

NIH NOT-OD-021-73: CHANGES TO THE BIOGRAPHICAL SKETCH AND OTHER SUPPORT FORMAT PAGE

Presenters:

Erika Wilson, Senior Director
Health Sciences Sponsor Project Pre-Award Office

Rachel Cook, Senior Grant Analyst, Supervisor
Health Sciences Sponsored Project Pre-Award Office

UC San Diego

RESEARCH COMPLIANCE AND INTEGRITY

- Conflict of Interest (COI)
- Dual Use Research of Concern (DURC)
- Export Control and Facility Security
- Institutional Animal Care and Use Committee (IACUC)
- Research Ethics and Integrity (Research Misconduct)
- ClinicalTrials.Gov, NIH Good Clinical Practices (GCP) and Responsible Conduct of Research (RCR) Compliance
- General Research Compliance Activities

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NIH Notices NOT-OD-21-073 & NOT-OD-21-110

Effective January 25, 2022, the National Institutes of Health (NIH) will update its application forms and instructions to support the need for applicants and recipients to provide full transparency and disclosure of all research activities, foreign and domestic. This Notice outlines the following key changes:

- Biosketch and Other Support
- Other Support Certification
- Supporting Documentation
- Immediate Notification of Undisclosed Other Support

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html> &
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-110.html>

A person in a dark dress and shoes stands on a suspension bridge, holding a black umbrella. The bridge is wet, and the background is a hazy, rainy landscape. The text "Change is coming" is overlaid in the upper left.

Change is
coming

Nothing has Changed, Just NIH's Approach

Nothing has changed, just NIH's approach where they are clarifying policies and updating forms and instructions, including SciENCv .

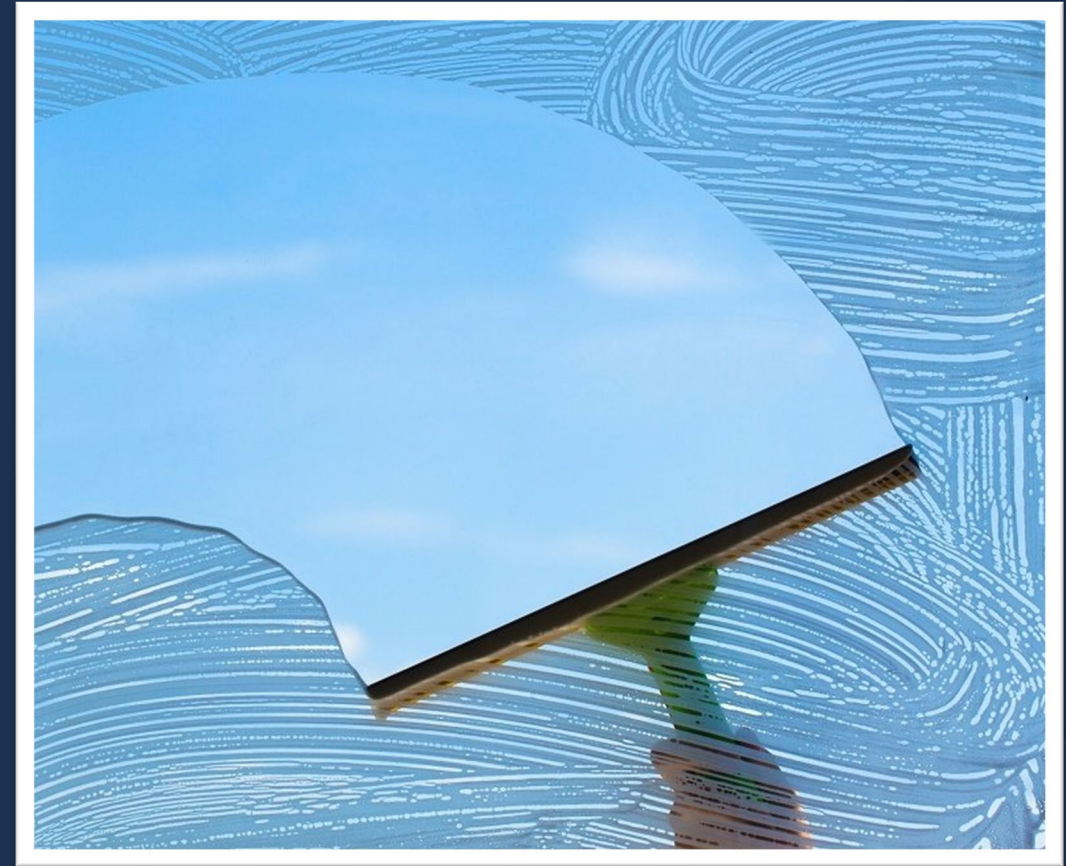
- NIH will now provide details on in-kind contributions, defined "gifts", and outlined the purpose of the Biographical Sketch
- NIH has updated application forms and instructions for Biographical Sketches and Other Support.

