

The Ohio State University
Comprehensive Cancer Center
July, 2021

INTRAMURAL RESEARCH AWARDS PROGRAM

**ONLINE APPLICATION INSTRUCTIONS FOR
SUPPLEMENTS TO PROMOTE DIVERSITY IN CANCER RESEARCH**

The OSU Comprehensive Cancer Center (OSUCCC) Intramural Research Program (IRP) is now accepting applications on a rolling basis (without a specific deadline date) for **Supplements to Promote Diversity in Cancer Research**. Applications **must** be submitted online through the IRP website. This application process is not tied to the regular IRP application and review cycles for Pelotonia grants.

Follow the instructions listed below to submit your IRP application form(s) on the IRP website. Please use Chrome, Firefox or OSUMC supported version of IE (IE11+):

- A. Access the IRP website at <https://irp.osumc.edu>
- B. At the Log In screen, click on **“Sign in”** and choose the appropriate authentication method.
- C. Once logged in; click on the **“Apply”** button at the top of the main page, then select **“Supplement Apply”** from the drop down list.
- D. Click **“+New”** and then type in the Original IRP Number of your IRP award and click **“Continue”** to create a new application.
- E. On the application form, you will be required to complete each section of the form and include all necessary attachments before submitting your completed application. All required information is marked with a **red** line to the left of each section box.
 - a. Application Form
 - b. Budget Form
 - c. References
 - d. NIH Biosketch
 - e. Original IRP Application
 - f. Progress Report of Original IRP Application
- F. Click the **“Submit”** button when you are finished completing the online application. You will receive an email confirmation that your application has been received and will include an IRP number for your application.
- G. If you need to make any changes, you can click on the **“Unsubmit”** button, and you can make the appropriate changes and re-submit.
- H. If you have any questions about submitting your online application, please email us at ccc-grants@osumc.edu or contact Julie Breckenridge at julie.breckenridge@osumc.edu.