Research Administration Practices (RAP) Sessions

NIH Updates: Biosketch and Other Support
March 30, 2022

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

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

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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 Recent Updates
- NIH: Biosketch and Other Support Requirements
- Resources and Tools
  - RAS NIH Proposal and Disclosure Checklists
  - Training
  - SciENcv - Biosketch
  - Awards & Pending Proposals (MIT Cognos)
  - DocuSign (flatten PDF)
  - External Contract Depository
- 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 Recent News and Updates

Receive NIH Updates via email from the RAS Liaisons and the *RA Community Newsletter* by subscribing to the **Research Administration Listserv** (RA Listserv)

NIH Salary Cap Increase

Effective January 2, 2022, the salary limitation for Executive Level II is **$203,700**.

- MIT will utilize the new cap starting with the first pay period after notification, February 1, 2022. If you adjust your salaries, please keep in mind:
  - **Associated EB and F&A charges will also increase relative to the increase salary costs.**
  - **Review cost sharing templates and make updates as needed.**
- The salary cap increase must be consistent with the current salary in place and **no additional funds will be provided**.
- See current NIH notice link: NOT-OD-22-076

Research Administration Practices (RAP) Sessions

eRA Two-Factor Authentication

Alert for PIs and Senior/Key Personnel: Effective September 15, 2021, eRA requires two-factor authentication 45 days after the submission of a Type 1 or 2 application or RPPR for **all individuals listed there as principal investigators and senior/key personnel**.

Administrative account holders will be required to move to two-factor authentication in early 2022.

Learn more about using Login.gov or InCommon Federated accounts (including MIT Touchstone) to access eRA Commons and ASSIST.

• See: Two-Factor Authentication: Accessing eRA Modules via login.gov

Two-factor authentication video tutorials:

Extending Guidance for Preparing Applications During COVID-19

For Spring 2022 due dates, NIH recently **extended the guidance** that while grant applications should not include contingency or recovery plans for problems resulting from the COVID-19 pandemic, investigators may address effects due to the pandemic on productivity or other scoreable issues in the personal statement of the biosketch.

NIH also **extended the special exception for post-submission material** to applications submitted for the August/October 2022 Council rounds.

Commons ID required for all Senior Personnel

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

OMB Number: 4040-0001
Expiration Date: 12/31/2022

PROFILE - Project Director/Principal Investigator

Prefix: [ ] * First Name: [ ] Middle Name: [ ]
* Last Name: [ ] Suffix: [ ]
Position/Title: [ ] Department: [ ]
Organization Name: [ ] Division: [ ]
* Street1: [ ]
Street2: [ ]
* City: [ ] County/ Parish: [ ]
* State: [ ] Province: [ ]
* Country: USA: UNITED STATES * Zip / Postal Code: [ ]
* Phone Number: [ ] Fax Number: [ ]
* E-Mail: [ ]
Credential, e.g., agency login: [ ]
* Project Role: PD/PI Other Project Role Category: [ ]
Degree Type: [ ]
Degree Year: [ ]
*Attach Biographical Sketch [ ] [Add Attachment] [Delete Attachment] [View Attachment]
Attach Current & Pending Support [ ] [Add Attachment] [Delete Attachment] [View Attachment]

eRA Commons ID must be entered in the "**Credential, e.g., agency login**" field on the **R&R Senior/Key Person Profile (Expanded)** form for all Senior/Key Personnel as defined in NIH GPS 1.2 (for applications due on or after January 25, 2022).

See Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel

To request an eRA Commons account for someone at MIT, please email the following information to nih-help@mit.edu
>   First Name
>   Last Name
>   Email address
>   Does user have an existing eRA Commons Account at another organization?
>   What role will they need? See the eRA Commons Roles Matrix for guidance

Unique Entity Identifier (UEI) Transition

- By April 4, 2022, the federal government will transition away from using the DUNS Number and toward the new **Unique Entity ID (UEI)** as the primary means of entity identification for federal awards. MIT is registered and the number is:

- MIT's UEI is **E2NYLCDML6V1**

- For grant applications due on or after January 25, 2022, applicants must have a Unique Entity ID (UEI) at the time of application submission.