Grants Policy Statement (GPS) updates have been published for FY 2022. There was a new subsection [GPS 2.3](#) created to consolidate the requirements for easier reference that will include: who submits, when it is submitted, and how it is used by reviewers

Reminder of Why: Openness & Transparency

Commitment transparency is transparency and reporting of ALL research activities, both domestic and foreign

- Openness and transparency enables productive collaboration and helps ensure appropriate disclosure of potential Conflict of Interest (COI) and Conflict of Commitment (COC).
- Failure to disclose substantial contributions of resources from other organizations, including foreign governments, threatens to distort decisions about the appropriate use of NIH funds.



Biosketch and Other Support Changes



Biosketch Format Changes

New Non-Fellowship Biosketch Format Pages

Non-Fellowship Biosketches Changes

Section A ‘Personnel Statement’ may now include details on ongoing and completed research projects from the past three years that they want to draw attention to, along with still highlighting up to four publications.

Section B ‘Positions, Scientific Appointments, and Honors’ renamed from ‘Positions and Honors.’

- List only **current** positions and scientific appointments.
- All “Positions, Scientific Appointments, and Honors” should be listed **in reverse chronological order**.

Section D ‘Research Support’ has been removed.

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

BIOGRAPHICAL SKETCH

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

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

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

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

A. Personal Statement

B. Positions, Scientific Appointments, and Honors

C. Contributions to Science

Non-Fellowship Biographical Sketch Example

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

BIOGRAPHICAL SKETCH

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

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc1

POSITION TITLE: Associate Professor of Psychology

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

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	BS	05/2003	Psychology
University of Vermont	PHD	05/2009	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/2013	Public Health and Epidemiology

A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with addiction. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2015-2016, my career was disrupted due to family obligations. However, upon returning to the field, I immediately resumed my research projects and collaborations and successfully competed for NIH support. In summary, I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project.

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

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

R01 MH922731
Merrile (PI), Role: co-investigator
12/15/17-11/30/22
Physical disability, depression and substance abuse in the elderly

Key Personnel may include details on ongoing and completed research projects from the past three years that they want to draw attention to here.

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

Citations:

- Merrile, R.J. & Hunt, M.C. (2015). Independent living, physical disability and substance abuse among the elderly. *Psychology and Aging*, 23(4), 10-22.
- Hunt, M.C., Jensen, J.L. & Crenshaw, W. (2018). Substance abuse and mental health among community-dwelling elderly. *International Journal of Geriatric Psychiatry*, 24(9), 1124-1135.
- Hunt, M.C., Wiechelt, S.A. & Merrile, R. (2019). Predicting the substance-abuse treatment needs of an aging population. *American Journal of Public Health*, 45(2), 236-245. PMID: PMC9162292
- Merrile, R. & Hunt, M.C. (2020). Randomized clinical trial of cotinine in older nicotine addicts. *Age and Ageing*, 38(2), 9-23. PMID: PMC9002364

B. Positions, Scientific Appointments, and Honors

Positions and Scientific Appointments

- 2021– Present Associate Professor, Department of Psychology, Washington University, St. Louis, MO
2020 – Present Adjunct Professor, McGill University Department of Psychology, Montreal, Quebec, Canada
- 2018 – Present NIH Risk, Adult Addictions Study Section, members
~~2015 – 2017 Consultant, Coastal Psychological Services, San Francisco, CA~~
~~2014 – 2021 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO~~
~~2014 – 2015 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer~~
- 2014 – Present Board of Advisors, Senior Services of Eastern Missouri
~~2012 – 2014 Lecturer, Department of Psychology, Middlebury College, Middlebury, VT~~
- 2011 – Present Associate Editor, *Psychology and Aging*
2009 – Present Member, American Geriatrics Society
2009 – Present Member, Gerontological Society of America
~~2009 – 2013 Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD~~
2006 – Present Member, American Psychological Association

Honors

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

C. Contributions to Science

- 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 as the primary investigator or co-investigator in all of these studies.
 - Gryczynski, J., Shaft, B.M., Merrile, R., & Hunt, M.C. (2013). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.

