NIGMS Addendum Instructions

Instructions:

- The use of the *"National Institute of General Medical Sciences (NIGMS) Developmental Research Project and Pilot Project Addendum"* is **strongly encouraged** to facilitate timely reviews of submissions and can be accessed as an Excel spreadsheet. If you choose to not use the *"National Institute of General Medical Sciences (NIGMS) Developmental Research and Pilot Project Addendum",* all instructions listed in the "Post-Award Program Requirements for Research/Pilot Project Investigators" section of the active FOA are required.
- Each developmental research project or pilot project must use its own row in the Addendum and each column must be completed. Failure to fill out items may lead to a delay in project start time.
- For each column within the addendum, instructions can be found by hovering over the column. Instructions will pop up as a yellow note.
- **Multiple developmental research projects or pilot projects:** If there are 5 developmental research projects or pilot projects, please complete 5 rows, one for each project

Requirement Reminders:

- Email **all** required documents (listed below) to the NIGMS Grants Management Specialist (GMS), Program Officer (PO) assigned to the Parent Award and NIGMS Post Award Projects including the complete grant number in the subject line.

- Awardees sending multiple projects in at one time should use the same addendum. If several months later, awardees add more projects, they should send a new addendum. Awardees should send in **separate** addendums if sending projects in at different times.

Required Documentation:

- Completed *"National Institute of General Medical Sciences (NIGMS) Developmental Research and Pilot* Project Addendum".
    - If you choose to not complete the Addendum, all instructions listed in the "Post-Award Program Requirements for Research/Pilot Project Investigators" section of the active FOA are required.
- **EAC Approval:** The EAC Approval is required as an attachment. Communication from the EAC chair (at a minimum) indicating that the EAC concurs with supporting the pilot project is required.

Additional Documents:

Depending on items selected on the *"NIGMS Developmental Research and Pilot Project Addendum"*, you may be required to include additional documents in your correspondence with NIGMS.

- **Pilot Project Mentor Name:** If a "Pilot Project Mentor Name" is not included on the spreadsheet, provide an explanation in a separate attachment why a mentor is not assigned.

- **NIH Defined Select Agents Involved:** If you checked "Yes" to "Are NIH Defined Select Agents Involved?" on the *"NIGMS Developmental Research and Pilot Project Addendum"*, you are required to complete the "Select Agent Research" attachment from the SF424 application.
- **Biohazards:** If you checked "Yes" to "Are Biohazards Involved?" on the *"NIGMS Developmental Research and Pilot Project Addendum"*, you are required to complete the "Authentication of Key Biological and/or Chemical Resources " attachment from the SF424 application.
- **Does the Pilot Project Leader have any Concurrent IDeA Support?**: If you checked "Yes", please provide the following information in a separate attachment: grant number and sponsor for the support that overlaps with the proposed INBRE project. Also describe how the grantee will resolve the overlap.
- **Tribal Lands:** If the Developmental Research or Pilot Project is conducted on tribal lands, a tribal letter of support is required and **must** be included.

Comments and Questions about this Process?

Please contact your Program Officer or the NIGMS Post Award Projects email box with any questions.