# Research Administration Practices (RAP) Sessions

# NIH Updates: Biosketch and Other Support

## January 19, 2022

**Bernadette Vallely,** *Senior Contract Administrator, RAS; MIT Lead Liaison for NIH*

**Katelynn McPeake Winter,** *Senior Contract Administrator, RAS; MIT Lead Liaison for NIH*

**Carole Trainor,** *Senior Research Administration Education and Support Specialist, VPR*

# Additional Learning

**Dedicated Virtual Drop-In RA Support Session (NIH Biosketch & Other Support)**

- Monday, January 24, 1pm-2pm
- Zoom mtg link: https://mit.zoom.us/j/91518116791

*Bring specific questions or examples from your work!!!*

**NCURA: Guidance on the Preparation of NIH Research Performance Progress Report (RPPRs) with COVID-19 Impacts and Other Support**

- Thursday, January 27, 2pm-3:30pm
- Zoom mtg link: https://mit.zoom.us/j/96137433800

*For Q&A – Send your questions to ra-help@mit.edu*

# Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

- Introductions
- NIH: Commitment Transparency and Disclosure
- Required Disclosures
- Updated Forms and Instructions
- Resources and Tools
- Questions/Help

# Introductions

**Bernadette Vallely**, *Team Manager, RAS; MIT Lead Liaison for NIH*

**Kate McPeake Winter**, *Senior Contract Administrator, RAS; MIT Lead Liaison for NIH*

# NIH Grants Policy Statement
## Updated December 2021



**NIH GRANTS POLICY STATEMENT**

US DEPARTMENT OF HEALTH AND HUMAN SERVICES

NATIONAL INSTITUTES OF HEALTH

National Institutes of Health

DECEMBER 2021

The requirement to use the NIH approved format for the Biosketch and Other Support documents is in effect for applications and and Research Performance Progress Reports (RPPRs) submitted for on or after **January 25, 2022**.

**Failure to follow the appropriate formats on or after January 25, 2022, may cause NIH to withdraw applications from or delay consideration of funding.**

# Background: Inter-Agency Areas of Focus

**Science & Security**

**Transparency and reporting of _all_ research activities, domestic and foreign**

- Failure of researchers to fully and accurately disclose support from outside activities or foreign organizations during grant application, award, and implementation processes

- Undisclosed significant financial conflicts of interest

- Presence of agreements with foreign entities that may impose obligations on researchers that are contrary to federal grant requirements

- Lack of transparency distorts funding decisions, contributes to hypercompetitive funding environment

# NIH: Commitment Transparency and Disclosure

- Collaborates with the **Office of Science and Technology Policy (OSTP)** and with other research agencies to implement **NSPM-33** and **NDAA 233**

- Institutions and researchers need to fully disclose, and institutions must have policies to ensure that they are aware of *all* research endeavors

- To support the need for full transparency, **NIH has updated forms and instructions**

- Form updates ensure that NIH is receiving all the information needed to support sound funding decisions

# NIH Disclosures Relating to Biosketch and Other Support

Information is disclosed to NIH during the application process, Research Performance Progress Reports, and as requested during the life of the award.

| Type of Activity | Biographical Sketch | Other Support | Annual Project Reports | Post-Award Information Terms & Condition |
|---|---|---|---|---|
| Professional preparation (e.g., educational degrees) | X | | | |
| Organizational Affiliations and Appointments | X | | | |
| Academic, professional, or institutional appointments, whether or not remuneration is received, and whether full-time, part-time, or voluntary | X | | | |
| All projects currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or directly to the individual, and regardless of whether or not they have monetary value (e.g., even if the support received is in-kind such as office/laboratory space, equipment, supplies, or employees.) | | X | X | X |
| Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. | X (Appropriate placement may be contract-dependent) | | | |
| In-kind contributions not intended for use on the project/proposal being proposed. | | X | X | X |
| Visiting Scholars in Labs funded by an external entity | | X | | X |
| Students and postdoctoral researchers funded by an external entity | | X | X | X |
| Consulting that falls outside of an individual's appointment; separate from institution's agreement. | | X | X | X |
| Travel supported/paid by an external entity to perform research activities with an associated time commitment | | X | X | X |
| Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher). | | X | X | |
| Supporting Documentation (e.g., contracts, grants, other agreements) | | X | | |
| Significant Financial Interests: Disclosure Not Required in Other Support. See NIH FCOI Policy NIH GPS 4.1.10. Disclosures must be made in FCOI module. | | | | |

Download NIH Disclosure Table for a helpful overview

See PPT ADDENDUM for additional detail

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# RAS/VPR: NIH Disclosure Guidance

- Accessible from the RAS website: Grant and Contract Administration > International Activities > Federal Disclosure Requirements > National Institutes of Health Disclosure Guidance

- Provides links to MIT Resources, Tools, and Checklists, as well as NIH Resources and guidance curated by MIT RAS NIH Liaisons.

# RAS/VPR: NIH Biosketch/Other Support/ RPPR Checklist



PDF check list may be easily downloaded from the RAS website and shared with PI and other Senior/Key Personnel (https://web.mit.edu/org/v/vpr/www/research/NIH-Disclosure-Checklist.pdf )

# Biographical Sketch (Biosketch)

**NIH Grants Policy Statement 2.3.7.12**

REMINDER: Always read and follow the Funding Opportunity Announcement (FOA) for specific requirements.
Some solicitations may have instructions that vary from the NIH Grant Policy Statement guidelines.

