



## Enhancing the Diversity of the NIH-Funded Workforce Program



Last week the *Program Insights* newsletter covered information about **the award mechanism** and a checklist that could be used when **preparing your application**. This week's newsletter addresses **application clarifications for NRMN and award oversight**. If you missed the first two newsletters, look for them on the Diversity program website: <http://commonfund.nih.gov/diversity/index>.

**REMINDER:** Letters of Intent are due by March 2, 2014. You are not required to send a letter of intent to submit an application, but providing a letter helps inform review process planning. Any questions regarding a Letter of Intent should be directed to the program contacts [Dr. Toya Randolph, [toya.randolph@nih.gov](mailto:toya.randolph@nih.gov) (BUILD) or Dr. Pamela Thornton, [pamela.thornton@nih.gov](mailto:pamela.thornton@nih.gov) (CEC and NRMN)].

### NRMN Application Clarification

Below are important points of clarification for the NRMN U54 application. Review carefully prior to submission.

**Financial compensation for mentors:** Financial compensation should only be provided for individuals who are substantially involved in the leadership, development, or conduct of the network itself (not for their participation or services as mentors) and to support staff time required to develop and conduct activities. Salary, consulting fees, and honoraria **are not** allowed for mentors who are not otherwise substantially involved in the network. Salaries of federal employees with permanent appointments are unallowable except in certain circumstances.

**Anonymity of mentors:** Mentors participating in the proposed Network **should not** be identified by name in the application, nor should their institution be identified by name in the application. Applicants may describe the selection process for recruiting mentors and characteristics of mentors, such as proposed number to be included in the Network, biomedical field, career stage, type of institution, and region of the country. Biographical Sketches **should not** be included for individuals serving as mentors in the network and are not otherwise substantially involved in the leadership, development, or conduct of the network.

The NIH also published a notice for clarification to the BUILD FOA, which you can find here: <http://grants.nih.gov/grants/guide/notice-files/NOT-RM-14-008.html>.

You can always find these clarifications and much more information in the FAQs on the Diversity program website: <http://commonfund.nih.gov/diversity/index>.

### Award Oversight:

A **Steering Committee** will serve as the primary governing board for each of the awards. Membership for each of the Steering Committees will include:

- The NIH Program Official
- The NIH Project Scientist(s)
- The PD(s)/PI(s) of the awarded cooperative agreement, who will serve as Steering Committee Chair(s)
- Two external members not involved in the project, selected by the PD(s)/PI(s)
- Additional members and participants outlined in the [FOAs](#)

A full list of the Steering Committees responsibilities is listed in the FOA, among them is:

- Developing recommendations for uniform procedures and policies
- Providing input with respect to the activities of the initiative, its coordination with the other initiatives, and its progress in meeting the goals of the FOA.
- Scheduling and report back on meetings of the Steering Committee
- Providing representation on the Executive Steering Committee

The **Executive Steering Committee** (ESC) is responsible for providing general oversight and guidance to the Diversity Program Consortium. ESC membership will include:

- One non-NIH member from the Steering Committee of each of the BUILD, NRMN, and CEC awards
- The NIH Program Official and/or Project Scientists for each program
- A member of the Enhancing the Diversity of the NIH-Funded Workforce Working Group, who will serve as ESC Chair
- Additional members and participants outlined in the [FOAs](#)

The full responsibility of the ESC is listed in the FOAs and includes:

- Defining competencies to target in BUILD and NRMN activities
- Defining hallmarks of success in biomedical research careers at various career stages
- Developing policies for adoption of mentoring standards
- Developing procedures and policies for disseminating information between projects and with the wider community

Awardee members of the ESC will be required to accept and implement policies approved by the ESC. The CEC will be responsible for communicating ESC feedback and guidance to the BUILD, NRMN, and CEC Steering Committees.

Don't forget, you can always send your questions to [BUILDNRMNCEC@nih.gov](mailto:BUILDNRMNCEC@nih.gov).

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