[NIH Reminder: Unique Entity ID (UEI) Required Starting January 2022](#)

Research Administration Practices (RAP) Sessions

New NIH Policy on Data Management and Sharing (effective January 25, 2023)

NEWS: New NIH Policy on Data Management and Sharing (effective January 25, 2023). NIH has issued a new **Final NIH Policy for Data Management and Sharing** that will replace the 2003 NIH Data Sharing Policy.

See MIT Libraries' page on Research Funder Policies:

- **Current NIH Data Sharing Policy**.

- **NIH Policy FAQ**

- **MIT's NIH Policy Highlight Document** (PDF)

NIH Grants Policy Statement
Updated December 2021

The requirement to use the NIH approved format for the Biosketch and Other Support documents is in effect for applications 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.

NIH: Commitment Transparency and Disclosure

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

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

- The NIH continues to update FAQs and resources to guide users through Pre- and Post-Award disclosures. Continue to check most recent versions for clarifications and updates.

RAS/VPR: Sponsor Disclosure Requirements

On the RAS website: [Grant and Contract Administration > Sponsor Information > Sponsor Disclosure Requirements](#)

• Provides links to sponsor specific resources and guidance curated by MIT RAS Liaisons, as well as MIT Resources, Checklists, and Tools

RAS: National Institutes of Health Disclosure Guidance

National Institutes of Health Disclosure Guidance

Last updated: March 9, 2022

NIH requires the disclosure of biographical, other support and foreign component information as part of the grant application process and, as requested, in post-award progress reports. The information below summarizes key NIH disclosure requirements and provides links to more detailed information.

Effective January 25, 2022:

- Supporting documentation for outside contracts, agreements and other working arrangements with foreign entities must be submitted with *Other Support*. See "Supporting Documentation" in the *Other Support* section below for instructions on how to comply with these requirements at MIT.
- The new FORMS-G for *Other Support* has an added signature block for the PI/KP to certify the accuracy of the information submitted. Each form must be **electronically signed** by the PI/KP and submitted as a flattened PDF. Electronic signatures can be generated using DocuSign or Adobe Pro DC (requires external license); **wet signatures and image files are not acceptable**. RA Support has prepared instructions for preparing and flattening PDF attachments.

Biographical Sketch

MIT Resources and Tools

- NIH: Disclosure & Reporting Requirements (training for MIT researchers – requires MIT certificate) – January 25, 2022
- MIT External Contract Depository (requires MIT certificate)
- Awards & Pending Proposals (requires MIT certificate and KC roles)
- VPR/RAS NIH Checklists and Preparation Guides
- NIH Disclosure Guidance Checklist [PDF] – December

NEW

NIH: Disclosure & Reporting Requirements (Atlas course)

Training provided to inform MIT researchers about the most recent updates to NIH disclosure and reporting requirements, as well as the tools and resources that MIT has put into place to assist researchers in complying with these requirements.

National Institutes of Health Disclosure Guidance

NIH: Disclosure and Reporting Requirements

BEGIN   DETAILS ⌄

MIT | Office of the Vice President for Research

This training is provided to inform MIT researchers about the most recent updates to NIH disclosure and reporting requirements, as well as the tools and resources that MIT has put into place to assist researchers in complying with these requirements.

Course Details

Science & Security: A Changing Landscape

New NIH Requirements

- What Researchers Need to Know
- Biosketch: What's New?
- Other Support: Overview
- Other Support: Significant Changes
- Foreign Component Disclosure

Resources

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

Office of the Vice President for Research

Research Administration Services

National Institutes of Health
BioSketch / Other Support / RPPR Checklist

Effective January 25, 2022:
- Supporting documentation for outside contracts, agreements and other working arrangements with foreign entities must be submitted with *Other Support*. See the section on *Supporting Documentation* below for instructions on how to comply with these requirements at MIT.
- The new FORMS-G for *Other Support* has an added signature block for the PI/KP to certify the accuracy of the information submitted. Each form must be **electronically signed** by the PI/KP and submitted as a flattened PDF. Electronic signatures can be generated using DocuSign or Adobe Pro DC (requires external license); **wet signatures and image files are not acceptable**. RA Support has prepared instructions for preparing and flattening PDF attachments.