# Biographical Sketch (Biosketch)

**What is the purpose of the Biosketch?**

NIH staff and peer reviewers utilize the biosketch to ensure that individuals included on the applications are equipped with the **skills, knowledge, and resources necessary to carry out the proposed research**.

Allows applicants to describe the magnitude and significance of their scientific contributions (including publications); provide detailed information about their research experience in the context of the proposed project.

# Biosketch

**When?**

- Competing applications for all types of grant programs
- Progress reports when new senior/key personnel or other significant contributors are identified
- Prior approval requests for changes in senior/key personnel status and changes of recipient organization.

**Who?**

All senior/key personnel and other significant contributors (OSCs) must include biographical sketches (biosketches).

Reminder: Requirement for eRA Commons IDs for All Senior/Key Personnel

# Biosketch: Summary of Changes

Non-Fellowship Biosketch, **Section D** has been removed

Ongoing and completed research (past 3 years) is now described in **Section A**: 'Personal Statement'

Section B: 'Position and Honors' expanded and renamed '**Position, Scientific Appointments and Honors**'

Fellowship Biosketch, **Section D** renamed '**Scholastic Performance**'

NIH requires use of **Word template** or **SciENcv** to create a **Flattened PDF** for submission

# Biosketch: Format Pages, Instructions and Samples

## Biosketch Format Pages, Instructions and Samples

Biosketches are required in both competing applications and progress reports. Find instructions, blank format pages, and sample biosketches below. Try SciENcv, a tool supporting multiple research agencies, to help you develop your biosketch and automatically format it according to NIH requirements.

Create your biosketch here!
**SciENcv**
Science Experts Network Curriculum Vitae

**Launch SciENcv to create NIH Biosketch**

**Updates:**

The biosketch format page has been updated for application due dates and RPPR submissions on/after January 25, 2022 (See **NOT-OD-21-073** / **NOT-OD-21-110** for specific changes and details).

Use the tabs to access the correct format page for your due date.

FAQs on Biosketch Format Pages, Instructions and Samples

**FAQs on Biosketch**

**RELATED RESOURCES**

**New Central Email for Biosketch & Other Support Inquiries**
**nihosbiosketch@nih.gov**

**FORMS-G: due dates on/after January 25, 2022**

**FORMS-F: due dates on/before January 24, 2022**

**Download Biosketch Word template (either Non-fellowship or Fellowship) for required format**

| | |
|---|---|
| **Form Name** | **Biographical Sketch Format Pa... January 25, 2022** |
| **Description** | Prepare biographical sketches for ...ns and p... applications and awards, except fel...ps. |
| **How to Access** | Non-fellowship Biosketch (blank format page, Word) |
| **Instructions** | Instructions for Biographical Sketch<br>These instructions will be incorporated into the NIH A... Instructions with the next update by FY 2022. |
| **Additional Information** | • SAMPLE: Non-fellowship biosketch<br>• FAQs<br>• NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support<br><br>Try SciENcv to help you develop your biosketch and automatically format it according to NIH requirements. Reflects removal of Section D per NOT-OD-21-073 first guide notice. |
| **Updated Date** | October 2021 |

Guide
• Research

Got a biosketch question? I'll help get you to a related FAQ. I don't have all the answers yet, but I'm learning.
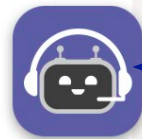
**New *Biosketch Assistant***

**Sample Biosketch, FAQs, and Instructions**

**https://grants.nih.gov/grants/forms/biosketch.htm**

# Biosketch: Compliance Basics

- **5-page limit**: biosketch still may not exceed 5 pages per person (this includes the table at the top of the first page).

- Biosketch <u>MUST</u> be submitted as a flattened **PDF** file.

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 09/30/2024)

**BIOGRAPHICAL SKETCH**
Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS <u>USER NAME</u> (credential, e.g., agency login):

Be sure to include eRA Commons ID

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

| INSTITUTION AND LOCATION | DEGREE *(if applicable)* | Completion Date MM/YYYY | FIELD OF STUDY |
|---|---|---|---|
|  |  |  |  |

# Biosketch: A. Personal Statement

## A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with addiction. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed resea[rch] [...] [...] d other psychosocial factors relevant to the ag[...] [...] unity providers that will make it possible to rec[...] [...]g publications. In addition, I succe[...] [...]s, budget), collaborated with other resea[...] [...]ch project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. D[...] [...]ly obligations. However, upon returning to the field, [...] [...]ations and successfully competed for NIH suppo[...] [...] expertise and motivation necessary to successfully carry out the proposed research project.