B. List in reverse chronological order ALL CURRENT positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). **Past positions do not need to be listed.**

Non-Fellowship Biographical Sketch Example

- b. Shaft, B.M., Hunt, M.C., Merryle, R., & Venturi, R. (2014). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.
- c. Hunt, M.C., Marks, A.E., Shaft, B.M., Merryle, R., & Jensen, J.L. (2015). Early-life family and community characteristics and late-life substance abuse. *Journal of Applied Gerontology*, 28(2), 26-37.
- d. Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2018). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. *Addiction*, 104(9), 1436-1606. PMID: PMC9000292

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

- a. Hunt, M.C., Merryle, R. & Jensen, J.L. (2015). The effect of social support networks on morbidity among elderly substance abusers. *Journal of the American Geriatrics Society*, 57(4), 15-23.
- b. Hunt, M.C., Pour, B., Marks, A.E., Merryle, R. & Jensen, J.L. (2018). Aging out of methadone treatment. *American Journal of Alcohol and Drug Abuse*, 15(6), 134-149.
- c. Merryle, R. & Hunt, M.C. (2020). Randomized clinical trial of cotinine in older nicotine addicts. *Age and Ageing*, 38(2), 9-23. PMID: PMC9002364

3. Methadone maintenance has been used to treat narcotics addicts for many years, but I led research that has shown that over the long-term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotics users were shown in carefully constructed ethnographic studies to be especially responsive to tailored social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.

- a. Hunt, M.C. & Jensen, J.L. (2013). Morbidity among elderly substance abusers. *Journal of the Geriatrics*, 60(4), 45-61.
- b. Hunt, M.C. & Pour, B. (2015). Methadone treatment and personal assessment. *Journal Drug Abuse*, 45(5), 15-26.
- c. Merryle, R. & Hunt, M.C. (2018). The use of various nicotine delivery systems by older nicotine addicts. *Journal of Ageing*, 54(1), 24-41. PMID: PMC9112304
- d. Hunt, M.C., Jensen, J.L. & Merryle, R. (2020). The aging addict: ethnographic profiles of the elderly drug user. NY, NY: W. W. Norton & Company.

Complete List of Published Work in MyBibliography:
<https://www.ncbi.nlm.nih.gov/myncbi/1iCiffFV4VYQZE/bibliography/public/>

C. Contributions to Sciences Reminder: up to five contributions are allowed, with a max of four publications/products each. The Biosketch will be non-compliant if more.

D. 'Research Support' has been removed. Section D is solely present on the fellowship version of the Biosketch, and no longer includes research support due to duplication of effort with Other Support & to harmonize format with NSF.

New Fellowship Biosketch Format Pages

Fellowship Biosketches Changes

Section A ‘Personnel Statement’ may now include details on ongoing and completed research projects from the past three years that they want to draw attention to, along with still highlighting up to four publications.

Section B ‘Positions, Scientific Appointments, and Honors’ renamed from ‘Positions and Honors.’

- List only **current** positions and scientific appointments.
- All “Positions, Scientific Appointments, and Honors” should be listed **in reverse chronological order.**

Section D ‘Scholastic Performance’ has been updated to remove ‘Research Support.’

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

BIOGRAPHICAL SKETCH

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

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

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

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

A. Personal Statement

B. Positions, Scientific Appointments and Honors

C. Contributions to Science

D. Scholastic Performance

Updated Section B to capture ALL CURRENT scientific positions and appointments, both foreign and domestic as well as both paid and unpaid.

YEAR	COURSE TITLE	GRADE
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Fellowship Biographical Sketch Example

DOMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

BIOGRAPHICAL SKETCH

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

NAME: Simmons-Gonzales, Leilani

eRA COMMONS USER NAME (credential, e.g., agency login): ~~Simmons~~

POSITION TITLE: Graduate Student Research Assistant

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

INSTITUTION AND LOCATION	DEGREE (if applicable)	Start Date MM/YYYY	Completion Date MM/YYYY	FIELD OF STUDY
Purdue University	BA	08/2014	05/2018	Biological Chemistry
UC San Diego	PHD	08/2018	05/2023 (Expected)	Molecular Biology

