Science and Security:
Updated Guidance on NIH Biographical Sketch and Other Support Documentation and Format Page

May 2021

Summary

In response to undue foreign influence and to clarify past National Institutes of Health (NIH) statements, the NIH has published Notice Number NOT-OD-21-073 titled *Upcoming Changes to the Biographical Sketch and Other Support Format Page for **Due Dates on or after May 25, 2021,*** and Notice Number NOT-OD-21-110 titled *Implementation of Changes to the Biographical Sketch and Other Support Format Page*.

This presentation will focus on updates in the NIH Notices that impose additional reporting requirements for the Biosketch and Other Support.

Other Support – Significant Changes

Most of the Other Support changes are related to documentation and the format page; the following are significant as they are brand-new requirements:

- **Certification**: Each PD/PI or other senior key personnel must electronically sign their respective Other Support form prior to submission, certifying that the information is true, complete, and accurate.

- **Supporting Documentation**: PI's and other senior/key personnel are required to provide copies of contracts, grants, agreements (in English) specific to their foreign appointments and/or employment with a foreign institution for all foreign activities and resources, including External Professional Activities for Pay (EPAP).

- **Immediate Notification of Changes:** Changes to and/or undisclosed Other Support information outside of Just-in-Time or the Research Performance Progress Report (RPPR) must be updated and/or disclosed immediately. Send updated Other Support document to SPO/OSR during pre-award stage and OSR during post-award stage for submission to NIH.

- **Effective Date:** The new Other Support documentation and format is required as of January 25, 2022, but you may be asked by NIH to provide them earlier.

Other Support – Additional Changes

The format page has been re-organized and includes NEW items.

GOOD NEWS: NIH no longer wants to see multiple versions of the Other Support Document. Now, all three sections Active, Pending and Completed/Inactive are combined into a single document. It is recommended that you complete all data fields in the document, not just required ones, for ease of administrative burden.

In-Kind Contributions: In-Kind Contributions are now listed separately from funded projects and **must** include reasonable estimates for time commitment or dollar value.

New Requirements to Include

- **Primary Place of Performance**: Primary location of project or activity

- **Person Months**: For an active project, provide the level of actual effort in person months (even if unsalaried) for the current budget period and indicate the proposed level effort for each remaining budget period.

Other Support - What has NOT Changed?

- Other Support includes **all resources** made available to researchers or senior key personnel in support of and/or **related to all their research endeavors.**

- **Still applicable - all Guidance on Science and Security** provided to you over the past two years. This includes EPAP/consulting activities that are research-related.

- Other Support document has no page limits.

- Responsibility for the accuracy of your Other Support lies with YOU alone. When in doubt, consult your institutional officials in SPO/OSR for guidance to ensure compliance and err on the side of full transparency.

- Mentored Career Development award still has unique requirements for the Mentor/Co-Mentor(s)'s Other Support document

Biosketch – Significant Changes

Significant changes to the Biosketch are as follows:

- **Personal Statement:** Required now to include ongoing and completed research projects from the past three years that you want to draw attention to (previously known as research support). All other requirements remain same.

- **Positions, *Scientific Appointments*, and Honors:** This section is renamed, and you must now list all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments in *reverse* chronological order (most recent first).
  - If the scientific appointment is paid and is with a foreign institution, it must also be listed on the Other Support documentation.

- **Section D. Scholastic Performance:** Section D is now only present on the fellowship version of the Biosketch.

- **Effective Date:** The new Biosketch format is required as of January 25, 2022, but you may be asked by NIH to provide them earlier.

NIH will incorporate the changes into the NIH Application Form Instructions within the next forms update by FY 2022.

Other Useful Information Links

NIH Notice NOT-OD-21-073 Upcoming Changes to the Biographical Sketch and Other Support Format Page for Due Dates on or after May 25, 2021

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

NIH Notice NOT-OD-21-073 Implementation of Changes to the Biographical Sketch and Other Support Format Page

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

NIH updated format pages and instructions for **Other Support**

https://grants.nih.gov/grants/forms/othersupport.htm

NIH updated format pages and instructions for the **Biosketch**

https://grants.nih.gov/grants/forms/biosketch.htm

 NIH FAQs – Other Support

https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm

 NIH FAQs – Biosketch

https://grants.nih.gov/grants/policy/faq_biosketches.htm