> **Highlight experience and qualifications for this project**

> **Do NOT include hyperlinks**

Ongoing and recently completed projects that I would like to highlight include:

R01 DA942367
Hunt (PI)
09/01/16-08/31/21
Health trajectories and behavioral interventions

> **Ongoing and recently completed projects**

R21 AA998075
Hunt (PI)
01/01/19-12/31/21
Community-based intervention for alcohol abuse

Citations:

1. Merryle, R.J. & **Hunt, M.C.** (2015). Indepen[...] among the elderly. Psychology and Aging, [...]
2. **Hunt, M.C.**, Jensen, J.L. & Crenshaw, W. ([...] community-dwelling elderly. International J[...]
3. **Hunt, M.C.**, Wiechelt, S.A. & Merryle, R. (2019). Predicting the substance-abuse treatment needs of an aging population. American Journal of Public Health, 45(2), 236-245. PMCID: PMC9162292
4. Merryle, R. & **Hunt, M.C.** (2020). Randomized clinical trial of cotinine in older nicotine addicts. Age and Ageing, 38(2), 9-23. PMCID: PMC9002364

> **Up to four publications or research products**

*NIH SAMPLE: Non-fellowship biosketch*

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***New*: Personal Statement** may include ongoing or recently completed projects from the past 3 years (previously captured under Section D. Research Support).

Briefly describe why you are well-suited for your role(s) in this project. May include:

- aspects of your training

- previous experimental work on this specific topic or related topics

- technical expertise

- collaborators or scientific environment

- past performance in this or related fields

- may cite up to four publications or research products

# Biosketch: B. Positions, Scientific Appointments, and Honors

## B. Positions, Scientific Appointments, and Honors

### Positions and Scientific Appointments

| | |
|---|---|
| 2021– Present | Associate Professor, Department of Psychology, Washington University, |
| 2020 – Present | Adjunct Professor, McGill University Department of Psychology, Montreal Canada |
| 2018 – Present | NIH Risk, Adult Addictions Study Section, members |
| 2015 – 2017 | Consultant, Coastal Psychological Services, San Francisco, CA |
| 2014 – 2021 | Assistant Professor, Department of Psychology, Washington University, S |
| 2014 – 2015 | NIH Peer Review Committee, Psychobiology of Aging, ad hoc reviewer |
| 2014 – Present | Board of Advisors |
| 2013 – 2014 | Lecturer, Department ... ry, VT |
| 2011 – Present | Associate Editor, |
| 2009 – Present | Member, America... |
| 2009 – Present | Member, Gerontological Society of America |
| 2009 – 2013 | Fellow, Division of Intramural Research, National Institute of Drug Abuse, |
| 2006 – Present | Member, American Psychological Association |

> Must be listed in reverse chronological order

### Honors

| | |
|---|---|
| 2020 | Award for Best in Interdisciplinary Ethnography, International Ethnograph |
| 2019 | Excellence in Teaching, Washington University, St. Louis, MO |
| 2018 | Outstanding Young Faculty Award, Washington University, St. Louis, MO |

**If all required information is not included, the Biosketch is incomplete!**

*New*: Section B **Scientific Appointments and Honors**, <u>expanded to require all positions regardless of relevance to current application</u>.

- All positions and scientific appointments (domestic and foreign), including affiliations with foreign entities or governments

- Titled academic, professional, or institutional appointments
  - whether or not any payment is received
  - whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary)

# Biosketch: B. Positions, Scientific Appointments, and Honors

**Tip for PI and Senior/Key Personnel:**

If you have submitted an MIT Outside Professional Activities (OPA) or financial Conflict of Interest Disclosure (COI), you may find reviewing recent submissions helpful in reporting *all* positions and scientific appointments, both compensated and uncompensated, foreign and domestic.



OPA.MIT.EDU > Print



My COI > View
https://coeus.mit.edu/coeus/coi.do

# Biosketch: C. Contributions to Science

C.  **Contributions to Science**

1.  My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem and guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served a...
a...

> Up to 4 citations for each of the 5 (maximum) Contributions to Science

b.  Shaft, B.M., Hunt, M.C., Merryle, R., et al..... Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. International Journal of Drug Policy, 30(5), 46-58.

c.  **Hunt, M.C.**, Marks, A.E., Shaft, B.M., Merryle, R., & Jensen, J.L. (2015). Early-life family and community characteristics and late-life substance abuse. Journal of Applied Gerontology, 28(2),26-37.

d.  **Hunt, M.C.**, Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2018). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. Addiction, 104(9), 1436-1606. PMCID: PMC9000292

2.  In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also disc.....the prevalence of alcohol and nicotine and opioid abuse in older adults and......
networking ap.....

> URL to on-line bibliography must be to a Federal Government (.gov) website

a.  **Hunt,** ...
      among...
b.  **Hunt,** ...
      treatm...
c.  Merryle, R. & **Hunt, M.C.** (2020). Randomized clinical trial of cotinine in older ...... addicts. Age and Ageing, 38(2), 9-23. PMCID: PMC9002364

**Complete List of Published Work in MyBibliography:**
https://www.ncbi.nlm.nih.gov/myncbi/1ICifFFV4VYQZE/bibliography/public/

- Up to five most significant contributions to science.

- For each contribution cite up to four publications or research products that are relevant to the contribution.

- May include a URL to a full list of published work. URL must be to a Federal Government website (.gov suffix). NIH recommends using NCBI **My Bibliography** which is integrated with SciENcv for Biosketch creation.

## Your <u>general</u> scientific contributions and achievements

# Biosketch: D. Scholastic Performance

**New**: Solely present on the Pre- and Post-Doctoral Fellowship versions of the Biosketch, and no longer includes research support, only Scholastic Performance.