NOTE: The checklists below are intended to be used as a tool when preparing disclosure information for NIH grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to NIH. Please contact your RAS administrator if you have any questions.
- NIH Grants Policy Statement
- NIH Application Guide
- NIH Other Support
- MIT NIH Checklists and Preparation Guides

BioSketch
Review NIH Biosketch Format Pages, Instructions and Samples
List in chronological order the positions you've held that are relevant to this application, concluding with your present position; also list any relevant academic and professional achievements and honors. All academic, professional or institutional appointments. Include the following:
• Any titled academic, professional or institutional position regardless whether or not remuneration is received • All full-time, part-time or voluntary positions • All adjunct, visiting or honorary appointments • All appointments at foreign institutions – even if labeled as "guest" • Unpaid appointments at foreign institutions

- Foreign appointments
- Affiliations with foreign entities or governments
- Affiliations or appointments likely to be cited in sponsor-funded publications
- Advisor to foreign institution on their program of research
- Ongoing and completed research projects from the past three (3) years that the applicant wishes to highlight

REVISED 12/23/2021

PDF check list may be 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)

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.

NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support

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

Download most recent NIH Pre- and Post-Award Disclosure Table for a helpful overview

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.

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.

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

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

Form Name	Biographical Sketch Format Pa... January 25, 2022
Description	Prepare biographical sketches for ...ns and pr... applications and awards, except fel...ps.
How to Access	Non-fellowship Biosketch (blank format page, Word)
Instructions	Instructions for Biographical Sketch These instructions will be incorporated into the NIH A... Instructions with the next update by FY 2022.
Additional Information	• SAMPLE: Non-fellowship biosketch • FAQs • NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support 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

Create your biosketch here!
SciENcv
Science Experts Network Curriculum Vitae

FAQs on Biosketch Format Pages, Instructions and Samples

RELATED RESOURCES
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.

Launch SciENcv to create NIH Biosketch

FAQs on Biosketch

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

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

New *Biosketch Assistant*

Sample Biosketch, FAQs, and Instructions

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

Research Administration Practices (RAP) Session

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

Biosketches: Using SciENcv

Grant and Contract Administration > Sponsor Information > Sponsor Disclosure Requirements > Using SciENcv

Why Use SciENcv?

Inputs

- eRA Commons
- NCBI My Bibliography
- Research.gov
- ORCID
- Hand-entered information

Integration

- IDs
- Name
- Affiliation
- Education
- Honors
- Awards
- Personal Statement
- Contributions
- Grants
- Publications
- Collaborators
- Patents
- Etc.

Outputs

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biosketch
- NSF C&P Support
  (DOE Office of Science requires NSF-approved C&P format)

PDF Documents to save to computer

- Link to external sources to populate information
- Update documents or use as template for new format (eliminates need to re-enter information)
- Allows Delegate role
- Exports to up-to-date sponsor-approved form

SciENcv Biosketch Demo

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:

Updated Requirements for Recipients (NOT-OD-21-073):
Effective January 25, 2022, NIH requires the following:

- 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.

- Immediate notification of undisclosed Other Support. When a recipient organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

Additional information on Other Support can be found in the Grants Policy Statement.

Updates:

The other support 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).

FAQs on Other Support

RELATED RESOURCES

- RPPR Instruction Guide, Section D.2c Changes

FAQs on Other Support

FORMS-G: due dates on/after January 25, 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. Other Support format page (blank format page, Word) NIH is finalizing the SciENcv template for Other Support and anticipates that the te... available beginning in FY 2022.
Instructions	See NIH Other Support Instructions
Additional Information	- Other Support sample - FAQs - NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support

Download Other Support Word template

Sample Other Support, FAQs, and Instructions

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

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

Research Administration Practices (RAP) Session

NIH Other Support FAQ (New & Updated)

Frequently Asked Questions (FAQs) Other Support and Foreign Components

7. Can Other Support be signed with a wet signature or a typed name? `NEW`

No, wet and typed names will not be accepted as signatures. Electronic signatures are required, see related FAQ.

