The University of North Carolina at Chapel Hill
Frequently Asked Questions for NIH Other Support – May 2021

The National Institutes of Health (NIH) released NOT-OD-21-073 with new requirements for the NIH Other Support and Biographical Sketch format pages and in NOT-OD-21-110, requires the use of the updated format pages for submissions on and after **January 25, 2022**. However, it is highly recommended to immediately begin applying the changes.

Below are updated FAQs that address the new NIH Other Support requirements. For additional related information, please reference the NIH Other Support FAQs on the OSR Science and Security webpage, which include an updated MS Word template for NIH Other Support and a completed UNC Sample for NIH Other Support.

Signature
1) **How long is an Other Support document valid for once it has been signed and dated?**
   - The Other Support document is considered a "living document" meaning is it constantly updated. The document is valid if the information continues to remain accurate. When the document is submitted to the NIH it is a "snapshot" of information that is accurate on the day it is submitted.

Required Fields
2) **Why are supporting documents not required according to the NIH Other Support instructions?**
   - NIH instructions do not use an asterisk to identify required items, but they do state the following for supporting documentation:
     - Provide copies of contracts/grants/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 are not in English, individuals must provide translated copies.
     - Supporting Documentation should be provided as a PDF following the Other Support form.

K Award Other Supports
3) **Will the 3-page limit for K awards still be in effect?**
   - The current version of the Career Development Instructions for NIH and Other PHS Agencies still indicate each mentor/co-mentor(s)'s "Current & Pending Support" attachment is limited to 3 pages. Until this changes, the page limit is still in effect.

4) **If the 3-page limit for K awards is still in effect, what aspects of the new format must be included and what can be excluded?**
   - NIH has not provided any guidance on what should be included and can be excluded. Consider reasonable transparency and focus on including information that will support the candidate.

Effort
5) **The NIH Other Support Format page shows a two-column table to be used for Person Months. Can I include effort information in the rows of the completed budget period, or do I have to remove the information?**
   - Because the NIH Other Support Instruction page states "... for the current budget period and indicate the proposed level of effort for each remaining budget period ..." the instructions do not talk about

completed budget periods. UNC-CH will accept effort tables that either include or do not include information in the completed budget periods.

6) **If an award, such as an equipment award, provides zero dollars for salary support, do we still include the award in the effort table?**
   - **Yes,** the Person Month section is indicated as a required field. Zero person months would be used to indicate no effort.
   - Do not confuse "salary support" with "effort devoted" to the project.
   - Remember, UNC has a minimum effort requirement for a PI of 1% (0.12 Calendar Months) of effort on most sponsored projects.

7) **When the Investigator's salary is above the salary cap or a department chooses to cost share some of the salary, should the amount above the cap or cost shared be reported as in-kind support when effort is devoted to an award?**
   - **No,** payroll above salary cap or voluntarily cost-shared is NOT considered in-kind Support.

8) **My clinical trial is active, but we have not accrued patients yet and have not charged any investigator effort to the salary category of the Project ID. Should we list zero calendar months of effort?**
   - Do not confuse "salary support" with "effort devoted" to the project.
   - Have you devoted any effort to the clinical trial? If so, you will have to provide the actual (not aggregate) amount of effort devoted to the project.

Total Award Amount

9) **If an NIH grant has been through multiple renewals, do we include the total amount awarded from all renewal segments awarded to date when listing the total award amount?**
   - **No,** provide information for only the current ACTIVE competitive segment.

10) **I expect the sponsor to reduce the PENDING award amount from what was proposed. Should I report the Total Award Amount of what was proposed, or should I report the estimated amount that is expected?**
   - For the PENDING award, report the Total Award Amount proposed.
   - For an ACTIVE award, report the actual Total Award Amount from the Competitive Segment (project period) of the initial Notice of Award.

11) **Both the "Project/Proposal Start and End Date: (MM/YYYY), if available, and Total Award Amount" (including Indirect Costs) include the term "Competitive Segment". My NIH Notice of Award has a Budget Period Start Date - End Date as well as a Project Period Start Date - End Date. What period do we include for the term "Competitive Segment"?**
   - Include only the ACTIVE "Competitive Segment".

Format

12) **Will an updated version of the Other Support sample be available to the campus community?**
   - **Yes,** a sample of the completed template and the official NIH template, that takes effect on January 25, 2022, is available on the OSR Forms and Tools webpage in the Other Support and Biosketch section. While the new template is not required until January 25, 2022, we encourage individuals to transition to the new template now.

13) The new Other Support sample document contains headers and footers. Is this new and should we include the header and footer in our updated Other Support document?
- **No,** do not include the header and footer in your updated other support document.

14) Should the Other Support overlap statement include future years of the grant or just the current year?
- The overlap statement should address ANY potential overlap for the entire award.

15) Does the updated format change constitute a change in active other support that must be reported on the RPPR?
- **No,** the updated format change does not constitute a change in the active other support and does not require reporting on the RPPR.

16) With the changes to Other Support requirements, are there any differences between what is reported for Just in Time (JIT) versus what is reported on an RPPR? Will we only include Active and Pending when submitting Other Support for JIT and will we only include Active and Completed when submitting Other Support for an RPPR?
- **No.** Whereas prior to the recent change, only active and pending support were included on JIT and active and completed on the RPPR, now under the NEW Other Support Format, Active, Pending and Completed Support (completed within the past three years) for all senior/key personnel are required to be included.
- This is good news as it means that the researcher will have to maintain ONLY one version of Other Support.

17) If a UNC faculty member is a Co-PI on a Multi-PI award and also the PI on the related incoming subcontract award, should the full amount of the prime and subcontract awards be included or just the incoming subcontract amount?
- Only the amount for the incoming subcontract should be used in this case.

18) How many years of collaborative support should be listed on an Other Support document?
- NIH has not given us a defined timeline. We recommend including ONLY ACTIVE collaborations. The definition of "active" in this case can be determined by the faculty member but if in doubt, please consult either SPO or OSR.

19) A collaborator section is not included in the new updated Other Support instructions and sample. Does this mean we no longer have to provide that information?
- **No,** NIH has made it clear in other forums/presentations that they want to see collaborator information also so even though it is not on the new sample or instructions, it should be included.