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
Carole Trainor, Senior Research Administration Education and Support Specialist, VPR
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
Recent News and Updated Guidance

February 2022

Updated Salary Cap Information

October 2021

Logging onto eRA Commons

NIH is switching to a two-factor authentication to access eRA Commons User Roles: User Roles (nih.gov)

Triggering event: All PIs and key personnel associated will be required to attend the Performance Progress Report (PPR) 2021 to fill this role has been long, particularly as we navigated the Covid-19 pandemic, we are thrilled

Spotlight: Vivian Holmes
Director, Research Administration Services (RAS)

While we know that winter in New England is not quite over, Research Administration Services is celebrating the start of a much-anticipated new season as we welcome Vivian Holmes in the role of Director. While the search for the right person to fill this role has been long, particularly as we navigated the Covid-19 pandemic, we are thrilled...
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](#)
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

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

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
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

See MIT Libraries’ page on Research Funder Policies:

• Current NIH Data Sharing Policy.
• NIH Policy FAQ
• MIT’s NIH Policy Highlight Document (PDF)
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.
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

Sponsor Disclosure Requirements

Federal sponsors require full disclosure of project support, and are continually updating their requirements for how and when that information is disclosed in proposals and progress reports. Because requirements vary from sponsor to sponsor, RAS has created resources to help researchers and research administrators comply with the requirements for each sponsor.

Federal Sponsor Disclosure Requirements

- Department of Defense
- Department of Energy
- National Aeronautics and Space Administration
- National Institutes of Health
- National Science Foundation

For disclosure policies of other federal research sponsors, please review the program announcements and proposal preparation guides, and contact your RAS contract administrator with any questions.

Tools

SciEnv (Science Experts Network Curriculum Vitsa) is an electronic system available through NCBI. Researchers and delegated administrators can use SciEnv to create and maintain biosketches for submission with NIH and NSF grant applications and annual reports. Furthermore, SciEnv can be used to create and update Current and Pending Support documents in NSF-approved format required by NSF and DOE (check solicitation to confirm). SciEnv can also be useful for maintaining and organizing current and pending support information for other sponsors.

- Using SciEnv

Awards & Pending Proposals Reports are available via the MIT Cognos website reports.mit.edu (requires MIT Touchstone authentication and KC roles to View Institute Proposal and View Award). Report options include Active Awards, Closed Awards, Award Sponsor Contacts, and Pending Proposals.

- Quick Card - Awards and Pending Proposals Report [PDF]
- Awards & Pending Proposals Report (direct link to report)
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

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

Research Administration Practices (RAP) Sessions
PDF check list may be downloaded from the RAS website and shared with PI and other Senior/Key Personnel


<table>
<thead>
<tr>
<th>Bi Sketch</th>
<th>Review NIH Biosketch Format Pages, Instructions and Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td>• Any titled academic, professional or institutional position regardless whether or not remuneration is received</td>
<td></td>
</tr>
<tr>
<td>• All full-time, part-time or voluntary positions</td>
<td></td>
</tr>
<tr>
<td>• All adjunct, visiting or honorary appointments</td>
<td></td>
</tr>
<tr>
<td>• All appointments at foreign institutions – even if labeled as “guest”</td>
<td></td>
</tr>
<tr>
<td>• Unpaid appointments at foreign institutions</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Biographical Sketch</th>
<th>Other Support</th>
<th>Annual Project Reports</th>
<th>Post-Award Information Terms &amp; Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional preparation (e.g., educational degrees)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Affiliations and Appointments</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic, professional, or institutional appointments, whether or not remuneration is received, and whether full-time, part-time, or voluntary</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>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.)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs.</td>
<td>X (Appropriate placement may be contract-dependent)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-kind contributions not intended for use on the project/proposal being proposed.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Visiting Scholars in Labs funded by an external entity</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Students and postdoctoral researchers funded by an external entity</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting that falls outside of an individual’s appointment; separate from institution’s agreement.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Travel supported/paid by an external entity to perform research activities with an associated time commitment</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Download most recent NIH Pre- and Post-Award Disclosure Table for a helpful overview.
Launch SciENcv to create NIH Biosketch
FAQs on Biosketch
Download Biosketch Word template (either Non-fellowship or Fellowship) for required format
New Central Email for Biosketch & Other Support Inquiries
nihosbiosketch@nih.gov
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

Research Administration Practices (RAP) Session
### Biosketch: Key Points

<table>
<thead>
<tr>
<th>Use required NIH approved format and follow instructions</th>
<th>Download <a href="#">Word template</a> or use <a href="#">SciENcv</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>5-page maximum</td>
<td>Includes table at top of page 1</td>
</tr>
<tr>
<td>Enter eRA Commons ID on top of page 1</td>
<td>eRA Commons ID needed for all Senior/Key Personnel</td>
</tr>
<tr>
<td>Ongoing and completed research (past 3 years)</td>
<td>Now described in Section A: ‘Personal Statement’</td>
</tr>
<tr>
<td>May link to on-line bibliography</td>
<td>Must be a Federal Government (.gov) website such as <a href="#">NCBI My Bibliography</a></td>
</tr>
<tr>
<td>Submit as flattened PDF file</td>
<td>Learn <a href="#">how to flatten a PDF</a></td>
</tr>
</tbody>
</table>

*Research Administration Practices (RAP) Session*
SciENcv

- Interagency system designed to create biosketches for multiple federal agencies, supports the NIH biosketch format.
- Quickly create and recreate documents—reducing administrative burden!
- RAS has prepared several resources to help researchers and their administrators get started, including documentation on setting up a delegate.
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

Build and manage your biosketch with SciENcv
Create your biosketch here!

