



NIH REFRESHER TRAINING:

New Other Support and Biosketch requirements now required for application due dates and RPPR submissions on/after January 25, 2022

*Science and Security Training
January 2022*

Critical Updates

- **New** Other Support and Biosketch Forms are **now required** for applications, Just-in-Time (JIT) Reports, and Research Performance Progress Reports (RPPRs) on and after January 25, 2022. **Failure to use new forms may result in delays in funding or formal withdrawal of application by NIH.**
- Release of new **Pre-award and Post-award Disclosure Grid** detailing what information goes on the new Other Support and Biosketch Forms. See additional information in this training document.
- Principal Investigator and Senior/Key Personnel **MUST NOW INCLUDE**, as part of their Other Support documents, English versions of contracts, grants, or any other agreement or documentation for all foreign appointments and/or employment with a foreign entity. Machine-read translations are acceptable. **Failure to do so will cause delays in funding or possibly withdrawal of the application by NIH.**



Critical Updates - Continued

- Principal Investigators and Senior/Key Personnel **MUST NOW** electronically sign their Other Support document as a PDF and certify that all information disclosed is accurate, current, and complete. The certification language is built into the new Other Support form.
- **Immediate notification of previously undisclosed** Other Support, and submission of **corrected** Other Support documents, is now required when a recipient institution, Principal Investigator, or Senior/Key personnel discover it. It is **no longer acceptable to wait** until an RPPR is submitted to add previously undisclosed information. Corrected disclosure should be submitted to SPO (School of Medicine employees) or OSR (non-SOM) when in pre-award stage or through OSR when in post-award stage. The RPPR **can only be used** to disclose new, or remove old, information that happened in the last budget period.



Critical Updates - Continued

- The Biosketch personal statement section **must now** include ongoing and completed research projects from the **past three years** that you want to draw attention to (previously known as research support).
- Section B of the Biosketch has been renamed to “Positions, Scientific Appointments, and Honors” and all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments in reverse chronological order (most recent first), **must be listed**. If the scientific appointment is a paid one and is with a foreign entity, it **must also be** listed on the **Other Support** documentation.
- Section D has been removed from the Fellowship Biosketch requirements.



New Pre-award and Post-award Disclosure Grid

- The new disclosure grid is a tool to help determine what and where to disclose a wide range of activities. The grid is available online and will be updated by NIH frequently. As a result, **do NOT download** the PDF of the grid. Instead, **bookmark the NIH Other Support Page** where the [link](#) to the grid can be found in the Additional Information Section:

Form Name	Other Support Format Page
Description	Information on Other Support is used for grant awards and progress reports.
How to Access	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. Other Support format page (blank format page, Word) NIH is finalizing the SciENcv template for Other Support and anticipates that the template will be available beginning in FY 2022.
Instructions	See NIH Other Support Instructions
Additional Information	<ul style="list-style-type: none">Other Support sampleFAQsNIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support
Updated Date	October 2021



A Peek at New Disclosure Grid

- Below is a sneak peek at the current version of the new disclosure grid to give you an idea of what it looks like. It is NOT the full grid. X represents which form you should disclose an activity on (or where NIH can put a special term related to that disclosure in an award).

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
Visiting Scholars in Labs funded by an external entity		X		X
Students and postdoctoral researchers funded by an external entity		X	X	X



Scenario #1 – EPAP's

Question: I currently have five EPAP's, two with domestic companies and three with foreign entities. Do I need to list them as Other Support and if so, what supporting documentation should I include?

Answer: Yes, all five EPAP's need to be disclosed and you must include English version copies of contracts/grants/agreements or other documents as part of your Other Support documentation for the three that are with a foreign entity. The documentation should detail who the relationship is with, what the nature of relationship is, and what compensation is involved.



Scenario #2 – Foreign Entity Documentation

Question: I have three disclosures involving foreign entities. Two of them have formal agreements which I'll include but one doesn't have a formal agreement (nor contract or grant). Do I still need to include supporting documentation and if so, what kind will NIH accept?

