

## NIH Other Support Generation

Beginning May 25, 2021, the National Institute of Health (NIH) changed the way they request Senior/Key Personnel to report Other Support. This is an interim process while the agency works to establish SciENcv for Fiscal Year 2022. Follow the instructions below to learn about these changes and how to accurately report your Other and In-Kind Support to NIH.

### Familiarize Yourself with the Existing NIH Guidance

- 1- NIH NOT-OD-21-073 regarding updates to Other Support requirements: [NOT-OD-21-073](#).
- 2- NIH Other Support landing page: [Other Support](#).
- 3- Reference the NIH Other Support FAQs, found here: [Frequently Asked Questions](#).
- 4- NIH Disclosures Table – attached at the end of these instructions.

### Creating an NIH Other Support Document

- 5- Research support staff will generate an initial current and pending report from K-State's RADAR system and send it to you for review. This initial report will only include those activities that have been processed through PreAward Services as sponsored projects. It should be noted that researchers may have other in-kind resources, gifts provided with terms and conditions, affiliations and/or appointments (including courtesy or honorary) not included in the initial report that require reporting and have to be included as manual entries on the Other Support form either as current or pending support, in-kind contributions, or as additional entries on the Biosketch or Facilities and Resources description, as appropriate. **Failure to disclose all pertinent information as required by NIH can result in a proposal being declined, an award rescinded, and/or potential civil and criminal penalties.**
- 6- Research support staff will then request that you review the document and make the following updates/changes:
  - a. Inform staff of any pending proposals that were declined for funding.
  - b. Check for errors/typos.
  - c. Review committed time to adjust up if needed to reflect your actual time spent on each project. If a project showed 0 months of charged (budgeted) time, the research support staff will enter 0.01 months as a placeholder for your effort on that project. Any projects listed at 0.01 months should be updated to reflect the true person-months of effort spent on the project.
  - d. Add input in the Major Goals and Overlap sections of the Other Support template.
  - e. Add any projects that you spend time on for which you do not have formal committed (paid or cost-shared) time. Even if these projects do not appear in Cayuse, you must add the project to the Other Support document. You should include all details such as title, dates, source of support, and your person-months committed per year.
    - i. Enter person-months based on the year the project period ends.  
For example, effort on a project spanning 06/01/2021–07/31/2022 would be entered entirely on the 2022 line of the table. Effort from 06/01/2022–07/31/2023 would be displayed in person-months for year 2023.
    - ii. Specify the person-months as "Calendar Months", "Academic Months", or "Summer Months." If you have multiple types of person months committed, list all types.
    - iii. If project spans more than 5 years, only enter the NEXT 5 years of the project.
    - iv. If project spans less than 5 years, remove the empty rows of the table.
    - v. Do not include past years, only current and future years.
  - f. **In-Kind Contributions:** Add any additional In-Kind Contributions not included in the report. Make note to your research support staff of any In-Kind Contributions that are currently included in the report that should be deleted, or, alternatively, delete them yourself. In-Kind Contributions are contributed by a source outside of K-State, including all foreign and domestic entities, e.g., office/laboratory space,

equipment, research materials (whether covered by an MTA or not), supplies, or employees or students supported by an outside source. It is important to note, that In-Kind Contributions intended for use on this project should NOT be listed as Other Support, but rather included in the Facilities and Other Resources section of the proposal. All other In-Kind Contributions should be listed on this Other Support form. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, you must provide reasonable estimates. EITHER the time commitment OR the dollar value may be zero, but NOT both. If a time commitment is not applicable for the In-Kind Contribution, please delete the person-months table and enter N/A (If Person-months is N/A, the dollar value must be greater than \$0).

- g. Please review the NIH FAQs/guidance on In-Kind Contributions to help address any questions as to what research activities qualify as In-Kind Contributions.
- h. From the NIH FAQs: In the interest of full transparency, recipients should err on the side of disclosure. NIH requires complete and accurate reporting of all sources of research support, financial interests and affiliations, both foreign and domestic.
- i. **An additional note regarding foreign support, this is an area of emphasis for NIH.** You must ensure that you have provided all needed documentation for foreign support. From the new support guidelines: For Other Support submissions that include foreign activities, gifts provided with terms and conditions 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, recipients must provide translated copies. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page. Any other foreign components deemed to not qualify as Other Support should be listed on your biographical sketch. Any new foreign support / components should be updated on your Conflict of Interest and Conflict of Commitment filings with the university as well.
- j. Once all changes have been made and approved by your grants specialist, sign and date the form by applying an electronic signature (i.e. within Word or Adobe, a typed signature is NOT acceptable to NIH) and leave the document unprotected.
- k. Save the file as a flattened PDF\* prior to uploading in eRA Commons. From the NIH guidance: Other Support submissions at Just-in-Time and in the RPPR must be submitted as a flattened PDF, after all signatures are obtained. Applicants and recipients must maintain the original electronic signature and make it available upon request. When NIH transitions to the use of SciENcv to generate Other Support, the signature/certification will be integrated into that process.

7- Notify your research support staff when you have completed your updates so that they can do a final review.

8- Researchers should also review NIH Notice Number [NOT-OD-19-114](#) to determine if the proposed activity includes a foreign component, as therein defined, that should be described or reported as part of the project plan. **Failure to disclose all pertinent information as required by NIH can result in a proposal being declined, an award rescinded, and/or potential civil and criminal penalties.**

As always, don't hesitate to reach out to your grant specialist if you have questions or concerns.

\* To develop a flattened PDF, print your Word doc to Adobe PDF (you are not actually printing out a document in this case) and save to your proposal file directory on your computer.

### 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)	<b>X</b>			
Organizational Affiliations and Appointments	<b>X</b>			
Academic, professional, or institutional appointments, whether or not remuneration is received, and whether full-time, part-time, or voluntary	<b>X</b>			
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.)		<b>X</b>	<b>X</b>	<b>X</b>
Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs.	<b>X</b> <b>(Appropriate placement may be contract-dependent)</b>			
In-kind contributions not intended for use on the project/proposal being proposed.		<b>X</b>	<b>X</b>	<b>X</b>
Visiting Scholars in Labs funded by an external entity		<b>X</b>		<b>X</b>
Students and postdoctoral researchers funded by an external entity		<b>X</b>	<b>X</b>	<b>X</b>
Consulting that falls outside of an individual's appointment; separate from institution's agreement.		<b>X</b>	<b>X</b>	<b>X</b>
Travel supported/paid by an external entity to perform research activities with an associated time commitment		<b>X</b>	<b>X</b>	<b>X</b>

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

Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher).		<b>X</b>	<b>X</b>	
Supporting Documentation (e.g., contracts, grants, other agreements)		<b>X</b>		
Significant Financial Interests: Disclosure Not Required in Other Support. See NIH FCOI Policy <a href="#">NIH GPS 4.1.10</a> . Disclosures must be made in FCOI module.				