Section D now *only* includes **Scholastic Performance**, and is only required for:

- Applicants for predoctoral and postdoctoral fellowships

- Applicants for dissertation research grants (e.g. R36)

- Candidates for research supplements to promote diversity in health-related research from the undergraduate through post-doctoral levels.

**D. Scholastic Performance**

| YEAR | COURSE TITLE | GRADE |
|------|--------------|-------|
| | PURDUE UNIVERSITY | |
| 2014 | Introductory Biology | A |
| 2014 | Introductory Biology Lab | A |
| 2014 | Foundations of Chemical Principles | A |
| 2014 | French and Francophone World | A |
| 2014 | Ethics, Religion, and Culture Today | A |
| 2015 | Organismal and Population Biology | B |
| 2015 | Omics | B |
| 2015 | First Year Seminar: Nation and Migration | A |
| 2015 | Statistics, Probability, and Reliability | A |
| 2015 | Calculus I | B |
| 2015 | General Physics I | B |
| 2015 | Introductory Chemistry | A |
| 2015 | Population & Ecol Genetics | A |
| 2015 | Organic Chemistry | B |
| 2016 | American Literature | B |
| 2016 | General Physics II | B |
| 2016 | Organic Chemistry II | B |
| 2016 | Microbial Pathogenesis and the Immune Response | A |
| 2016 | Introduction to Cognitive Science | A |
| 2016 | Self Defense | P |
| 2016 | Biological Chemistry | B |
| 2017 | Anthropology of Childhood and the Family | A |
| 2017 | Disease, Culture, and Society in the Modern World | A |
| 2017 | Intro to Psychology | A |
| 2017 | Health & Fitness Walking | P |
| 2017 | State & Local Govt | A |
| 2017 | Human Genetic20 | A |
| 2017 | Senior Project | A |
| 2017 | Bioinformatics | B |
| 2018 | Cell Biology | A |
| 2018 | Quantitative Analysis | |
| 2018 | Quantitative Analysis Lab | |
| 2018 | Physics in Modern Medicine | |
| 2018 | Ethical Principles in Law and Economics | |
| 2018 | Bowling | |
| 2018 | Genomics and Systems Biology | |

See full fellowship samples here

# Biosketch: Key Points

Use required NIH approved format and follow instructions ➡ Download **Word template** or use **SciENcv**
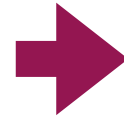
5-page maximum ➡ Includes table at top of page 1
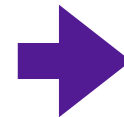
Enter eRA Commons ID on top of page 1 ➡ eRA Commons ID needed for all Senior/Key Personnel

Ongoing and completed research (past 3 years) ➡ Now described in Section A: 'Personal Statement'

May link to on-line bibliography ➡ Must be a Federal Government (.gov) website such as NCBI My Bibliography
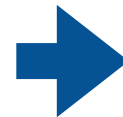
Submit as flattened PDF file ➡ Learn how to flatten a PDF

# Other Support

NIH Grants Policy Statement Just-In-Time proceedures 2.5.1

RPPR Instruction Guide Section D.2c Changes in other support

REMINDER: Always read and follow the Grant Policy Statement and any guidance from NIH via Email.

# Other Support: Summary of Changes

Separate sections for 'Project/Proposal' and 'In-Kind Contribution' in required format template

Report Total Award Amount (with indirect costs) and Report Calendar Months per Budget Period for the Entire Project

Supporting Documentation for Foreign Contracts/Appointments/Support

Electronic Signature of each PI and Senior Key Personnel to certify accuracy and completeness, then submitted as flattened PDF

Contact RAS to submit updated Other Support if undisclosed support is discovered that was not reported

# Other Support

Other Support includes all resources made available to a researcher in **support of and/or related to all of their research endeavors**, regardless of:

- whether or not they have monetary value
- whether they are based at the institution the researcher identifies for the current grant.

*NIH Other Support FAQ*

**What should I do if I'm not sure if something needs to be included as Other Support?**

In the interest of full transparency, **recipients should err on the side of disclosure** …

# Other Support

## What does NIH specifically review in Other Support?

- All resources, **domestic or foreign**, directly supporting the individual's research endeavors have been reported

- **Sufficient levels of effort** are committed to the project

- **There is no scientific, budgetary, or commitment overlap**

- **Only funds necessary** to the approved project are included in the award

- Any foreign resources that meet the definition of a **foreign component have received appropriate prior approval**

# Other Support

**When?**

Information on active and pending support may be requested at:

- If required by the Funding Opportunity Announcement (FOA)
- Just-in-Time for grant applications (when requested by NIH)
- Progress Reports (RPPR's)

**How do I know when I should submit Just-in-Time information?**
Applicants should not submit any JIT information until it is requested by the grantor agency … The Just-in-Time link appears for all grant applications within 24 hours after the score is released, to ensure its availability should the grantor agency request the Just-in-Time information. Applicants should not see this link as an indicator of the need to submit JIT information and should rely on a specific request from agency staff.

eRA Commons Frequently Asked Questions

# Other Support: Just-In-Time and RPPR

## JUST-IN-TIME (JIT)

▶ Provide **Active** and **Pending** support for all **senior/key personnel.**

▶ Provide level of effort in person months for current budget period and proposed for future.

