

TRDRP Administrative Supplements Frequently Asked Questions

Why is TRDRP offering administrative supplements now?

The COVID-19 Pandemic has taken an unprecedented toll on the California research enterprise. In recognition of the disruption experienced by TRDRP grantees, TRDRP will provide limited funding to current grantees impacted by research facility closures and/or research activity suspension due to the COVID-19 pandemic. Current grantees are defined as those whose TRDRP-funded research was active between March-December 2020. Awards operating on a No Cost Extension (NCE) between March-December 2020 are also eligible for an administrative supplement. **COVID Emergency Seed Awards and COVID Continuation Awards are not eligible for administrative supplements.**

How do I apply for an administrative supplement?

These administrative supplements are designed to be awarded during a grant's NCE period. Grantees may initiate an administrative supplement request through SmartSimple. This is initiated by submitting a request for a No Cost Extension (NCE) in the final year of the award. To initiate the administrative supplement request, the grantee must first submit a NCE Request of at least six months and mention the intention to apply for an administrative supplement as part of the justification. The NCE request should be submitted at least 30 days prior to the end date of the award.

Grantees will then be assigned several items to complete in SmartSimple: the Annual Fiscal Forecast, Annual Scientific Report, and an Award Amount Modification (AAM). These activities will be due 60 days after the PI has been notified of their availability; however, RGPO will not consider the administrative supplement request until all of these reports are submitted. Grantees will complete the [Administrative Supplement Request form](#) and attach the completed form to the AAM activity in SmartSimple. Finally the grantee will submit the AAM along with their Scientific Report and Annual Fiscal Forecast in SmartSimple.

Note: Grantees already operating on an NCE may, at the program's discretion, simply submit an AAM in SmartSimple. Please contact your program officer to determine if a request for a second NCE is necessary.

What are the criteria for receiving an administrative supplement?

To be granted an administrative supplement, grantees must demonstrate that research progress was disrupted by the COVID-19 pandemic and that there are insufficient remaining funds to complete the original research aims during the NCE period. The administrative supplements may not be used to expand the scope of the research project.

My entire salary is paid solely from grants (i.e. soft money) and I need to be able to plan for when and how much funding will be made available for an administrative supplement.

These administrative supplements are designed to be awarded during a grant's NCE period which occurs after the award end date. As outlined in the [RGPO Grants Administration Manual](#), an NCE for 6 months or 12 months may be requested by submitting a Request for NCE, creating an additional project term of up to one year. Such a request must be received by RGPO no later than 30 days prior to the end of the final year of the award.

Eligible grantees may request up to the amount listed in the table below to offset expenses incurred during work stoppage due to COVID-19.

Award Type	Maximum Amount
Predoctoral Award (DT)	\$15,000
Postdoctoral Award (FT)	\$30,000
New Investigator Award (KT)	\$100,000
Pilot Award (IP)	\$100,000
Research Award (IR)	\$125,000
All Other Award Types	Contact Your Program Officer