A. Personal Statement

I first became interested in human health and disease in high school when I was awarded an NIH Diversity Supplement to work as a research technician for two summers in Dr. Indira Creative's lab at the University of Hawaii. I continued to pursue this interest as an undergraduate at Purdue University, where I conducted research with Dr. Daniel Richardson on the mechanisms of action of a new class of small molecules for cancer treatment. This resulted in a co-authorship publication, as well as an invitation to present a poster at the annual Oncological meeting in Denver, Colorado. By the end of my undergraduate career, I knew that I wanted to pursue a long-term career in research. For my graduate training at UC San Diego, I have moved into the fields of genetics and biochemistry by studying the signaling and motility mechanisms of cancer cells, under the mentorship of Dr. Nani Green. Dr. Green is an internationally recognized leader in the field of cancer genetics and has an extensive record for training predoctoral and postdoctoral fellows. Along with giving me new conceptual and technical training, the proposed training plan outlines a comprehensive set of career development activities and workshops. I will have opportunities to engage in public speaking, conduct literature analysis, consider biomedical ethics, and learn about varied career options. For my initial project, I am currently developing a novel protocol for the identification of transcription complexes involved in cancer signaling pathways, which I hope to submit as a first author publication in the next few months. As a native Hawaiian, I am the first in my family to graduate from college, and I am excited to continue making great strides with my education. Overall, I believe that my current research setting in conjunction with my proposed training plan will provide a solid foundation for my long-term goal to become an academic researcher.

1. Nieman PY, Simmons-Gonzales L, Richardson, D. Gen Y: a novel small molecule with cytotoxic abilities targeting colon cancer cells. Cellular and Molecular Biology. 2018 June. 7(20):13672-78.

B. Positions, Scientific Appointments, and Honors

Positions and Scientific Appointments

~~2018 – 2020~~ Robertson Fellowship for Outstanding Graduate Students, Genetics Department, UC San Diego
 2018 – Present Graduate Research Assistant, UC San Diego
~~2018 – 2019~~ Lab Technician, University of Hawaii
 2014 – Present Member, Association for Women in Science

2014 – Present Member, Sigma Xi

~~2014 – 2016~~ Diversity Supplement, National Institutes of Health

Honors

2020 Virtual Poster Presenter, Genetics and Molecular Biology Meeting
 2019 Poster Presenter, Advances in Cancer Research and Therapy Meeting
 2018 Paula F. Laufenberg award for best senior project in the Biology Department, Purdue University
 2014 – 2018 Scholarship, National Merit Scholarship Program
 2014 Scholarship, Daughters of Hawaii Society

C. Contributions to Science

2. **High School Research:** I spent two summers doing research in the laboratory of Dr. Indira Creative at University of Hawaii, funded by a NIH Diversity Supplement award. Dr. Creative has developed several new anti-fungal drugs that might protect against skin infections. Over the course of two summers I set up in vitro cultures of skin cell lines and conducted a wide range of toxicity assays. We were excited to find that one of the new agents showed almost no toxicity, even at fairly high doses. Dr. Creative is now testing the drug in animals exposed to different types of fungal infections, including *Candida albicans*.
 1. Footman B, Fisser JK, Simmons-Gonzales, L, Creative IM. Testing XXH for toxicity in vitro. University of Hawaii Research Symposium; 2012 May; Manoa, HI.
3. **Undergraduate Research:** I was part of a project in the laboratory of Dr. Daniel Richardson at Purdue University. Dr. Richardson's laboratory studies the mechanisms of action of small molecules for cancer treatment. During my time in his lab I was looking at how a new small molecule, Gen Y, is able to target cancerous cells. My contributions to this work were included in a publication recently accepted in Cellular and Molecular Biology. The work was particularly exciting because it looks like the mechanism of action of Gen Y might be completely novel, making it a potential candidate for treating patients afflicted with colon cancer. Dr. Richardson was recently awarded a patent for this new drug.
 1. Nieman PY, Simmons-Gonzales L, Richardson, D. Gen Y: a novel small molecule with cytotoxic abilities targeting colon cancer cells. Cellular and Molecular Biology. 2018 June. 7(20):13672-78.
 2. Simmons-Gonzales, L, Richardson, D. Testing the ability of a small molecule, Gen Y, to target colon cancer cells. Advances in Cancer Research and Therapy; 2019 September; Denver, CO.
4. **Graduate Research:** My ongoing predoctoral research is focused on transcriptional gene regulation and signaling impacting motility of cancer cells. I believe the results from my research will likely be highly relevant to human health as they will provide new details into the workings of complex biological systems, which will allow for further extrapolations into the development of several types of cancer and their progression. I am currently developing a novel protocol for the identification of transcription complexes involved in cancer signaling pathways, which I hope to submit as a first author publication in the next few months.
 1. Simmons-Gonzales, L, Green, N. A tandem identification approach for transcriptional complexes involved in the signaling and motility of cancerous cells. Genetics and Molecular Biology Virtual Meeting; 2020 September

D. Scholastic Performance

YEAR	COURSE TITLE	GRADE
PURDUE UNIVERSITY		
2014	Introductory Biology	A
2014	Introductory Biology Lab	A
2014	Foundations of Chemical Principles	A
2014	French and Francophone World	A

B. List in reverse chronological order all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). Past positions do not need to be listed.

