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
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.
• 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
• 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.

<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>X</td>
<td></td>
<td></td>
<td></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>X</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>X</td>
</tr>
<tr>
<td>Visiting Scholars in Labs funded by an external entity</td>
<td>X</td>
<td></td>
<td></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>X</td>
<td>X</td>
<td></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>
<tr>
<td>Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher).</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting Documentation (e.g., contracts, grants, other agreements)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Download NIH Disclosure Table for a helpful overview

See PPT ADDENDUM for additional detail
### MIT Resources and Tools

- MIT External Contract Depository (requires MIT certificate)
- Awards & Pending Proposals (requires MIT certificate)
- VP/RAS NIH Checklists and Preparation Guides

### NIH Resources

- NIH Grants Policy Statement
- NIH Application Guide
- NOT-OD-19-114: Reminders of NIH Policies on Other Support and on Policies related to Financial Conflicts of Interest and Foreign Components – July 10, 2019
- Protecting U.S. Biomedical Intellectual Innovation

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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

**Biographical Sketch**

**What to Disclose**

The biographical sketch (biosketch) provides an opportunity for each senior/key person listed in an NIH grant application to describe why they are...
PDF check list may be easily downloaded from the RAS website and shared with PI and other Senior/Key Personnel

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
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

Launch SciENcv to create NIH Biosketch
FAQs on Biosketch
Download Biosketch Word template (either Non-fellowship or Fellowship) for required format
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

New Central Email for Biosketch & Other Support Inquiries
nihosbiosketch@nih.gov
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 **MUST** be submitted as a flattened **PDF** file.

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**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.**

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>eRA COMMONS USER NAME (credential, e.g., agency login):</td>
</tr>
<tr>
<td>POSITION TITLE:</td>
</tr>
</tbody>
</table>

**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.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

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Be sure to include eRA Commons ID
Biosketch: A. Personal Statement

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

Highlight experience and qualifications for this project

Do NOT include hyperlinks

Ongoing and recently completed projects

Up to four publications or research products

NIH SAMPLE: Non-fellowship biosketch

Research Administration Practices (RAP) Session
If all required information is not included, the Biosketch is incomplete!

Biosketch: B. Positions, Scientific Appointments, and Honors

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

- 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)

### Positions and Scientific Appointments

<table>
<thead>
<tr>
<th>Year</th>
<th>Position and Scientific Appointments</th>
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</thead>
<tbody>
<tr>
<td>2021–Present</td>
<td>Associate Professor, Department of Psychology, Washington University,</td>
</tr>
<tr>
<td>2020–Present</td>
<td>Adjunct Professor, McGill University Department of Psychology, Montreal, Canada</td>
</tr>
<tr>
<td>2018–Present</td>
<td>NIH Risk, Adult Addictions Study Section, members</td>
</tr>
<tr>
<td>2015–2017</td>
<td>Consultant, Coastal Psychological Services, San Francisco, CA</td>
</tr>
<tr>
<td>2014–2021</td>
<td>Assistant Professor, Department of Psychology, Washington University, St. Louis, MO</td>
</tr>
<tr>
<td>2014–2015</td>
<td>NIH Peer Review Committee, Subcommittee of Aging and Human Development, Bethesda, MD</td>
</tr>
<tr>
<td>2014–Present</td>
<td>Board of Advisors, National Academy of Sciences, Washington, DC</td>
</tr>
<tr>
<td>2013–2014</td>
<td>Lecturer, Department of Psychology, University of Vermont, VT</td>
</tr>
<tr>
<td>2011–Present</td>
<td>Associate Editor, Journal of Personality and Social Psychology</td>
</tr>
<tr>
<td>2009–Present</td>
<td>Member, American Psychological Association</td>
</tr>
<tr>
<td>2009–2013</td>
<td>Member, Gerontological Society of America</td>
</tr>
<tr>
<td>2006–Present</td>
<td>Fellow, Division of Intramural Research, National Institute of Drug Abuse, Washington,</td>
</tr>
<tr>
<td>Honors</td>
<td>Award for Best in Interdisciplinary Ethnography, Washington University, St. Louis, MO</td>
</tr>
<tr>
<td>2019</td>
<td>Excellence in Teaching, Washington University, St. Louis, MO</td>
</tr>
<tr>
<td>2018</td>
<td>Outstanding Young Faculty Award, Washington University, St. Louis, MO</td>
</tr>
</tbody>
</table>

Must be listed in reverse chronological order.
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.
Biosketch: 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

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 discussed network effects on treatment, including:


Your general scientific contributions and achievements

- 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.
**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

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

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](#)

Research Administration Practices (RAP) Session
Other Support

NIH Grants Policy Statement  Just-In-Time procedures 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 ...
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.
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.
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 support**.
- 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

