**To be updated following the latest NIH PA-15-322 FOA. Please review the** [**FOA**](http://grants.nih.gov/grants/guide/pa-files/PA-15-322.html) **for the latest instructions. Contact** [**Allison.Gottlieb@mssm.edu**](mailto:Allison.Gottlieb@mssm.edu) **for additional information.**

**Diversity Supplement Step 12: Applicant Eligibility Statement**

A signed statement from the PD(s)/PI(s) and an institutional official establishing the eligibility of the candidate for support under this program. The statement must include clearly presented information on citizenship. The statement must also include a description of how the appointment of this specific candidate will address the issue of diversity within the national scientific workforce or within the workforce or the relevant population at the grantee institution (see [Section I](http://grants.nih.gov/grants/guide/pa-files/PA-12-149.html#_Section_I._Funding): Recruitment and Retention to Enhance Diversity). Finally, the statement must additionally describe any current or previous PHS research grant support the candidate has received. The strength of this statement will be considered by the NIH administrative review committee along with all other material provided.

* State that you are submitting this supplement in support of applicant
* Applicant’s background/ethnicity
  + Explicitly state that applicant is eligible and is a US citizen
* Past and current level/position of applicant
* Applicant’s interests and focus
* How applicant will help expand the scope of the parent grant
* Applicant’s credentials
  + If applicable, mention any awards applicant has received
* State you/your lab/Center is committed to further enhancing diversity at ISMMS
* How this opportunity will benefit applicant and your lab.
* Description of how the appointment of this specific candidate will address the issue of diversity within the national scientific workforce or within the workforce or the relevant population at the grantee institution

**Sample**

[INSERT CANDIDATE NAME] will also benefit from the support that she/he will receive from the ISMMS organizations that are devoted to providing an environment that nurtures trainees from groups underrepresented in the medical and biomedical research workforce. One of these internal entities is the Center for Multicultural and Community Affairs (CMCA), which is housed in the Office for Diversity and Inclusion (ODI) of the Mount Sinai Health System. CMCA is the diversity center for ISMMS, and since 1998, has achieved a number of impressive success milestones; e.g., there have been significant increases in the number of students underrepresented in medicine (URM) at ISMMS, significant increases in URM residents in Mount Sinai Hospital training programs, and significant increases in the number of URM faculty members. Particularly relevant to [INSERT CANDIDATE NAME] at this stage of her/his career is the….

If at the *[COLLEGE LEVEL]:* Annual Fall Open House and Revisit Weekend run by the CMCA and the Office of Admissions; This outreach activity provides information and resources necessary to become a successful applicant to medical school. Additionally, it includes sessions with current students, faculty, deans, and administrators.

If at the [FACULTY LEVEL]: CMCA’s Faculty Scholars Program, a career development program for URM junior faculty; ODI’s Faculty of Color Network (an MSHS employee resource group) and its respective database; ISMMS Diversity in Biomedical Research Council, and the Faculty Diversity Council].