C. Contributions to Sciences
 Reminder: up to five contributions are allowed, with a max of four publications each. The Biosketch will be non-compliant if more.

D. Scholastic Performance updated to remove 'Research Support' has been removed. Section D is solely present on the fellowship version of the Biosketch, and no longer includes research support.

Featured FAQ

Featured Questions

Q: The Biosketch instructions state that all positions and scientific appointments must be provided. Does this refer to active positions and appointments, or all positions a researcher has ever held?

The Biosketch must include all current positions and scientific appointments.

<https://grants.nih.gov/faqs#/biosketches.htm>

NIH Biosketch Compliance

What does it mean to be compliant with the new biosketch policy?

- All biosketches included in submitted applications must be formatted per the instructions in the [application guide](#) (and repeated in [online resources](#)), including:

Completing each section, as applicable (A - Personal Statement; B – Positions, Scientific Appointments and Honors; C – Contributions to Science; D – Scholastic Performance)	Including no more than 5 contributions to science with no more than 4 citations per contribution
Ensuring that if you include the optional link to a full list of your published work in a site like My Bibliography that the URL is .gov	Refraining from including information, such as preliminary data, that belongs elsewhere in the application
Following NIH guidance on font type, font size, paper size, and margins (See Format Attachment instructions)	Using PDF format for your biosketch attachment
Limiting the length of your biosketch to 5 pages or less	

- Beginning with applications submitted for due dates on or after January 25, 2022, failure to follow the appropriate Biosketch format may cause NIH to withdraw your application from consideration.

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54258>

NIH Biosketch Compliance Validations

What application submission validations will eRA systems enforce for biosketches?

eRA systems validate:

- Whether a biosketch is attached for each and every Sr/Key person listed in the application
- That each biosketch is less than or equal to 5 pages
- That your biosketch attachment is in PDF format

Failure to meet these conditions will result in an error preventing successful submission.

All other aspects of biosketch compliance are manually checked post-submission.

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54258>

Other Support Form Changes

Reminder: Why is Other Support Reviewed?



NIH scientific program and grants management staff review Other Support information to ensure that:

- 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 (example is subawards or multi-project awards)
- Any foreign resources that meet the definition of a foreign component have received appropriate prior approval

Other Support Format Page Changes

There is now only one Other Support Format Page for all types of submissions to NIH.

The format page has been re-organized to separate pending and funded projects from in-kind contributions. You do not list completed projects.

In-kind Resources vs Gifts in Updates Forms

Expectations for Reporting In-Kind Resources

- In-kind contributions, e.g. office/laboratory space, equipment, supplies, employees, students.
- If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, the recipient must provide reasonable estimates.

Definition of Gift

Gifts are resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return. Gifts are not reported to NIH in Other Support.

In-Kind Contributions FAQ Highlights

Do in-kind contributions that will be used for the project being proposed need to be included in Other Support?	If an in-kind contribution is listed in Facilities and Other Resources or Equipment, does it also need to be included in both Other Support?	How should researchers list materials (e.g., data, samples, etc.) received from external collaborators on Other Support?	When disclosing materials received from external collaborators on Other Support how far back in time should recipients go, if they are still in use?
<p>If an in-kind contribution, such as technology, chemicals, etc. is intended for use on the project being proposed to NIH in the application, the information must be included as part of the Facilities and Other Resources or Equipment section of the application and does not need to be replicated on Other Support.</p>	<p>If an in-kind contribution is not intended for use on the project being proposed, then the information must be included as part of Other Support. If the in-kind contribution is intended for use on the project being proposed, then information must be included as part of the Facilities and Other Resources or Equipment section of the application and does not need to be replicated on Other Support.</p>	<p>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.</p>	<p>Materials provided within the past 3 years, that are still in use, must be included in Other Support.</p>

Other Support Format Page & New Changes

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

**For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED
PHS 398 OTHER SUPPORT**

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:**

Other Support – Project/Proposal

*Title:
Major Goals:

***Status of Support:**

Project Number:
Name of PD/PI:
*Source of Support:

*Primary Place of Performance:
Project/Proposal Start and End Date: (MM/YYYY) (if available):
* Total Award Amount (including Indirect Costs):
* Person Months (Calendar/Academic/Summer) per budget period.

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

Note for Subs or Multi-Project Awards: Indicate the project number, Name of PD/PI, and source of Support for the overall project. Provide **all** other information (e.g. total award amount, person months) **for the subproject only**.

