

Frequently Asked Questions: ECHO IDeA States Pediatric Clinical Trials Network (ISPCTN) Supplements to Promote Diversity in Health-Related Research

Application Details and Submission

1. **Do I need to submit a Letter of Intent (LOI)?** While an LOI is optional, we highly encourage it—please submit it by **May 9, 2022**. Include the names of the institution and the PI. Please also include one sentence each about the diversity candidate and the research topic.
2. **Should applicants use the NIH Fellowship format for their Biosketch?** Yes. The diversity candidate and all mentors should use the NIH biosketch format:
<https://grants.nih.gov/grants/forms/biosketch.htm>

Application Materials

3. **What application materials should the applicant submit?** Include: a) A signed letter describing the career goal statement (up to 1 page); b) Biosketch; c) career development plan; d) at least one supporting letter from the PI or the primary mentor; e) for pre- and post docs, the most recent transcript, and f) statement of eligibility as described in <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-031.html> and PA-21-07.
4. **What application materials should the mentors submit?** Biosketch; evidence of mentoring success, preferably in a tabular format; and training environment—the institutional commitment to the candidate.
5. **What is the page limit for the Research Plan?** Five pages.

Application Review Process

6. **What criteria will the ECHO Program Office use to review applications?**
The merit of an application is assessed based on the evaluation of: 1) the candidate; 2) the mentoring & training Plan; and 3) the research proposal.

Budget

7. **What is the allowed budget?** For allowable budget, including costs for travel and supplies: see PA-21-071 (Page 12), and NIH Grant Policy Statement, Section II, 11.3.8.5 https://grants.nih.gov/grants/policy/nihgps/html5/section_11/11.3.8_allowable_and_unallowable_costs.htm
8. **May I budget for a research assistant (RA)?** No—RAs are not allowed.
9. **How much should the applicant budget be for stipends and other expenses?** The levels set by the Congress are available at: <https://www.niaid.nih.gov/grants-contracts/salary-cap-stipends>; NRSA-specific dollar amounts for 2021 in [NOT-OD-21-049](#); and guidance on salary, see PA-20-166, *Section IV. 6. Funding Restrictions*: <https://grants.nih.gov/training/nrsa.htm>
10. **Are full indirect costs allowed for the performance site, and are they capped at 8%?** Applicants may request the full Facilities and Administrative Costs (F&A) in accordance with the Institution's negotiated rate agreement, and they are not capped. See PA-21-071, Section VI, part 1. Award Notices, third paragraph.

Eligibility

11. **Is a candidate currently employed or funded by ISPCTN parent grant eligible for the diversity supplement award?** No—They are not eligible to receive the diversity supplement award. See PA-OD-21-071, Section III, Item 3.
12. **What qualifies as an underrepresented group?** Refer to [PA-21-071](#) (Part 2, Section I) to determine candidate's eligibility.
13. **At which career levels are candidates for ECHO Supplements to Promote Diversity in Health- Related Research?** Candidates from high school through junior faculty level are eligible.

14. **Who verifies the candidate's statement of eligibility?** The Authorized Organizational Representative should verify and approve the candidate's eligibility in a signed cover letter.

Mentors and Mentoring

15. **Are co-mentors allowed?** Yes. Specify their roles and justify their needs.
16. **Is there a page limit for the Mentoring and Training Plan section?** There are no page limits for the mentoring and training plan.

Research Topics

17. **What research topics can we propose as part of the ECHO Supplements to Promote Diversity in Health-related Research?** The topics must be within ECHO's 5 outcome areas. Some topics could include, **but are not limited to**, studies related to an ongoing ISPCTN clinical trial; secondary analyses of data resulting from ongoing or completed ISPCTN trials; qualitative and quantitative studies designed to derive data supporting current or future trials in IDeA States.
18. **May I propose a new clinical trial?** No. The diversity candidate may not propose a new or independent clinical trial.

Miscellaneous

19. **Who is the contact for further questions?** NIH ECHO-ISPCTN Project Officer: Tonse N. K. Raju, M.D. (tonse.raju@nih.gov): Telephone: 202-302-3984.
20. **How can applicants get assistance if they have trouble with the electronic submission system in ASSIST?** For technical assistance, please contact the following:
Toll-free: 1-866-504-9552 (Press 1 for **eRA** Commons or ASSIST)
Phone: 301-402-7469 (Press 1 for **eRA** Commons or ASSIST)
For immediate help (as for example, you are within two days of a due date for submission

or in the event of a security emergency), call the above ASSIST number. The Service Desk's busiest hours are between 10 a.m. ET and 3 p.m. ET.

21. Are there any other sources for help? Find Help Online: <http://grants.nih.gov/support/> (preferred method of contact); Telephone: 301-402-7469 or 866-504-9552 (Toll Free) and GrantsInfo@nih.gov Telephone: 301-945-7573.