8. NIH does not allow electronic signatures on attachments in electronic applications. Will electronic signatures be accepted on Other Support submissions?

Other Support submissions must be submitted as a flattened PDF, after all signatures are obtained (see Format Attachments for more details). Recipients and applicants may use the electronic signature software of their choice, and in alignment with their institutional practices. A typed name is not an electronic signature and is not acceptable.

Applicants and recipients must maintain supporting documentation to reasonably authenticate that the appropriate individual signed the form. Recipients must and make the documentation available upon request in accordance with 45 CFR Part 75.364.

9. Will NIH begin using SciENcv for Other Support? `UPDATED`

At this time, NIH is not requiring the use of SciENcv for Other Support. NIH is currently working in the federal-wide space on determining the best way to allow applicants and recipients to enter other support in an online format.

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** …

Research Administration Practices (RAP) Session

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).

- Quick Card - Awards and Pending Proposals Report
- Awards & Pending Proposals Report (direct link)

Details on data pulled for the report - check for accuracy

Click the 'html' icon to download to Excel

Carole A Trainor   Log Off   About   IBM.

Keep this version ▾ ▶ | ⊞ ⊞ ⊞▾ | 🖨▾ | Add this report ▾

Research Administration Services (RAS)
Awards and Pending Proposals - Active Awards
Haskell, Edward

Data Notes
Data pulled on: Dec 15, 2021 10:48:05 AM
Data based on Award Status; looks at any Award Status not equal to Closed, Inactive, or Terminated
Data based on Person Name, looks at any awards where this person is a PI, Co-I, MPI, or KP: **Zuber, Maria**
Includes both parent and child awards
Excludes Sponsor Code = 009990 (Accounts Cancelled)
Excludes Award Types = Consortium Membership, Budget Office WBS
For dollar amount, use Ant Distributable Amount or Obli Distributable Amt since there are parent and child awards from the same
award structure in the data; Ant = Anticipated, Obli = Obligated

Person Role Key

Person Role	Description
PI	Principal Investigator
COI	Co-Investigator
MPI	Multiple PI
KP	Key Person

Download Instructions: To download as a spreadsheet with formatting, please select the icon of a page with 'HTML' on it, in the upper right corner of your screen (to the left of 'Add this report') and then select "View in Excel Options" and then "View in Excel 2007 Format" option from the dropdown.

Definitions
Ant Total Amount
Anticipated Total Amount; The total value of the award, [...] s/accounts; The funds
expecting to receive over the life of the award from a s[...] not yet exercised by t[...]
sponsor. (Does not feed to SAP.)
Obli Total Amount
Obligated Total Amount; The amount of funding that MI[...] (and bill/invoice) thro[...]
current Obligated End/Expiration Date (Same as SAP en[...] ild awards/accounts. ([...]
SAP.)
Ant Distributable Amount
Anticipated Distributable Amount; Anticipated Amount for a specific [...] ding funds distributed to any child
The amount of funds that MIT expects can be used in a given account over the entire life of the award; if you sum all of the
Anticipated Distributable amounts in a single award hierarchy structure, it equals the Anticipated Total of the parent account[...]
includes option periods/project phases not yet exercised by the sponsor. (Does not feed to SAP.)
Obli Distributable Amount
Obligated Distributable Amount; The amount available for a specific WBS account/award, excluding funds distributed to any[...]
accounts; The amount of authorized funds that can be used in a given account through the current Obligated End/Expiration[...]
(Same as SAP end date); if you sum all of the Obligated Distributable amounts in a single award hierarchy structure, it equa[...]
Obligated Total of the parent account; Authorized Total Amount in SAP is similar to the Obligated Distributable Amount, plus[...]
Sharing in the award. (Feeds to SAP.)

