



### NCCR ADMINISTRATIVE SUPPLEMENTS

#### IMPORTANT DATES

**BUDGETS DUE – 12 NOON ON MONDAY MAY 4, 2009**  
**PROPOSALS DUE – 12 NOON WEDNESDAY MAY 6, 2009**

- ✓ For detailed information regarding the individual supplement category for which you are applying and the full application process visit the CTSC website: [http://www.med.cornell.edu/ctsc/funding\\_opportunities/](http://www.med.cornell.edu/ctsc/funding_opportunities/)
- ✓ All administrative supplements will be submitted to the NCCR from the parent grant, the WCMC CTSC.
- ✓ Email documents to Geraldine Amera ([gga9001@med.cornell.edu](mailto:gga9001@med.cornell.edu))
- ✓ Use the checklist below to ensure that all required documents and information are submitted to the NCCR/NIH.

<b>1. Cover Letter</b> – Specify a request for a Recovery Act Administrative Supplement, including the following information:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Project Director/Principal Investigator (PD/PI) name</li> <li>• Parent grant number and title</li> <li>• The NCCR Administrative Supplement Topic Area</li> <li>• Amount of the requested supplement</li> <li>• Name and title of the authorized institutional official</li> <li>• Phone, email, and address information for both the PD/PI and the institutional official</li> <li>• If the project is a linked collaborative project between 2 or more grantees, list PD/PI name, grant number and title of linked applications.</li> <li>• The cover letter must be signed by the authorized organizational representative.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2. PHS 398 Package</b> – Each partner must submit a package for reflecting only its portion of the budget.	
<b>a. PHS 398 Form Page 1</b> (Face page) <ul style="list-style-type: none"> <li>• The title of the project (Box 1) should be the title of the parent award.</li> <li>• This Notice should be cited in Box 2, and the “yes” box should be checked.</li> <li>• Use the following text depending on what sort of supplement you are applying for:             <ul style="list-style-type: none"> <li>○ NCCR ARRA Supplement – Community Engagement</li> <li>○ NCCR ARRA Supplement – CTSA</li> <li>○ NCCR ARRA Supplement – Pilot Project</li> <li>○ NCCR ARRA Supplement – Translational</li> <li>○ NCCR ARRA Supplement – Workforce Development</li> </ul> </li> <li>• The Project Director/Principal Investigator (PD/PI) must be the same as the PD/PI on the parent award. For Multiple PD/PI parent awards, the Contact PD/PI must be the PD/PI listed on the supplement request. Administrative supplements cannot change the Multiple PD/PI team or convert a grant from a single PD/PI to a multiple PD/PI grant.</li> <li>• The remaining items on the face page should be filled out in accordance with the PHS 398 application instructions.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>b. PHS 398 Form Page 2</b> – The project “summary” is that of the administrative supplement, not the parent grant. All other information requested on Form Page 2 should be provided.	<input type="checkbox"/>

