

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 reverse chronological order the positions you've held that are relevant to this application, starting with your present position; also list any relevant academic and professional achievements and honors. All academic, professional or institutional appointments. Include the following:
	<ul style="list-style-type: none"> • Any titled academic, professional or institutional position regardless whether or not remuneration is received
	<ul style="list-style-type: none"> • All full-time, part-time or voluntary positions
	<ul style="list-style-type: none"> • All adjunct, visiting or honorary appointments
	<ul style="list-style-type: none"> • All appointments at foreign institutions – even if labeled as “guest”
	<ul style="list-style-type: none"> • Unpaid appointments at foreign institutions
	<ul style="list-style-type: none"> • Domestic appointments
	<ul style="list-style-type: none"> • Foreign appointments
	<ul style="list-style-type: none"> • Affiliations with foreign entities or governments
	<ul style="list-style-type: none"> • Affiliations or appointments likely to be cited in sponsor-funded publications
	<ul style="list-style-type: none"> • Advisor to foreign institution on their program of research
	<ul style="list-style-type: none"> • Ongoing and completed research projects from the past three (3) years that the applicant wishes to highlight

Other Support - Just in Time (JIT)	
	Review NIH Other Support website
	All items to be included in the Other Support Document include:
	<ul style="list-style-type: none"> Income, salary, consulting fees, and honoraria, or estimated value of activity in support of an individual's research endeavors. List resources in support of and/or related to the PI's research endeavors at any institution or entity, even if work is performed outside of their appointment period.
	<ul style="list-style-type: none"> Participation in a foreign talent or similar-type programs
	<ul style="list-style-type: none"> All resources and other support, including grants, cooperative agreements, and contracts, and subawards, both domestic and foreign, for ongoing research projects, including those conducted at a different institution, and including internal awards for specific projects
	<ul style="list-style-type: none"> In-kind contributions from domestic and foreign institutions or governments that support research activities
	<ul style="list-style-type: none"> External lab space, materials, and staff made available to PI in support of and/or related to their research. Includes travel or living expenses. Does not include the MIT startup package.
	<ul style="list-style-type: none"> Post-doc, student, or visiting scholar supported by a foreign government or institution that are working on your research activities. If they are working on their own research, you do not need to include them in Other Support
	<ul style="list-style-type: none"> Awards made directly to graduate students working on this research project in the PI's lab
	<ul style="list-style-type: none"> Domestic research collaborations that directly benefit the PI's research endeavors
	<ul style="list-style-type: none"> Include internal awards if in direct support of the PI's research, other than MIT startup funds
	<ul style="list-style-type: none"> Start-ups outside MIT
	<ul style="list-style-type: none"> Research resources received through MIT or directly to individual
	<ul style="list-style-type: none"> All contracts that relate to or support the PI's research at MIT or elsewhere.
	<ul style="list-style-type: none"> *NEW* Supporting Documentation: Provide copies of contracts 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 they are not in English, recipients must provide translated copies. See the section on <i>Supporting Documentation</i> below for instructions on how to comply with these requirements at MIT.

Other Support - Just in Time (JIT) – cont’d	
	All items NOT REQUIRED to be included in the Other Support Document include:
	<ul style="list-style-type: none"> • Training awards
	<ul style="list-style-type: none"> • Gifts, prizes, endowments
	<ul style="list-style-type: none"> • Start-ups internal to MIT
	<ul style="list-style-type: none"> • One-time travel to present at a conference at an international organization
	<ul style="list-style-type: none"> • Consulting or professional services where no research is performed
	<ul style="list-style-type: none"> • Faculty academic year salary
	<ul style="list-style-type: none"> • Peer teaching
	Other support does not include training awards, prizes, gifts or start-up support provided to the individual by the applicant organization

Research Performance Progress Reports (RPPR)	
	Review NIH RPPR Instruction Guide
	The following items must be included in an RPPR if they are new and were not submitted previously:
	<ul style="list-style-type: none"> • Income, salary, consulting fees, and honoraria in support of an individual's research endeavors
	<ul style="list-style-type: none"> • Participation in a foreign talent or similar-type programs
	<ul style="list-style-type: none"> • All resources and other support, both domestic and foreign, for ongoing research projects, including those conducted at a different institution
	<ul style="list-style-type: none"> • In-kind contributions from domestic and foreign institutions or governments that support research activities
	<ul style="list-style-type: none"> • Post-doc, student or visiting scholar supported by a foreign government or institution
	<ul style="list-style-type: none"> • Performance of any significant part of a project outside of the U.S., whether or not funds are expended - THIS REQUIRES PRIOR APPROVAL IF NOT STATED IN THE PROPOSAL

Supporting Documentation

MIT has developed the [External Contract Depository](#) (ECD) to help MIT researchers and their administrators 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.

Using the MIT External Contract Depository	
	Review information on the MIT External Contract Depository (ECD).
	Who must provide supporting documentation:
	<ul style="list-style-type: none"> • Principal Investigator
	<ul style="list-style-type: none"> • Other senior/key personnel on the project
	What documentation must be uploaded:
	<ul style="list-style-type: none"> • Contracts regarding foreign consulting arrangements, appointments, affiliations, and/or employment with a foreign institution. This includes, without limitation, letter agreements, letters of engagement, offer letters, or similar documents.
	<ul style="list-style-type: none"> • 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:
	<ul style="list-style-type: none"> • Personal service contracts for fellows, students and other lab staff do not need to be included.
	<ul style="list-style-type: none"> • Contracts entered into by MIT (e.g. sponsored research agreements) with the foreign organization do not need to be included.
	Upload requirements:
	<ul style="list-style-type: none"> • Contracts must be provided in PDF format.
	<ul style="list-style-type: none"> • NIH requires that the contracts must be provided in full—without any removal or redaction of confidential or sensitive information.
	<ul style="list-style-type: none"> • 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.

Portions of this document have been adapted from materials prepared by Princeton Office of Research and Project Administration and reproduced by MIT VPR/RAS with permission.