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

**Name of Individual:
Commons ID:**

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

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

*Estimated Dollar Value of In-Kind Information:

***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: _____

*This specific form is mandatory to use as it provides information on ALL domestic & foreign active and pending funded & unfunded support for personnel on NIH funded projects as well as in-kind contributions.

There no longer are different Other Support Format Pages for both JIT and Progress Report. The same form is now to be used in all instances that require Other Support to be submitted.

Other Support Example

For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED PHS 398 OTHER SUPPORT

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

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

Other Support – Project/Proposal

ACTIVE

*Title: Chloride and Sodium Transport in Airway Epithelial Cells

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

*Status of Support: Active

Project Number: 2 R01 HL 00000 - 13

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

*Source of Support: NHLBI

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

Project/Proposal Start and End Date: (MM/YYYY) (if available): 3/1/2021 – 2/28/2026

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

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

Year (YYYY)	Person Months (## ##)
1. 2021	3.6 calendar
2. 2022	3.6 calendar
3. 2023	3.6 calendar
4. 2024	3.6 calendar
5. 2025	3.6 calendar

*Title: Ion Transport in Lungs

Major Goals: The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

*Status of Support: Active

Project Number: 5 R01 HL 00000-07

Name of PD/PI: Baker, J.B.

*Source of Support: NHLBI

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

Project/Proposal Start and End Date: (MM/YYYY) (if available): 4/1/2017 – 3/31/2022

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

Name of Individual:

Commons ID:

* Total Award Amount (including Indirect Costs): \$981,736

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

Year (YYYY)	Person Months (## ##)
4. 2020	1.2 calendar
5. 2021	1.2 calendar

PENDING

*Title: Liposome Membrane Composition and Function

Major Goals: The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

*Status of Support: Pending

Project Number: DCB 950000

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

*Source of Support: National Science Foundation

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

Project/Proposal Start and End Date: (MM/YYYY) (if available): 10/1/2021 – 9/30/2023

* Total Award Amount (including Indirect Costs): \$262,921

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

Year (YYYY)	Person Months (## ##)
1. 2021	2.4 calendar
2. 2022	2.4 calendar

Other Support Example

Name of Individual:
Commons ID:

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 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

*Summary of In-Kind Contribution: C57BL/8-ABC1^{tm1jbp} mice provided by Dr. Joseph Jones at the University of Texas at Austin.

*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 \$4,000

*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.

Example of a Paid Direct Post Doc in a research lab. This is considered In-Kind Support and must be listed on your Other Support

Name of Individual:
Commons ID:

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: Anderson, R.R.

Date: March 25, 2021

Other Support Certification



Other Support & Electronic Certification

A signature block has been added, for Program Director/Principal Investigator as well as for all other Senior/Key Personnel to certify the accuracy of the information submitted. Each PD/PI or senior/key personnel must electronically sign their respective Other Support form as a PDF prior to submission.

A wet signature, then scanned will NOT be accepted by NIH.

Note, 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](#).

Other Support Certification & e-Signature Example

Name of Individual:
Commons ID:

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: Anderson, R.R.

Date: March 25, 2021

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. At UC San Diego, you can use electronic signatures found in Adobe Acrobat or [DocuSign](#). A typed name is not an electronic signature and is not acceptable.

Supporting Documentation



Other Support & Supporting Documentation

For 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.

- If they are not in English, your Central SPO will use Google Translate to translate these documents, then upload them along with the original documents into eRA Commons.
- This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page when submitting JIT.

Internal Timeline for Supporting Documentation



At UC San Diego, we are allowing a maximum of 15 days* to obtain, translate, review, and submit the foreign supporting documentation to NIH, via eRA Commons.

*When close to NIH's fiscal year end, this timeline may be decreased due to NIH reduced timeline for these required documents.

Immediate Notification of Undisclosed Other Support



Immediate Notification of Undisclosed Other Support

NIH is allowing no more than 30 days to notify and to submit any new or previously undisclosed Other Support to your NIH GMS that was not disclosed in either your recently submitted RPPR or JIT. Work with your appropriate Central SPO* to submit these documents to NIH.

Moreover, if you obtain a new foreign agreement, award, contract, etc., you also only have no more than 30 days to contact your appropriate Central SPO* and work with them to submit to your NIH.

*If you are a PI, then please work with your Fund Manager in both scenarios.