Answer: Yes, you do still need to include supporting documentation for the one that doesn't have a formal agreement. At this time, NIH has not been specific about what other kinds of documentation it would accept so you'll need to use your best judgement. Remember, what they are looking for is who the entity is, what the nature of your relationship with them is, and what payment is involved so include any documents that cover those details and remember that they must be in English.



Scenario #3 – Private/Sensitive information

Question: Some of my supporting documentation contains what I consider private or sensitive information. Can I redact it?

Answer: According to NIH, you **may not** redact it. NIH believes they need all information in order to determine impact on research and financial disclosure requirements. They also handle all private/sensitive information in accordance with their cybersecurity requirements. If you feel strongly about the need to redact certain information, SPO and OSR will submit your Other Support documents with the redaction in place **BUT** understand that doing so could result in NIH rejecting it and lead to a **delay of funding or the formal withdrawal of your application by NIH**, steps that could greatly impact both you and UNC.



Scenario #4 – Visiting Scholars, Postdoctoral Researchers, and Students

Question: Do I need to include my visiting scholars, postdoctoral researchers, and students on my Other Support if their expenses are paid for with internal UNC or external research funds?

Answer: Yes and No. If your visiting scholars, postdoctoral researchers, and students are paid using internal UNC funds (e.g., trust funds, UNC startup funds, etc.), you do **NOT** need to disclose them on your Other Support documentation. If their expenses are being paid with funding UNC received from a sponsored award, you do **NOT** need to disclose them (though you do need to ensure they are working on the project or projects). However, if their expenses are being paid by an external entity – such as their host university or employer or by a foreign entity (government or private), scholarship fund or research organization (where the award is to the individual and not UNC), then you **do** need to disclose them. When unsure, reach out to OSR, SPO, or Brian Collier, Director of Science and Security.



Scenario #5 - Translations

Question: I have a foreign agreement I need to have translated. Will NIH cover the cost and if not, will UNC cover it?

Answer: The costs associated with translations of foreign contracts/grants/agreements/other supporting documentation for inclusion in Other Support submissions are not allowable as a direct cost. If the translation is for an EPAP-related activity, all costs for translation should be covered by the recipient of the EPAP. If the translation is related to official university business, then University non-sponsored research funds can be used – meaning department or School/College/Center/Institute funds. Please keep in mind that NIH accepts machine-read translations such as Google Translate and others.



**Additional
Other
Support
Information**



Definition of Other Support

- NIH defines Other Support as *all resources* made available to a researcher in support of and/or *related to all their research endeavors*, regardless of whether they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant.
- **Remember, when in doubt, disclose.** If it's not listed on the grid and you aren't sure if it should be included as Other Support, **NIH would prefer you disclose it to be safe.**
- **Remember,** Principal Investigators and Senior/Key Personnel are now electronically **signing AND certifying** that their disclosures are accurate, current, and complete so it is better to be safe than sorry.



Other Support Includes, but is not limited to:

- **Resources and/or financial support** from all domestic and foreign entities **that are not broadly available**. This includes but is not limited to, financial support for laboratory personnel, core facilities, specialized equipment and provision of high-value materials (e.g., biologics, chemical, model systems, technology, etc.). (Resources that are broadly available should be placed in the Facilities and Other Resources section of an application).
- Consulting that is not done as part of an academic or clinical appointment. **If submitted as an EPAP, it counts as Other Support. Remember**, if it is a consulting appointment or consulting employment and is with a foreign entity, an English version of the contract, grant, agreement, or other documents detailing the relationship when submitting your Other Support documents **is now required**.



Other Support Includes - Continued

- In-kind contributions, e.g., office/laboratory space, equipment, supplies, or employees or students supported by an outside source (including collaborators) **and are not intended for use on the project being proposed.** If the time commitment or dollar value of the in-kind contribution is not readily known, the recipient must provide reasonable estimates. (If the in-kind contribution is specific to the project being proposed, it should be put in the Facilities and Other Resources section of an application.)
- Anything else listed on the new Pre-Award and Post-Award Other Support and Biosketch Disclosures grid.

If unsure about what needs to be disclosed, or have a unique situation, reach out to the Sponsored Programs Office (SOM employees, pre-award stage only), Office of Sponsored Research (non-SOM employees at pre-award stage and ALL employees at post award stage). You may also reach out to Brian Collier, Director of Science and Security.



