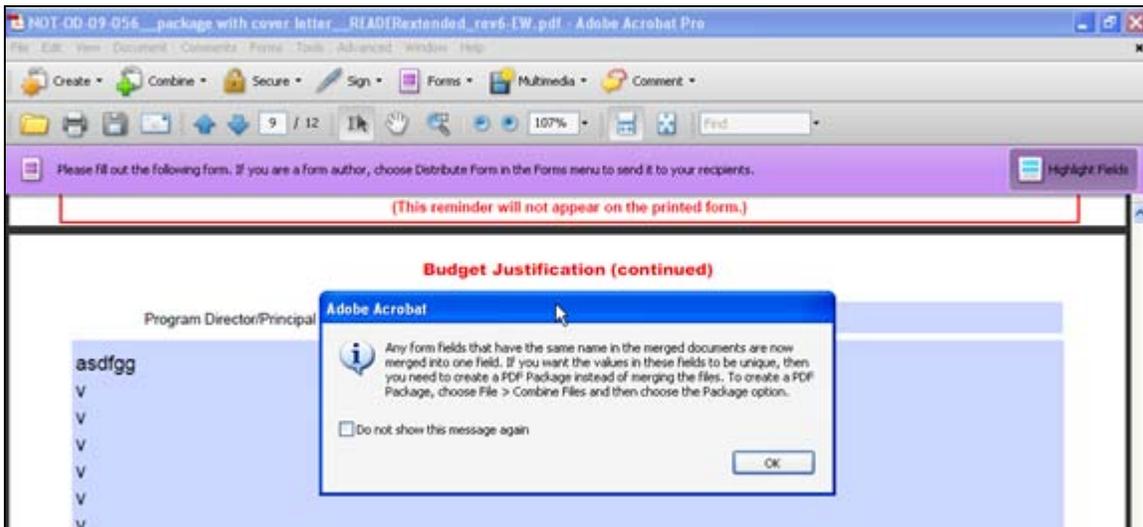
Select the file to be added.



Add the file to the application, specifying where you want to insert the file by picking “after” a certain page number in the forms set. See the example below.



When you click OK, you will see the message below that can be ignored



Check to verify that your pages have been added in the right order. If they have not, you can delete them and re-add them in the correct place. (There is functionality in Adobe to also re-order pages, but we have not included those instructions here in the interest of brevity.)