▶ DO NOT INCLUDE the JIT grant for which the Other Support is being submitted unless requested by NIH.

## PROGRESS REPORT (RPPR)

◀ Provide **Active** support for all **new** senior/key personnel.

◀ Provide updated Other Support for senior/key personnel **for whom there has been a change in Active suppor**t.

◀ Provide level of effort in person months for upcoming and remaining budget periods.

◀ INCLUDE the award for which the progress report is being submitted and include the **effort that will be devoted in the next reporting period.**

# Other Support: Format Pages, Instructions, Samples

## Other Support

Information on other active and pending support may be requested (often as part of Just-in-Time procedures for grant applications or in progress reports) to ensure there is no scientific, budgetary, or commitment overlap. "Other Support" is sometimes referred to as "current and pending support" or "active and pending support." Find instructions, blank format pages, and sample Other Support documents below.

Other Support includes all resources made available to a researcher in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. This includes but is not limited to:

- Resources and/or financial support from all foreign and domestic entities, that are available to the researcher. This includes but is not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.). Institutional resources, such as core facilities or shared equipment that are made broadly available, should not be included in Other Support, but rather listed under Facilities and Other Resources.

**FORMS-G:** due dates on/after January 25, 2022

**FORMS-F:** due dates on/before January 24, 2022

| Form Name | Other Support Format Page |
|---|---|
| Description | Information on Other Support is used for grant awards and progress reports. |
| How to Access | Unless otherwise stated in the funding opportunity announcement, Other Support information is requested as part of the Just-in-Time process in the post-submission, pre-award cycle.<br><br>Other Support format page (blank format page, Word)<br>NIH is finalizing the SciENcv template for Other Support and anticipates that the template will be available beginning in FY 2022. |
| Instructions | See NIH Other Support Instructions |
| Instructions | See NIH Other Support Instructions |
| Additional Information | - Other Support sample<br>- FAQs<br>- NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support |
| Updated Date | October 2021 |

**FAQs on Other Support**

### RELATED RESOURCES

- RPPR Instruction Guide, Section D.2c Changes in other support

FAQs on Other Support

New Central Email for Biosketch & Other Support Inquiries
**nihosbiosketch@nih.gov**

Download Other Support Word template

Sample Other Support, FAQs, and Instructions

https://grants.nih.gov/grants/forms/othersupport.htm

# Other Support: Format Updates

Updated form and instructions provide clearer format and data elements.
Upload as flattened PDF after electronically signed.

**PHS OTHER SUPPORT**
**For All Application Types – DO NOT SUBMIT UNLESS REQUESTED**

*There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.*

\*Name of Individual:
Commons ID:

Be sure to include eRA Commons ID

**Other Support – Project/Proposal**

Project/Proposal

\*Title:

\*Major Goals:

\*Status of Support:

Project Number:

Name of PD/PI:

\*Source of Support:

\*Primary Place of Performance:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

\* Total Award Amount (including Indirect Costs):

\* Person Months (Calendar/Academic/Summer) per budget period.

| Year (YYYY) | Person Months (##.##) |
|---|---|
| 1. [enter year 1] | |
| 2. [enter year 2] | |
| 3. [enter year 3] | |
| 4. [enter year 4] | |
| 5. [enter year 5] | |

**IN-KIND**

In-Kind Contributions

\*Summary of In-Kind Contribution:

\*Status of Support:

\*Primary Place of Performance:

Project/Proposal Start and End Date (MM/YYYY) (if available):

\*Person Months (Calendar/Academic/Summer) per budget period

| Year (YYYY) | Person Months (##.##) |
|---|---|
| 1. [enter year 1] | |
| 2. [enter year 2] | |
| 3. [enter year 3] | |
| 4. [enter year 4] | |
| 5. [enter year 5] | |

\*Estimated Dollar Value of In-Kind Information:

Electronic signature

\***Overlap** (summarized for each individual):

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

\*Signature: _____

Date: _____

# Other Support: What to Report

**?**

## INCLUDE

- All current and pending projects, from all sources
- Consulting that involves research
- Resources and/or financial support from all foreign and domestic entities, available to the researcher.
- In-kind contributions, e.g., office/laboratory space, supplies, equipment, or employees or students supported by an outside source.
- Startup funds from external organizations
- Postdocs or grad students supported by outside source **if performing research activities in support of PI or senior/key personnel's research endeavor**s
- Appointments or employment (research) external to MIT;  If with foreign entity, must provide contracts (translated in English).

## DO NOT INCLUDE

- Completed support.
- Non-research consulting activities.
- Core facilities or shared equipment (list on Facilities and Other Resources)
- Training awards, prizes, or gifts (see below)
- Gifts – unrestricted, no expectation of anything in return (e.g., time, services, specific research activities, money, etc.). If expectations, include in Other Support.
- Startup funds from MIT
- Postdocs or grad students supported by outside source if the relationship is **solely mentor/mentee** with no research activities

# Other Support: Project/Proposal

**Group into sections based on Status of Support (Active or Pending for JIT)**

*Name of Individual: Anderson, R.R.
Commons ID: AndersonRR

**Other Support – Project/Proposal**

ACTIVE
  *Title: Chloride and Sodium Transport in Airway Epithelial Cells

  Major Goals: The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

  *Status of Support: Active

  Project Number: 2 R01 HL 00000 - 13

  Name of PD/PI: Anderson, R.R.

