NIH DIVERSITY SUPPLEMENTS

Step-by-step Instructions: Investigators interested in connecting with NIH Diversity Supplement candidates

The UW School of Public Health (SPH) is committed to mentoring and training the next generation of public health professionals and prioritizes equity, diversity and inclusion (EDI). We are committed to supporting investigators with eligible NIH grants, that are willing to providing mentorship and training to our diverse students.

In previous years, investigators have found it difficult to identify an eligible Diversity Supplement candidate(s), which is why we encourage that you post information about yourself, your grant and the desired candidate skills on the UW School of Public Health Student Funding and Opportunities Page. **If you need assistance with posting your project, please contact Renee Sproull at sphsas@uw.edu.**

Below are step-by-step instructions for how to post a request and recruit a Diversity Supplement candidate.

Step 1:   Go to the "Submit a Student Opportunity" on the UW School of Public Health Student Funding and Opportunity webpage.

Submit a Student Opportunity

Do you have an internship, fellowship, volunteer, funding, or experiential learning (Practicum) opportunity for a public health student? Tell us about it! Simply fill out and submit the form below.

Jobs for public health professionals should be submitted using the form in our careers area.

Please allow 3-5 working days for the listing to be reviewed.

Step 2: Select the Opportunity Type from the menu as "Funding".

Opportunity Type: *

Funding

ORGANIZATION INFORMATION

Tell us about the Organization providing this opportunity. The Organization Name will be appended to the opportunity title when published.

Organization Name *

The Organization Name will be appended to the job title when published.

Step 3: Type in your organization name (e.g., UW School of Public Health, UW School of Medicine, Fred Hutch, Seattle Children's, etc.)

ABOUT THIS OPPORTUNITY

Submissions are held for review and may be edited or reformatted for content and display conformity. *Not all fields required but please complete each as appropriate for your opportunity.

Opportunity Title *

Please enter the opportunity title.

URL for more info

If possible, provide an address that links directly to the opportunity announcement on your web site.

Compensation (pay, stipend, housing)

Location

City   State   Zip   Country

Opportunity Description *

Include a general description of the job/position along with specific duties, activities, and/or responsibilities.

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Step 4: **Important!** In the Opportunity Title field, insert "NIH Diversity Supplement – [Candidate level you are requesting]"

For example, if you are interested in mentoring a post-doc, or PhD Student, you would write, "NIH Diversity Supplement – Post-doc/PhD Students"

Note: The following fields are optional: URL, compensation (recommended you leave blank since this is set to federal guidelines), and location

Step 5: Enter the Opportunity Description. We have provided an easy template for this section, but feel free to edit:

The goal of NIH Diversity Supplements is to increase diversity in the research workforce by providing training, mentorship and career development opportunities to individuals who are underrepresented in biomedical, behavioral, clinical, social and basic sciences research. For more information on Diversity Supplements, including eligibility criteria please visit the SPH Diversity Supplement webpage.

This project . . . . [INSERT BRIEF DESCRIPTION OF THE STUDY OR PROJECT NARRATIVE FROM YOUR GRANT APPLICATION]

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SPH.UW.EDU

Desired Skills or Eligibility Requirements

List specific eligibility requirements or special skills needed to qualify.

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List specific eligibility requirements or special skills needed to qualify.

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How to Apply

Provide details on how to apply.

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Step 6 (Optional): Include a description of the desired skills for a candidate.

Step 7 (Optional, but highly recommended): Include statement requesting CV/resume to be sent to you or your study coordinator. You may also want to request a writing sample or other documentation.

Ex: Please send a CV/resume to Dr. X at DrX@uw.edu.

Step 8 (Optional): Select the preferred discipline of the mentee you are seeking.

Step 9: Fill in the start and end date you would like to circulate the advertisement or the closing date followed by the closing status.

Suggested Discipline(s):
- ☐ Biostatistics
- ☐ Environmental & Occupational Health
- ☐ Epidemiology
- ☐ Global Health
- ☐ Health Services
- ☐ Health Administration
- ☐ Health Informatics
- ☐ Nutritional Sciences
- ☐ Pathobiology
- ☐ Public Health Genetics

Start Listing Date ⁎ [   ]

Stop Listing Date ⁎ [   ]

Closing Date [   ]

If the opportunity has no closing date, select the closing status below:

Closing Status
- ○ Open Until Filled
- ○ Ongoing Recruitment
- ○ Unknown

If you need assistance with posting your project, please contact Renee Sproull at sphsas@uw.edu and provide your grant abstract, preferred candidate career level (e.g., MPH/MS Student, PhD Student, Post-doc, Faculty, etc.) and desired skills.

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