Resources



Resources

1. NIH and NSF Pre-award and Post-award Resource Disclosures Summary Table
2. Examples of What to Disclose to NIH about Senior/Key Personnel on Applications and Awards
3. Additional NIH Resources
4. UC San Diego & UCOP Resources
5. HS SPPO Resources

NIH and NSF Pre-award and Post-award Resource Disclosures Summary

Type of Activity	NIH Requirement(s)	NSF Requirement(s)
Undergraduate, graduate, and postdoctoral training, including location, major/area and degree and year	Biographical Sketch	Biographical Sketch
Current academic, professional, or institutional appointments, whether or not remuneration is received, and, whether full-time, part-time, or voluntary	Biographical Sketch	Biographical Sketch
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	Other Support (at just-in-time (JIT) and updated in RPPR); Post-Award Information/Terms and Conditions	Current and Pending Support (including the proposal being submitted) and new support provided in the Research Performance Progress Report (RPPR), Post-Award Information Term and Condition
In-kind contributions that support the research activity for use on the project/proposal being proposed	Facilities and Other Resources or Equipment section of the R&R Other Project Information Form within the SF 424 Application Package	Facilities, Equipment & Other Resources
In-kind contributions not intended for use on the project/proposal being proposed	Other Support (At JIT and updated in RPPR); Post-Award Information/ Terms and Conditions	Current & Pending Support and new support provided in the RPPR Post-Award Information Term & Condition
Consulting that is permitted by an individual's appointment and consistent with the proposing organization's "Outside Activities" policies and procedures	Disclosure Not Required	Disclosure Not Required

Source: [NCURA National Conference](#), Federal Perspectives on Research Security & Integrity Session, 8/31/2021

NIH and NSF Pre-award and Post-award Resource Disclosures Summary

Type of Activity	NIH Requirement(s)	NSF Requirement(s)
Consulting that falls outside of an individual's appointment; separate from institution's agreement	Other Support (At JIT and updated in RPPR); Post-Award Information/Terms and Conditions	Current & Pending Support and new support provided in the RPPR Post-Award Information Term & Condition
Travel supported/paid by an external entity to attend a conference or workshop	Disclosure Not Required in Other Support. However, this activity may be considered a FCOI - Significant Financial Interest (Refer to NIH Grants Policy Statement 4.1.10). If considered FCOI disclose in FCOI Module.	Disclosure Not Required
Travel supported/paid by an external entity to perform research activities with an associated time commitment	Other Support (At JIT and updated in RPPR); Post-Award Information/Terms and Conditions	Current & Pending Support and new support provided in the RPPR Post-Award Information Term & Condition
Honoraria	Disclosure Not Required	Disclosure Not Required
Startup company based on organization-licensed Intellectual Property (IP)	Disclosure Not Required in Other Support. However, this activity may be considered a FCOI - Significant Financial Interest (Refer to NIH Grants Policy Statement 4.1.10). If considered FCOI disclose in FCOI Module.	Disclosure Not Required

NIH and NSF Pre-award and Post-award Resource Disclosures Summary

Type of Activity	NIH Requirement(s)	NSF Requirement(s)
Startup company based on non-organization-licensed IP	Disclosure Not Required in Other Support. However, this activity may be considered a FCOI - Significant Financial Interest (Refer to NIH Grants Policy Statement 4.1.10). If considered FCOI disclose in FCOI Module.	Current & Pending Support and new support provided in the RPPR Post-Award Information Term & Condition
Visiting scholars in labs	If supported by an outside institution, must be disclosed in Other Support (at JIT and updated in RPPR); considered in-kind contribution to PD/PI or other senior/key personnel.	If supported by an outside entity, and there is an associated time commitment, must be disclosed in Current and Pending and updated in RPPR; considered in-kind contribution to PD/PI or other senior/key personnel.
Graduate and postdoctoral researchers time on project	If supported by an outside institution, must be disclosed in Other Support (at JIT and updated in RPPR); considered in-kind contribution to PD/PI or other senior/key personnel.	If supported by an outside entity, and there is an associated time commitment, must be disclosed in Current and Pending and updated in RPPR; considered in-kind contribution to PD/PI or other senior/key personnel.
Teaching commitments	Disclosure not required	Disclosure not required
Unrestricted Gifts	Disclosure not required	Disclosure not required
Mentoring as part of appointment	Disclosure not required	Disclosure not required

NIH and NSF Pre-award and Post-award Resource Disclosures Summary

Type of Activity	NIH Requirement(s)	NSF Requirement(s)
Academic Year Salary	Disclosure not required	Disclosure not required
Supporting Documentation (e.g. contracts, grants, or any other agreements)	Required specific to specific to senior/key personnel foreign appointments and/or employment with a foreign institution.	Disclosure not required
Significant Financial Interests	Disclosure Not Required in Other Support. FCOI - Significant Financial Interest (Refer to NIH Grants Policy Statement 4.1.10). Disclosures must be made in FCOI Module	Must be disclosed in accordance with the institution's Financial Conflict of Interest (FCOI) policy
Signature of the Researcher	Required for each PI and all other Senior/Key personnel as named in the application	Certification by the individual will be incorporated into NSF's next PAPPG