  *Source of Support: NHLBI

  *Primary Place of Performance: University of California, Los Angeles

  Project/Proposal Start and End Date: (MM/YYYY) (if available): 03/2021 – 02/2026

* Total Award Amount (including Indirect Costs): $1,492,232

* Person Months (Calendar/Academic/Summer) per budget period.

| Year (YYYY) | Person Months (##.##) |
|---|---|
| 1. 2022 | 3.6 calendar |
| 2. 2023 | 3.6 calendar |
| 3. 2024 | 3.6 calendar |
| 4. 2025 | 3.6 calendar |
| 5. 2026 | 3.6 calendar |

## Information for Each Project/Proposal Entry

- ***Title**: project, subproject, or activity.
- ***Major Goals**: brief statement of the overall objectives or a description of the activity.
- ***Status of Support**: Active or Pending
- **Project Number**: Sponsor project number
- **Name of PD/PI**: Name of project Contact PD/PI
- ***Source of Support**: Agency, institute, foundation, or other organization providing support (domestic of foreign).
- ***Primary Place of Performance**:
- **Project/proposal Start and End Date**

# Other Support: Project/Proposal

- **_Total Award Amount_:** for entire award period (including Indirect Costs).
- if Active: Total Award based on Notice of Award
- if Pending: Based on Proposed Total Costs

\* Total Award Amount (including Indirect Costs): $1,492,232

\* Person Months (Calendar/Academic/Summer) per budget period.

| Year (YYYY) | Person Months (##.##) |
|---|---|
| 1. 2022 | 3.6 calendar |
| 2. 2023 | 3.6 calendar |
| 3. 2024 | 3.6 calendar |
| 4. 2025 | 3.6 calendar |
| 5. 2026 | 3.6 calendar |

**_Person Months_:** Indicate **calendar** or **academic/summer** months for each project year.

- if Active: level of effort in person months for current budget period and proposed for future
- if Pending: Proposed level of effort for each budget period

Active and Pending effort must be measured using **Person Months**. See NIH's Frequently Asked Questions on Person Months.

# Other Support: In-Kind resources

**IN-KIND**

*Summary of In-Kind Contribution: Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: $80,000

*Summary of In-Kind Contribution: Cell line XYZ provided by Dr. Jennifer Smith at University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate $1,000

Other Support sample - competing –

## Information for Each In-Kind Entry

- ***Summary of In-Kind**: Provide a summary of the In-Kind contribution.
- ***Status of Support**: Active or Pending
- ***Primary Place of Performance**:
- **Project/proposal Start and End Date**
- ***Person Months (Calendar/Academic/Summer)**
- ***Estimated Dollar Value of In-Kind Contribution:**

If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

# Other Support: In-Kind Effort & Estimated Value

- **In-kind** resources with no associated time commitment, researchers can list zero effort, but must provide the estimated dollar value. **The effort and dollar value cannot both be zero.**

- Information on **materials received from collaborators must be included in the in-kind contribution section of Other Support**, including the source, a summary of the in-kind contribution, and the estimated value. **Only resources uniquely available to the researcher must be reported.**

**IN-KIND**

*Summary of In-Kind Contribution: Cell line XYZ provided by Dr. Jennifer Smith at Cornell University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):   No Time commitment

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate $1,000

# Other Support: Record of MIT Active and Pending

MIT Kuali Coeus is the system of record for active Awards and proposals submitted to sponsors (Institute Proposals) through MIT. DLC Research Administrators may assist the PI or Senior/Key person with Other Support preparation by running the **KC Current and Pending Personnel Support** report. See *KC: Current and Pending Support Quick Card*

# Other Support: MIT record of Active and Pending

MIT has developed the *Awards and Pending Proposals* Cognos report that will gather information on MIT active awards and pending proposals across units.



Awards and Pending Proposals Reports are available via the MIT Cognos website reports.mit.edu (requires MIT Touchstone authentication ). See the IS&T Cognos page for an overview of basic functionality.

# Other Support: Overlap

- Scientific goals, financial support and/or effort commitment that would duplicate proposal under review.  Provide an explanation.

- If time commitment for a PI or Key Person exceeds 100 percent (i.e., 12 person months), whether or not salary support is requested in the application, address how overcommitment will be resolved.

-  Potential overlap or over-commitment is a primary concern of Federal agencies, please be clear in your explanation.

**\*Overlap** (summarized for each individual):

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

Other Support sample - competing –

# Other Support: Supporting Documentation for appointments/employment with a foreign institution

- Other Support submissions that include **foreign activities and resources**, recipients are **required** to **submit copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation (see NIH** GPS 2.5.1).

- If they are not in English, recipients must provide translated copies. Machine translations are permitted. Costs associated with these translations are not typically allocable to a specific NIH grant project and are therefore not allowable as a direct cost.

- Must be provided as part of the Other Support **PDF** following the Other Support Format page.

# Other Support: Supporting Documentation

MIT has a resource, the External Contract Depository (ECD) tool. MIT researchers who have foreign activities and/or resources reported in Other Support may uploaded documents that will receive a high-level review by MIT's Office of the Vice President for Research and the Office of the General Counsel to help ensure compliance with NIH requirements.