Top 5 Mistakes Made on Other Support Documents

Since NIH's May 2021 announcement that they would be changing the Other Support format, OSR and SPO have noticed some consistent mistakes. Be on the look for these when completing Other Support documents.

- When completing the name of PD/PI field, it is okay to list more than one name. However, **the new format requires that one individual be named the Contact PD/PI**. Make sure you chose one of the PD/PIs to serve this role.
- Do not confuse Salary Support with Effort Devoted to the project. They are two distinctly different items; oftentimes salary paid off a grant **does not** reflect the true effort a PI/Senior or Key Personnel put into a project and **should not** be used to determine effort.



Top 5 Mistakes Made on Other Support Documents - Continued

- Failure to indicate what has changed when submitting an Other Support for an RPPR. When Other Support activities have started or ended in the prior budget period, you must state what has changed when submitting an RPPR.
- Within the two-column effort table, using only the Year makes it difficult to confirm the total effort is less than 12 CM. Best practice is to remove header row (Year and Person Months) and use the full budget period dates.

Best Practice example

04/01/2021 – 03/31/2022	1.2 CM
04/01/2022 – 03/31/2023	1.8 CM
04/01/2023 – 03/31/2024	2.4 CM



Top 5 Mistakes Made on Other Support Documents - Continued

- The YEAR at the end of the NIH Project Number is often not correct. Including the Year at the end of the NIH Project Number is fine BUT it must be accurate. Consider NOT including the Year at the end of the NIH Project Number so that you do NOT have to remember to update it.



Location of Other Support Form, Instructions, and FAQs

The new Other Support format, plus a sample and FAQ's can be found on these NIH websites. **Keep in mind that the information will change frequently so it is important you bookmark the sites instead of saving the Word documents.**

- [Other Support Format, Sample, and Instructions](#)
- [Other Support FAQs](#)



Additional Biosketch Information



Disclosures in the Biosketch

Currently, the following pre- and post-award disclosures are reported **specifically** in the biosketch only. All other disclosures should be in the Other Support document. **That may change in the future.**

- Professional preparation (e.g., educational degrees)
- Organizational Affiliations and Appointments
- Academic, professional, or institutional appointments, whether payment is received, and whether full-time, part-time, or voluntary
- Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs



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

- 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, 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 Biosketch format instructions)
- Using PDF format for your biosketch attachment
- Limiting the length of your biosketch to 5 pages or less



New Biosketch Form

OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 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)	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance



Location of Biosketch Form, Instructions, and FAQs

The new Biosketch format, plus a sample and FAQ's can be found on these NIH websites. **Keep in mind the information may frequently change so it is important you bookmark the sites instead of saving the Word documents.**

- [Biosketch Format, Sample, and Instructions](#)
- [Biosketch FAQs](#)



Other Support and Biosketch – Additional UNC Training Available

- 2021 UNC Symposium for Research Administrators
 - Titled: Update on NIH Other Support & Biosketch Requirements
 - [Presentation](#)
 - Titled: Other Support Tool Updates
 - [Presentation](#)
- UNC Guidance on Science and Security
 - [UNC Supplemental Info on NIH Other Support – May 2021](#)
 - [UNC FAQs – NIH Other Support – May 2021](#)



Other Useful Information

The following NIH notifications may be of interest to you:

- [NOT-OD-19-114](#) – Reminders of NIH Policies on Other Support
- [NOT-OD-21-019](#) – Clarification: Policy for Managing COI in Peer Review Process
- [NOT-OD-21-073](#) – Upcoming Changes to Biosketch and Other Support Formats
- [NOT-OD-21-110](#) – Implementation of Biosketch and Other Support Formats
- [NOT-OD-21-122](#) – New Inbox for Biosketch and Other Support Format inquiries
- [NOT-OD-21-169](#) – New “FORMS-G” Grant Application Forms
- [NOT-OD-22-044](#) – Maintaining Security and Confidentiality in Peer Review Process: Rules, Responsibilities, and Possible Consequences
- [NOT-OD-2 2-050](#) – Publication of Revised Grants Policy Statement