Examples of What to Disclose to NIH about Senior/Key Personnel on Applications and Awards

Type of Activity	Report in Biosketch / Application	Report as Foreign Component in Application	Obtain Prior Approval and Report as Foreign Component in RPPR	Report as Other Support (JIT)	Report as Other Support (RPPR)	Review for potential FCOI
All positions and affiliations, including volunteer positions, relevant to the application	X					X If salary support
Relevant appointments at foreign institutions – even if labeled as “guest,” “adjunct,” “honorary,” with or without salary support	X					X If salary support
The number of person-months devoted to projects, even if there is no salary support or direct personal payments to the scientist				X	X If new	
Income, salary, consulting fees, and honoraria in support of an individual's research endeavors				X	X If new	X
Participation in a foreign talent or similar-type programs				X	X If new	X
Ongoing and completed research projects from the past three years that the applicant wishes to highlight	X					

Examples of What to Disclose to NIH about Senior/Key Personnel on Applications and Awards

Type of Activity	Report in Biosketch in Application	Report as Foreign Component in Application	Obtain Prior Approval and Report as Foreign Component in RPPR	Report as Other Support (JIT)	Report as Other Support (RPPR)	Review for potential FCOI
All resources and other support, both domestic and foreign, for ongoing research projects, including those conducted at a different institution				X	X If new	X
In-kind contributions from domestic and foreign institutions or governments that support research activities				X	X If new	X
Performance of any significant part of an NIH project outside of the US, whether or not funds are expended		X	X If new			
Post-doc, student, or visiting scholar supported by a foreign government or institution				X	X If new	
Travel paid by a foreign institution or government over \$5,000 per year						X
Financial interests received from a foreign Institution of higher education or a foreign government						X

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

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
Visiting Scholars in Labs funded by an external entity		X		X
Students and postdoctoral researchers funded by an external entity		X	X	X
Consulting that falls outside of an individual's appointment; separate from institution's agreement.		X	X	X
Travel supported/paid by an external entity to perform research activities with an associated time commitment		X	X	X
Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher).		X	X	
Supporting Documentation (e.g., contracts, grants, other agreements)		X		
Significant Financial Interests: Disclosure Not Required in Other Support. See NIH FCOI Policy NIH GPS 4.1.10 . Disclosures must be made in FCOI module.				

Additional NIH Resources

Foreign Influence and Collaboration

- [Protecting U.S. Biomedical Intellectual Innovation](#)

Biosketches

- [Biosketch Format Pages, Instructions, and Samples](#)
- [Biosketches FAQs](#)

Other Support

- [Other Support Format Pages, Instructions, and Samples](#)
- [Other Support and Foreign components FAQs](#)

Commitment Transparency (NIH Regional Seminar, 11/2/2021)

- [YouTube Video of Presentation](#)

UC San Diego & UCOP Resources

UCOP Website

- [Foreign Influence](#)

UC San Diego DocuSign eSignature Solution

- [DocuSign @ UC San Diego](#)

OCGA Website

- [International Research Collaborations](#)

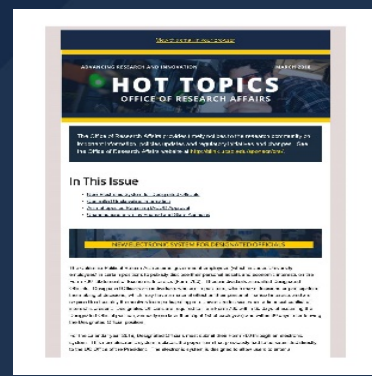
HS SPPO Website

- [Biosketch Page](#)
- [Other Support Page](#)
- [Foreign Involvement](#)



RCI Communications

- Research Compliance and Integrity Helpline: (858) 822-4939, rci@ucsd.edu
 - RCI Office Hours, Tuesdays from 11-12: <https://calendly.com/ucsdrciooffice>
- Conflict of Interest Helpline: (858) 534-6465, info-coi@ucsd.edu
- Export Control Helpline: (858) 246-3300, export@ucsd.edu
- IACUC Helpline: (858) 534-6069, iacuc@ucsd.edu
- Hot Topics Eblasts and Newsletters: <http://blink.ucsd.edu/sponsor/rci/news.html>



- Research Compliance and Hot Topics Training Program: <https://blink.ucsd.edu/sponsor/rci/research-compliance-hot-topics.html>
- To be added to the RCI list serv, please email rci@ucsd.edu