Information on 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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Other Support Format Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Information on Other Support is used for grant awards and progress reports.</td>
</tr>
<tr>
<td>How to Access</td>
<td>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.</td>
</tr>
<tr>
<td>Other Support format page:</td>
<td>(blank format page, Word)</td>
</tr>
<tr>
<td>NIH is finalizing the SciEdu template for Other Support and anticipates that the template will be available beginning in FY 2022.</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>See NIH Other Support Instructions</td>
</tr>
<tr>
<td>Instructions</td>
<td>See NIH Other Support Instructions</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Other Support sample</td>
</tr>
<tr>
<td></td>
<td>FAQs</td>
</tr>
<tr>
<td></td>
<td>NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support</td>
</tr>
<tr>
<td>Updated Date</td>
<td>October 2021</td>
</tr>
</tbody>
</table>

FAQs on Other Support

RELATED RESOURCES

- RPPR Instruction Guide, Section D.3c Changes in 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
**Other Support: Format Updates**

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

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**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**

---

**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**

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (#M,##)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. [enter year 1]</td>
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<tr>
<td>2. [enter year 2]</td>
<td></td>
</tr>
<tr>
<td>3. [enter year 3]</td>
<td></td>
</tr>
<tr>
<td>4. [enter year 4]</td>
<td></td>
</tr>
<tr>
<td>5. [enter year 5]</td>
<td></td>
</tr>
</tbody>
</table>

**IN-KIND**

- **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**

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (#M,##)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. [enter year 1]</td>
<td></td>
</tr>
<tr>
<td>2. [enter year 2]</td>
<td></td>
</tr>
<tr>
<td>3. [enter year 3]</td>
<td></td>
</tr>
<tr>
<td>4. [enter year 4]</td>
<td></td>
</tr>
<tr>
<td>5. [enter year 5]</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Dollar Value of In-Kind Information:**

**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:** ____________________________

---

Research Administration Practices (RAP) Session
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 endeavors
• 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
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

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

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (##.#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2022</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>2. 2023</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>3. 2024</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>4. 2025</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>5. 2026</td>
<td>3.6 calendar</td>
</tr>
</tbody>
</table>

**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

---

**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 sample - competing -
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):

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

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

No Time commitment
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*
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). See the IS&T Cognos page for an overview of basic functionality.
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: 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.
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.
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.
<table>
<thead>
<tr>
<th>Key Points</th>
<th>Instructions/Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use required NIH approved format</td>
<td>Download <strong>Word template</strong></td>
</tr>
<tr>
<td>Enter eRA Commons ID on top of page 1</td>
<td>eRA Commons ID <strong>needed for all Senior/Key Personnel</strong></td>
</tr>
<tr>
<td>Be complete and accurate in listing all Active &amp; Pending Projects/Proposals and In-Kind resources</td>
<td>Follow <strong>Other Support Instructions</strong>, and <strong>JIT</strong> and <strong>RPPR</strong> guides</td>
</tr>
<tr>
<td>Overlap: Scientific, Support, Commitment</td>
<td>Explain potential overlap or enter ‘none’</td>
</tr>
<tr>
<td>Supporting Documentation (English translation if needed)</td>
<td>PDF copy of contract, grant, or employment with a foreign institution specific to PI or key personnel (VPR reviewed)</td>
</tr>
<tr>
<td>Electronic Signature of each PI/Key Person to certify accuracy and completeness; submit as flattened PDF</td>
<td>Learn about <strong>DocuSign</strong>, <strong>Adobe Pro DC</strong>, and <strong>how to flatten a PDF</strong></td>
</tr>
</tbody>
</table>
NIH Forms-G: for due dates on or after January 25, 2022

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

https://youtu.be/aZQd3fzu5is

– Resources –

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


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

![QR Code Image]

• 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](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

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
Addendum
**Other Support: Projects/Proposals**

<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><strong>All projects currently under consideration</strong> 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>X</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</td>
<td></td>
<td></td>
<td>(Appropriate placement may be contract-dependent)</td>
</tr>
</tbody>
</table>
In-kind contributions not 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.

<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>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>
</tbody>
</table>

Research Administration Practices (RAP) Session
### Other Support: visiting scholar, students, or postdoctoral

<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>Visiting Scholars in Labs funded by an external entity</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Students and postdoctoral researchers funded by an external entity</td>
<td></td>
<td>X X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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 no research activities (e.g. associated time commitment), then it is not a resource, and does not need to be reported.
### Other Support: Consulting and Travel

<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>Consulting that falls outside of an individual’s appointment; separate from institution’s agreement.</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Travel supported/paid by an external entity to perform research activities with an associated time commitment</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**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

<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>Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher).</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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

**Supporting Documentation (e.g., contracts, grants, other agreements)**

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.