MIT Award Number	Account Number	Sponsor Award Number	Award Status	Award Type	Sponsor Name	Sponsor Code	Sponsor Type	Prime Sponsor Name	Prime Sponsor Code	Prime Sponsor Type	Lead Unit ID	Lead Unit Name	Title	PI Name	Award Effective Date	Final Expiration Date	Person Role	Person Name	Home Unit	Anticipated Distributable Amount	Obligated Distributable Amount	Anticipated Total Amount
02[...]7-00001	2388595	Agreement signed 5/23/12	Active	Fellowship	Technion-Israel Institute of Technology	007459	Foreign Institution of Higher Education	Not Applicable	N/A		401860	VP for Research	MIT-Technion Postdoctoral Fellowship Program	Zuber, Maria	09/01/2012	12/31/2021	PI	Zuber, Maria	401000	4,086,884.91	1,596,884.91	5,000,000
02[...]6-00001	6931899	NNX15AF85G	Active	Grant	NASA - Goddard Space Flight Center	000420	Federal	Not Applicable	N/A		159600	Kavli Inst for Astrophysics and Space Rsrh	The Search for Extra-Terrestrial Genomes (SETG)	Zuber, Maria	05/01/2015	04/30/2021	PI	Zuber, Maria	401000	2,863,500.43	2,863,500.43	2,927,063
02[...]1-00001	6938432	80NSSC18K0682	Active	Grant	NASA - Goddard Space Flight Center	000420	Federal	Not Applicable	N/A		153000	Earth, Atmospheric, and Planetary Sciences	The Design, Analysis and Research with Retro-reflector Arrays	Smith, David E.	04/01/2018	03/31/2022	COI	Zuber, Maria	401000	100,000	100,000	100,000
02[...]4-00001	6938351	80NSSC18K0553	Active	Grant	NASA - Goddard Space Flight Center	000420	Federal	Not Applicable	N/A		153000	Earth, Atmospheric, and Planetary Sciences	Solar System Planetary Geodesy Research	Smith, David E.	03/01/2018	03/31/2022	COI	Zuber, Maria	401000	206,712	162,411	206,712

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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.

External Contract Depository (ECD)

MIT researchers may upload documents to the **External Contract Depository (ECD)** tool 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.

What needs to be uploaded

- Only contracts specific to the principal investigator or other senior/key personnel's foreign consulting arrangements, appointments, affiliations, and/or employment with a foreign institution are required. This includes, without limitation, letter agreements, letters of engagement, offer letters, or similar documents.

- If you have more than one contract with a single foreign entity, then you must create a new record for each contract.

What does NOT need to be uploaded

- Personal service contracts for fellows, students and other lab staff do not need to be included.

- Contracts entered into by MIT (e.g.. sponsored research agreements) with the foreign organization do not need to be included.

External Contract Depository (ECD)

Upload requirements

- If the contract is not in English, then **you must also provide an English translation.** Machine-read translations are acceptable, although a manual translation prepared by you or a fluent person you trust is preferred.

- Contracts should be provided in **PDF** format.

- NIH requires that the **contracts must be provided in full—**without any removal or redaction of confidential or sensitive information.

VPR/OGC Review

- The review of contracts by VPR and OGC is **only for the purpose of helping MIT and the principal investigator or other senior/key-personnel anticipate any questions NIH may raise with respect to a given contract.** This review does not involve legal advice regarding the specific terms of any personal contracts and does not imply Institute approval or disapproval of any outside engagement.

dum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed
us quam id felis. Curabitur posuere quam vel nibh.
dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus,
que ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum
. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at
. Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh.
et

**Mark in lower-right corner
indicates review by VPR/OGC**

ECD - 391 - 03/16/2022

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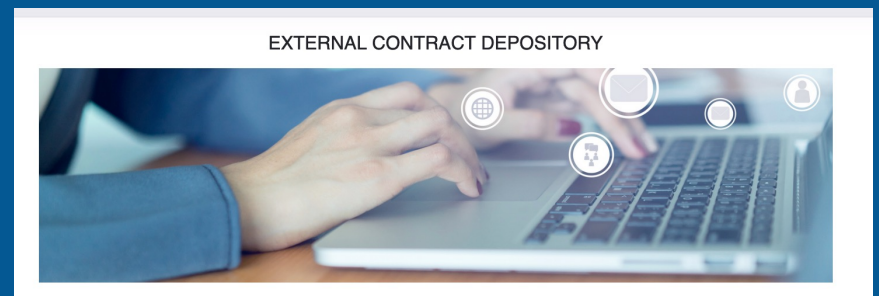
PIs and Key Personnel may contact
research-compliance-help@mit.edu with
questions or for assistance.