Additional details will be communicated soon.

PIs and Key Personnel may contact research-compliance-help@mit.edu with questions or for assistance.

EXTERNAL CONTRACT DEPOSITORY



This depository was developed to help MIT researchers meet the newly-enacted National Institutes of Health (NIH) requirement that principal investigators and senior/key personnel provide copies of outside contracts, or other agreements, with foreign entities as part of their Other Support submission. Uploaded documents will receive a high-level review by MIT's Office of the Vice President for Research and the Office of the General Counsel to help ensure compliance with NIH requirements. In order to maintain consistency of reporting, only contracts that have been uploaded to this depository and reviewed should be included in submissions to NIH.

For more details and additional resources, click the links below.

If you have questions about this process, or if you require help in fulfilling the requirements, please contact research-compliance-help@mit.edu for assistance.

# Other Support: Electronic Signature of PDF

**It is ultimately the responsibility of the individual researcher to ensure that Other Support disclosure is complete and accurate.** NIH requires all senior/key personnel to electronically sign their respective *Other Support* form to "**certify the accuracy of the information submitted.**"

Applicants and recipients must maintain supporting documentation to **reasonably authenticate that the appropriate individual signed the form.** Key personnel may use the electronic signature software of their choice in alignment with institutional practices.
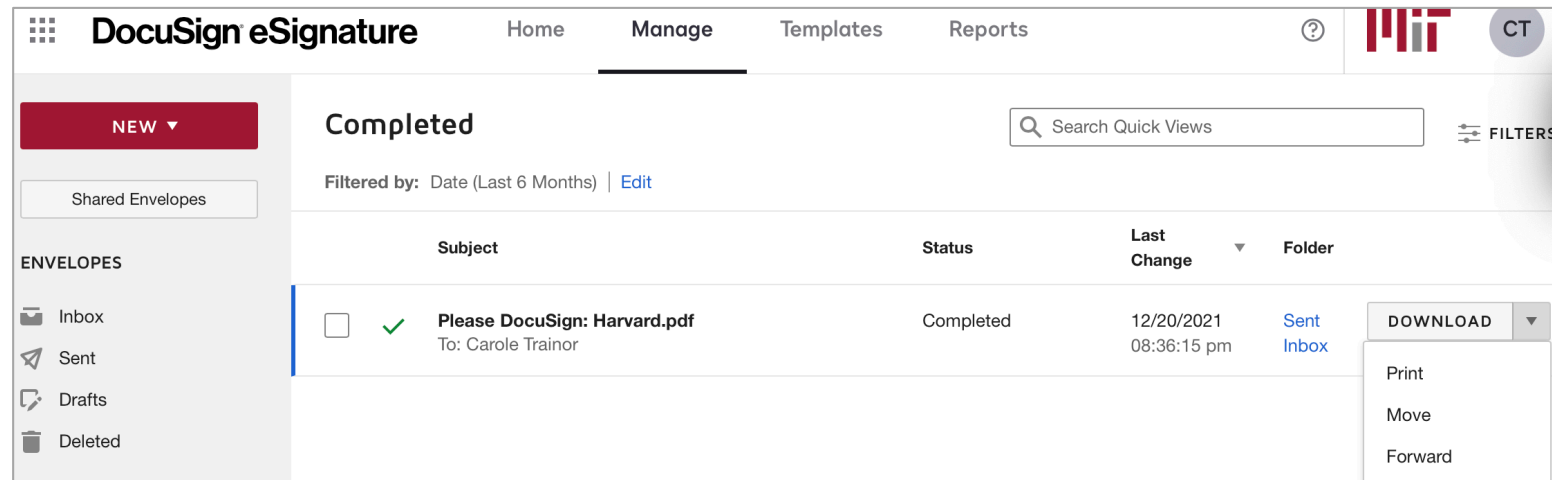
**Recommended**: DocuSign is licensed for use by MIT students, faculty, staff, and affiliates, and provides an audit trail (learn more). Departments may opt to use similar software, such as Adobe Pro DC, at departmental expense.

# Other Support: Electronic Signature of PDF

**Not accepted:**

**- Wet signatures (scanned copy of manually signed document)**

- **Inserting image file of signature**

- **Typed names**

Electronic signatures are layered on top of the PDF document. **You must flatten the PDF after electronically signed and prior to uploading**. If the PDF is not flat, it will error on submission. Learn more about how to flatten a PDF.

