

Application Procedure

Grantees must identify the individual project for which they are seeking supplemental funds if the parent grant has multiple projects related to tobacco control. Multiple requests from grantees are acceptable if the parent grant has multiple projects. However, separate supplement request letters must be submitted for individual components of the parent grant.

All requests must include the following:

- a. Cover letter:
Request the supplement and identify this program.
 - o If applicable, state intent to submit a request for a no-cost extension; and
 - o Include the following statement: "Per supplement instructions, a detailed budget request is enclosed."
- b. Cover page:
 - o Item 1: The request letter must have the same title as the parent grant. Please include the number of the parent grant;
 - o Item 2: Identify as "Administrative Supplement;"
 - o Item 3: The request letter must have the same PI as the parent grant; and
 - o Item 4: Request a single year of support. There must be an active parent grant during the entire funding period.
- c. Detailed Budget of Initial Budget Period.
 - o All applicants can request up to \$200,000 in total costs per year and must provide a detailed budget. Use standard 398 form budget pages.
- d. Research Plan
Provide a description of the proposed research. The application must also describe how it relates to the expansion of knowledge that can be useful for FDA efforts to design and implement tobacco product standards, regulations, and criteria for product-related review. If the parent grant is a U01, U19, or U54 cooperative agreement award, explain how the project will fit within the cooperative agreement terms and conditions of award. The cover letter and research plan should not exceed 3-5 total pages.

The following materials should also accompany the request letter: Individual biosketches for all key personnel (including updated biosketches for those already on the parent grant); and

Request letters should contain sufficient detail (similar to a standard research application) to allow assessment of the scientific merit of the proposed dissemination plans and the appropriateness of the request for supplemental funding.

All requests must include an itemized budget. Budget requests must not exceed \$200,000 in total costs for a project period of up to 12 months. Use standard 398 form budget pages.

Requests for supplements under this program must comply with NIH policies for inclusion of women, minorities, and children in research involving human subjects. All Institutional Review Board (IRB) documentation and site assurances must be submitted to the NCI with the supplement request.

Applications must be signed by the Authorized Organizational Representative (AOR) at the grantee institution.

The earliest anticipated award date for this program will be May 2010. Inquiries related to this Notice should be addressed to the NCI Program Director for the particular R01, P01, P50, U01, or U19 for which the supplement is being requested.

Submission of Administrative Supplement Request Letter

Applicants are strongly encouraged to submit requests electronically as an e-mail PDF attachment; however, the signature of the AOR must be clearly visible. The e-mail address for electronic submission is: vandors@mail.nih.gov

Applicants may also submit applications on paper (original and four copies) to:

Stacey Vandor
Division of Cancer Control and Population Sciences
National Cancer Institute
6130 Executive Boulevard, EPN Room 6136
Bethesda, MD 20892 (for U.S. Postal Service express or regular mail)
Rockville, MD 20852 (for non-USPS delivery)

Do not send supplement requests to the NIH Center for Scientific Review.