Supports NIH’s new biosketch format
Other Support: Format Pages, Instructions, Samples

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)

- 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.

FAQs on Other Support

Download Other Support Word template

Sample Other Support, FAQs, and Instructions

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

Research Administration Practices (RAP) Session

New Central Email for Biosketch & Other Support Inquiries

nihosbiosketch@nih.gov
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.

   
   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 ...
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](http://reports.mit.edu) (requires MIT Touchstone authentication).

- Quick Card - [Awards and Pending Proposals Report](http://reports.mit.edu)
- [Awards & Pending Proposals Report](http://reports.mit.edu) (direct link)
### Research Administration Services (RAS)
#### Awards and Pending Proposals - Active Awards

**Haskell, Edward**

**Person Role Key**
- **PI**: Principal Investigator
- **COI**: Co-Investigator
- **MPT**: Multiple PI
- **KP**: Key Person

#### Definitions
- **Ant Total Amount**: Anticipated Total Amount; The total value of the award. *Note: This column may contain unfunded accounts; The funds expecting to receive over the life of the award from a single award that is not yet exercised by a single sponsor. (Does not feed to SAP)
- **Obli Total Amount**: Obligated Total Amount; The amount of funding that MIT expects to receive over the entire life of the award, through current Obligated End/Expiration Date (Same as SAP entry date and bill/invoice) through the current Obligated End/Expiration Date (Same as SAP entry date and bill/invoice). (Does not feed to SAP)
- **Obli Distributable Amount**: Anticipated Distributable Amount; The amount available for specific account(s) funding 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. It includes option periods/commitment phases not yet exercised by the parent sponsor. (Does not feed to SAP)

#### Download Instructions:
To download 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.

<table>
<thead>
<tr>
<th>MIT Award Number</th>
<th>Account Number</th>
<th>Sponsor Award Number</th>
<th>Sponsor Award Type</th>
<th>Sponsor Name</th>
<th>Sponsor Code</th>
<th>Sponsor Type</th>
<th>Lead Unit Name</th>
<th>Lead Unit Code</th>
<th>PI Name</th>
<th>PI's Department</th>
<th>Award Amount</th>
<th>Anticipated Total Amount</th>
<th>Obligated Total Amount</th>
<th>Obligated Distributed Amount</th>
<th>Anticipated Distributed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00001</td>
<td>0.00001</td>
<td>Agreement signed 05/2012</td>
<td>Active Fellowship</td>
<td>Technion- Israel Institute of Technology</td>
<td>007459</td>
<td>Foreign Institution of Higher Education</td>
<td>Not Applicable</td>
<td>N/A</td>
<td>Zuber, Maria</td>
<td>Zuber, Maria</td>
<td>401000</td>
<td>4,085,844.81</td>
<td>1,096,844.81</td>
<td>6,000,000</td>
<td></td>
</tr>
<tr>
<td>0.00002</td>
<td>0.00002</td>
<td>NNX15AF85G</td>
<td>Active Grant</td>
<td>NASA- Goddard Space Flight Center</td>
<td>000420</td>
<td>Federal</td>
<td>Not Applicable</td>
<td>N/A</td>
<td>Zuber, Maria</td>
<td>Zuber, Maria</td>
<td>401000</td>
<td>1,803,500.43</td>
<td>2,927,053</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00003</td>
<td>0.00003</td>
<td>80NESC18K0682</td>
<td>Active Grant</td>
<td>NASA- Goddard Space Flight Center</td>
<td>000420</td>
<td>Federal</td>
<td>Not Applicable</td>
<td>N/A</td>
<td>Zuber, Maria</td>
<td>Zuber, Maria</td>
<td>401000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>0.00004</td>
<td>0.00004</td>
<td>80NESC18K0550</td>
<td>Active Grant</td>
<td>NASA- Goddard Space Flight Center</td>
<td>000420</td>
<td>Federal</td>
<td>Not Applicable</td>
<td>N/A</td>
<td>Zuber, Maria</td>
<td>Zuber, Maria</td>
<td>401000</td>
<td>205,712</td>
<td>205,712</td>
<td>205,712</td>
<td></td>
</tr>
</tbody>
</table>

---

**Research Administration Practices (RAP) Session**
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.

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

ECD - 391 - 03/16/2022

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.

Research Administration Practices (RAP) Session
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.


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.
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

![QR Code](https://example.com/qrcode)

• Click this link (copied to the chat)
  [https://mit.co1.qualtrics.com/jfe/form/SV_9QuEdm6GVqmm4CO](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](mailto: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)