# Other Support: Key Points

Use required NIH approved format → Download **Word template**

Enter eRA Commons ID on top of page 1 → eRA Commons ID needed for all Senior/Key Personnel

Be complete and accurate in listing all Active & Pending Projects/Proposals and In-Kind resources → Follow Other Support Instructions, and JIT and RPPR guides
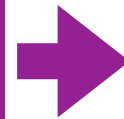
Overlap: Scientific, Support, Commitment → Explain potential overlap or enter 'none'

Supporting Documentation (English translation if needed) → PDF copy of contract, grant, or employment with a foreign institution specific to PI or key personnel (VPR reviewed)

Electronic Signature of each PI/Key Person to certify accuracy and completeness; submit as flattened PDF → Learn about DocuSign, Adobe Pro DC, and how to flatten a PDF

# NIH Forms-G: for due dates on or after January 25, 2022



### Deep Dive into FORMS-G & Related Policy Changes
November 2021

42:38

https://youtu.be/aZQd3fzu5is

– *Resources* –

See High-level Summary of Form Changes in FORMS-G Application Packages for full list of changes.

https://grants.nih.gov/grants/guide/parent_announcements.htm

## MIT RAS/VPR – Sponsor Information, NIH

https://ras.mit.edu/grant-and-contract-administration/sponsor-information/national-institutes-health-nih

# We Appreciate Your Feedback

Please use one of the following methods to share your feedback:

- **QR code** below to access the survey using your phone or mobile device



- Click this link (copied to the chat)

https://mit.co1.qualtrics.com/jfe/form/SV_bvCf0ZPNjXiQi5U

- The link will also be provided in a follow up email

# NIH Resources

- Updated Biosketch resources, including FAQs and sample Biosketch format pages can be found [here](#).

- Updated Other Support resources, including FAQs and sample Other Support format pages can be found [here](#).

- Send inquiries related to changes to the biographical sketch and other support templates to nihosbiosketch@nih.gov

- Information about the eRA Commons **Just in Time (JIT) Screen** (including information on uploading Other Support if requested by the grantor agency) can be found [here](#).

# RAS/VPR Resources

- Office of the Vice President for Research :Foreign Engagement website

- National Institutes of Health Disclosure Guidance

- NIH Disclosure Guidance Checklist [PDF]

- VPR/RAS NIH Checklists and Preparation Guides

- Understanding COI and OPA

# Resources - Questions – Help

Your RAS Contract Administrator

- [By DLC](#)
- [By Sponsor/Agency](#)

VPR Research Compliance

- [research-compliance-help@mit.edu](mailto:research-compliance-help@mit.edu)

RA Support Team – [ra-help@mit.edu](mailto:ra-help@mit.edu)

Community Drop In Sessions

- Held every Monday (non holiday), 1pm-2pm
- Zoom mtg link: [https://mit.zoom.us/j/91518116791](https://mit.zoom.us/j/91518116791)

# **Addendum**

# Other Support: Projects/Proposals

| Type of Activity | Biographical Sketch | Other Support | Annual Project Reports | Post-Award Information Terms & Condition |
|---|---|---|---|---|
| All **projects currently under consideration** from whatever source, and all **ongoing projects,** irrespective of whether support is provided through the proposing organization, another organization or d*irectly* to the individual, and regardless of whether or not they have monetary value (e.g., even if the support received is in-kind such as office/laboratory space, equipment, supplies, or employees.) | | X | X | X |
| Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. | X (Appropriate placement may be contract-dependent) | | | |

## All current and pending projects, from all sources, must be disclosed. Completed support is not required.

# Other Support: In Kind

| Type of Activity | Biographical Sketch | Other Support | Annual Project Reports | Post-Award Information Terms & Condition |
|---|---|---|---|---|
| In-kind contributions not intended for use on the project/proposal being proposed. | | X | X | X |

**In-kind contributions <u>not</u> intended for use on the project/proposal being proposed in this application must be reported as Other Support.**

- If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

- There is no de minimis value. Applicants and recipients may apply a "reasonable standard." Disclosure is not expected for sources with insignificant value or material contribution.

**In-kind contributions intended for use on the project being proposed to NIH must be included as part of the *Facilities and Other Resources or Equipment* section.**

# Other Support: visiting scholar, students, or postdoctoral

| Type of Activity | Biographical Sketch | Other Support | Annual Project Reports | Post-Award Information Terms & Condition |
|---|---|---|---|---|
| Visiting Scholars in Labs funded by an external entity | | X | | X |
| Students and postdoctoral researchers funded by an external entity | | X | X | X |

**If a visiting scholar, graduate student, or post-doc is performing research in support of the PD/PI or other senior/key personnel's research, then their support must be disclosed as an in-kind resource.**

**If the relationship is solely a mentor/mentee arrangement, with <u>no research activities</u> (e.g. associated time commitment), then it is not a resource, and does not need to be reported.**

# Other Support: Consulting and Travel

| Type of Activity | Biographical Sketch | Other Support | Annual Project Reports | Post-Award Information Terms & Condition |
|---|---|---|---|---|
| Consulting that falls outside of an individual's appointment; separate from institution's agreement. | | X | X | X |
| Travel supported/paid by an external entity to perform research activities with an associated time commitment | | X | X | X |

**Consulting** activities that **involve research and fall outside of an individual's appointment,** separate from institution's agreement, must be disclosed as Other Support.

Note: Authorship or co-authorship on a scientific or technical published paper or posted pre-print would be one manifestation of an activity that involves research.

# Other Support: Certification and Supporting Documentation

| Type of Activity | Biographical Sketch | Other Support | Annual Project Reports | Post-Award Information Terms & Condition |
|---|---|---|---|---|
| Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher). | | X | X | |

**Other Support forms must be signed electronically.**

| | | | | |
|---|---|---|---|---|
| Supporting Documentation (e.g., contracts, grants, other agreements) | | X | | |

Supporting documentation, which includes copies of contracts/agreements specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. If the contracts/agreements are not in English, recipients must provide translated copies.