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.
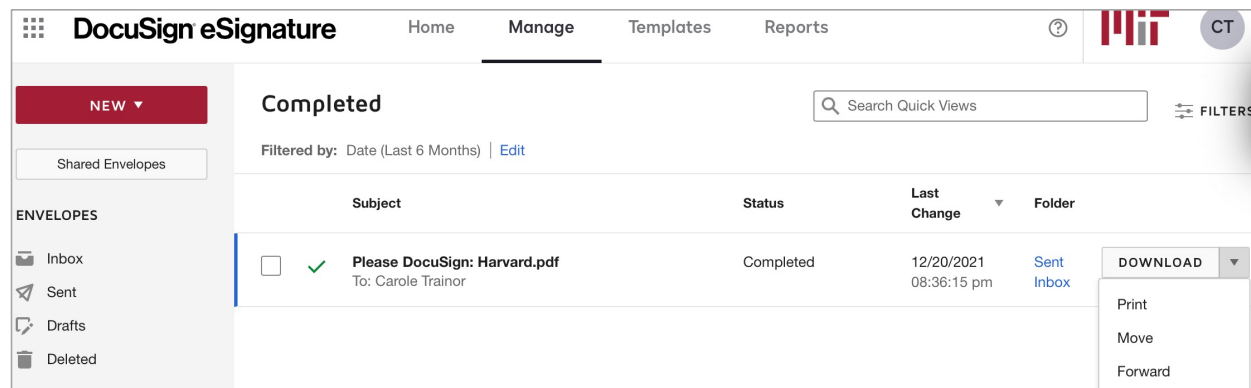
Electronic Signature Service

- Cloud-based electronic signature service licensed for use by MIT students, faculty, staff, and affiliates. It allows users to upload documents and send them to recipients for electronic signature and provides an audit trail of signatures.

- Access DocuSign via: http://docusign.mit.edu DocuSign is Touchstone-enabled for ease of access.

In the **Email** field, enter your MIT email address (be sure to use your kerberos@mit.edu email address).

Click **Next**. The Touchstone login page will be displayed.

PDF: Flat, Single document

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.

Research Administration Practices (RAP) Session
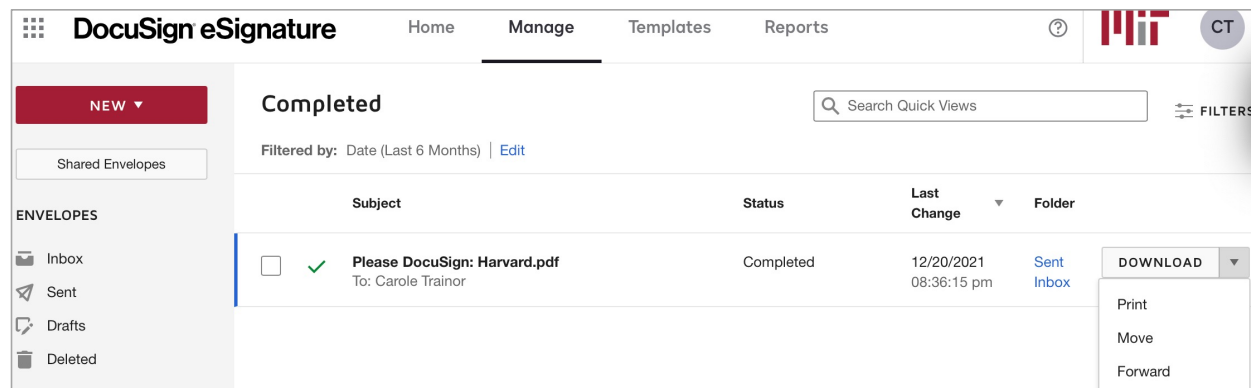
We Appreciate Your Feedback

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_9QuEdm6GVqmm4CO

- 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

RA Support Team – ra-help@mit.edu

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