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](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](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.

Complete the Administrative Supplement sections.

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.

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.

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.

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.

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

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

Options Menu