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**Preparation and Submission of Administrative Supplements to NIH**

The intent of this document is to provide details specific to the preparation of administrative supplement applications under NIH Notice Numbers NOT-OD-09-056 and NOT-OD-09-060. Only those items specific to VCU are delineated below. Principal Investigators must also review and comply with the supplement notice(s) and review the instructions for Revision Applications issued by their funding IC.

Please be sure to read the general information e-mail sent on March 23, 2009 and refer to the Office of Research ARRA Web Page:

http://www.research.vcu.edu/vpr/arra.htm

All administrative supplement applications are completed in paper form. Use the PHS398 application forms:

http://grants1.nih.gov/grants/funding/phs398/phs398.html

VCU's Institution Official is Susan Robb: Signature block on cover letter should read:

Susan E. Robb, CRA

Assistant Vice President for Research Administration

Office of Sponsored Programs

PO Box 980568

Richmond, VA 23298-0568

(804) 828-6772 - Phone

(804) 828-2521 - Fax

dirospa@vcu.edu - E-Mail

Application Process: Prepare the documentation required by NIH. Complete the VCU Internal Approval Form, Conflict of Interest Form, obtain the signatures of appropriate Chairs and Deans, and forward to OSP for review and approval.

Once approval has been obtained, NIH requests (prefers) that a pdf file of the application be e-mailed to the appropriate IC Grants Management Specialist and one, original hard copy with original signatures of the authorized business official be mailed to the address listed on the web site of the funding IC: http://grants.nih.gov/recovery/ic\_supp.html

Deadline Dates: Deadline dates vary by IC. OSP recommends that applications be available for review at least seven (7) business days before the deadline given the heavy volume of applications anticipated over the next couple of months.

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