

Submitting NIH Administrative Supplements

NIH has announced that some ICs (Institutes & Centers) will allow grantees to submit their administrative supplement requests electronically, either through Grants.gov or eRA Commons.

During the current piloting phase, NIH is accepting “Simple Supplements” such as:

- Adding personnel, particularly candidates for the diversity and re-entry programs;
- Replacing or upgrading equipment; and
- Purchasing additional supplies

There are 2 ways to submit these supplement requests electronically:

1. Through Grants.gov
2. Through NIH Commons via the new Admin Supplement module

To complete the application via Grants.gov:

For specific administrative supplement programs, FOAs will be published. For all other supplement requests, a general Parent FOA will be published allowing for submissions that do not fall under an existing administrative supplement program. NIH anticipates that these will be published in early 2012.

Use NIH’s Office of Extramural Research site to find the correct FOA, and click on the Apply for Grant Electronically link to access the application package in Grants.gov.

Complete the entire Grants.gov application package, including all required fields and provide additional information justifying the supplemental dollars. Information on completing Grants.gov applications for NIH can be found in the NIH section for ORA’s esubmission website:

<http://www.umresearch.umd.edu/ORAA/esubmission/esystems.html>

Route this application for approvals through current University of Maryland routing process, including the Internal Routing Form and ORA file upload site.

To complete the application via NIH Commons:

PI, or his/her delegated assistant with the ASST role in Commons, logs into the NIH eRA Commons and identifies the parent award for which a supplement is being requested.

Use eRA Commons to prepare the supplement request. The parent award information will be used to pre-populate as much of the request as possible. PIs will need to provide only that information needed to justify the supplement.

PI then selects “Route to SO” on the application in Commons for ORA review and submission. More detailed instructions for this process are available in the NIH section of ORA’s esubmission website: <http://www.umresearch.umd.edu/ORAA/esubmission/esystems.html>

Route this application for approvals through the current University of Maryland routing process, including the Internal Routing Form.

PI or his/her delegate logs into NIH eRA Commons.
 Click on the Admin Supplement tab to generate a list of eligible grants.

Grant Number	PD/PI Name	Project Title	Project Period End Date	Current Reviewer	Action
5R01CA122222-02	Howell, Donna	Program Project for Cancer Research			Initiate Request
5R01HL122223-02	Howell, Donna	Research on the Heart and Other Stuff			Initiate Request

Click on Initiate Request

Complete the Administrative Supplement sections.

Initiate Application Supplement

*IC and serial number of grant to be supplemented
(example entry: CA987654)

*Anticipated Start Date
(enter in MM/DD/YYYY format)

*Anticipated End Date
(enter in MM/DD/YYYY format)

*Funding Opportunity Announcement this request is in response to
(example entry: PA-XX-XXXX)

Is this request for a diversity or re-entry supplement? Yes No

For supplements to increase diversity or promote reentry provide the following:

Commons ID

First Name

Middle Name

Last Name

Attach applicant biosketch

Attach applicant eligibility statement

Attach research experience plan

Clicking "Yes" makes Diversity/Reentry fields available.

Commons Username required both to allow pre-population AND to collect for future reporting.

Corresponds to data elements in existing FOAs.

Do the supplement activities require a new IRB or IACUC approval? Yes No

Add other attachments

Subrecipient Budgets
 Please attach your subrecipient budget file(s) with the file name of the subrecipient organization. Each file must be unique. You may attach up to 10 subrecipients.

Attach Subrecipient Budget

Budget Justification

Attach Budget Justification

Budget Period

Select a budget period

Accepts any FOA-specific or IC-requested uploads as PDF files

No form available for subawards in Phase I. Subrecipients attach PDF file in any appropriate format.

"Go" opens budget pages for selected year

If the page has a "Save" button, be sure to click it before moving on to the next item

Complete the Budget.

Budget Forms

You selected this request for the Recipient or Subrecipient [Edit](#)

Cumulative Administrative Supplement Funds Requested		
Cost	Totals (\$)	Action
Personnel	\$ 0	Edit
Equipment Purchases	\$ 0	Edit
Other Direct Costs	\$ 0	Edit
Total Direct Costs	\$ 0	
Total F&A (Indirect) Costs	\$ 0	Edit
Total Costs	\$ 0	
Additional Recipient F&A Costs <small>(only when activities will occur at a subrecipient organization)</small>		
Recipient Indirect Cost Base	\$ 0	
Recipient F&A Cost Rate	0%	Edit
Additional Recipient F&A Costs	\$ 0	Edit
Total Administrative Supplement Funds Requested	\$ 0	

[Attach Budget Justification](#)

Save View Check for Errors View Routing History Route to SO Cancel Delete

Supplement Summary | [Personnel](#) | [Equipment Purchases](#) | [Other Direct Costs](#) | [F&A \(Indirect\) Costs](#) | [Additional Recipient F&A Costs](#)

Main Budget Forms screen shows overall line-item request. Edit navigates to the data-entry screen for that line-item.

Navigation bar (at top and bottom of screen) navigates between main summary screen and the data-entry screens for each line item.

Enter detailed budget information for each budget period.

Personnel Equipment Travel Participant/Trainee Other Direct **F&A (Indirect) Costs**

Personnel for Budget Period 1

Summary of Administrative Supplement Funds Requested for Period 1							
Personnel	Equipment	Travel	Participant/Trainee	Other Direct	Total Direct Costs	Total F&A (Indirect) Costs	Total Requested
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Instructions for Senior and Key Personnel **All Budget Pages include running total requested at top.**

Complete the form below with information on the Senior and Key Personnel for this FOA. You may add up to ten people. *Required field(s)

Commons ID First Name Middle Name Last Name Role

Other Role

*Person-Months Requested Base Salary *Requested Salary *Fringe Benefits *Funds Requested

Add Clear

Tabs for navigating budget forms.

All Budget Pages include running total requested at top.

When Administrative Supplement is complete, use the Options Menu to check for errors and then click on the Route to SO button.

Budget Justification

Attach Budget Justification

Budget Period

Select a budget period Complete each budget period, return to this main menu, and add any additional budget periods (up to the current project period end date)

Cumulative Administrative Supplement Funds Requested

Cost	Totals (\$)
Personnel	\$ 50,000
Equipment	\$ 1,000
Travel	\$ 1,000
Participant/Trainee Support Costs	\$ 600
Other Direct Costs	\$ 9,000
Total Direct Costs	\$ 61,600
Total F&A (Indirect) Costs	\$ 10,000
Total Administrative Supplement Funds Requested	\$ 71,600

Total budget request appears on main screen as entered in budget tabs.

Options Menu