

# Other Support Frequently Asked Questions (FAQs) – OUHSC

## 1. General Questions

### What is Other Support?

“Other Support” is a form typically used by NIH to request information for the key personnel’s research projects that are either active or pending review. The information needs to include all resources and/or financial support, whether domestic or foreign, available in direct support of an individual’s research endeavors, regardless of whether they are awarded through OUHSC, through another institution, or provided directly to the researcher himself or herself.

### Why Other Support Reviewed?

NIH reviews 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

### Who should complete the “Other Support” form?

The PD/PI and other individuals (senior/key personnel) who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically, these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" are not acceptable levels of involvement for those designated as Senior/Key Personnel. The following are not required to complete the Other Support:

- Program Directors, training faculty, and other individuals involved in the oversight of training grants;
- Other Significant Contributors: Individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at "effort of zero person months" or "as needed."

**I am a Core Facility Director. Should I list the core personnel as being part of my associated personnel for my own research program?**

No. You should not list these individuals as they are resources to the core center and not your own research program. You should be paying the same core or service center charges as all other investigators.

**I have received an endowed chair fund from my department. Should I disclose it in the Other Support form?**

No. Endowed chair funds and other endowment allocations should not be listed.

**Do I include OUHSC Start-up packages on the Other Support?**

No, Key personnel are not responsible for disclosing start-up packages from OUHSC in any form. However, they must disclose start-up packages and support for research from entities other than OUHSC.

**Do I include seed funding on the Other Support?**

Yes. You need to report seed funding from OUHSC. If you are receiving seed funds from an external source, you do need to report on this too.

**Are patent income/royalties disclosable as Other Support?**

No, these are not specifically awarded or provided for the purpose of research.

**Should I, as a PI, list grants where I am unable to draw effort and mention as "0 effort"?**

No, you cannot list any active or pending grant with 0 effort. PIs must have some levels of effort to lead a project. At a minimum, you should list 0.12 CM (this equals 1% effort, a 12-month appointment) or their actual expended effort for the reporting period, whichever is greatest.

**If an award, such as an equipment award, provides zero dollars for salary support, do I still include the award in my Other Support?**

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. At a minimum, you should list 0.12 CM (this equals 1% effort, a 12-month appointment).

**If I am a backup investigator on an industry sponsored clinical trial for IRB purposes, should I list this on my Other Support active project list?**

No. You should not list this project because you have no assigned effort and your availability is on a backup/emergency basis only.

**Should the Other Support form contain active, pending and completed projects?**

No, the NIH do not want completed projects on the Other Support page. Use the Biosketch Section A Personal Statement if you wish to highlight completed projects.

**I have an unpaid appointment at a foreign university and have access to lab, space, research materials, and staff. Should I report it as Other Support?**

Yes, this appointment must be reported as Other Support. While monetary compensation is not received, the lab space, materials, and staff are resources provided in support of and/or related to the research efforts.

**Do I include VA-funded research on my Other Support?**

Yes. VA-funded research should be included showing percent effort (or person-months). PI is expected to show all research, regardless of funding. However, when you have both VA-funded research and research that is proposed through OUHSC, the support (your percentage of effort or person-months) from each funding source should be clearly and separately delineated on the Other Support pages for both institutions so that the separate appointments can be considered independently when determining any overlap. The University effort should agree to the committed effort levels on the budget pages.

**What amount should be listed for the Total Award Amount section?**

The total award costs for the entire period of performance (including indirect costs) should be listed. For “pending” proposals, list the proposed total costs for the entire period of performance.

For Subawards, indicate the total award amount for the subproject only. If the award is not a subaward or a multi-component, enter the full total award amount for the entire award.

If the Investigator wants to provide information with respect to what their lab's specific portion of the funding is, we recommend including this information in addition to (not in place of) the total full award amount, and adding parenthesis:

“Total Award Amount (including Indirect Costs): \$200,000 (Total Award) \$100,000 (Dr. John Smith's lab share)”

**If OUHSC is a subaward on another institutions grants– do we list total cost awarded to OUHSC only?**

Yes. You should list the OHSC subaward total dates and total dollars since OUHSC is not prime.

**I received an honorary membership at a foreign institute. Do I have to disclose it on my Other Support?**

Yes. NIH requires applicants to list all positions and scientific appointments both domestic and foreign held by senior/key personnel that are relevant to an application 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).

**Do I include industry-sponsored clinical trials in the Other Support?**

Yes. Clinical trials should be listed on the Other Support for the PI and other senior/key personnel.

The following blanket statement may be used and the trials would be listed below the blanket statement without listing effort on each individual project:

“In addition to the grants listed above, Dr. \_\_\_ is involved in clinical trials. The cyclic and unpredictable nature of the activities in these trials makes it impossible to assign a precise percent effort for each trial. Dr. \_\_\_ has reviewed his/her clinical study obligations and confirms that the aggregate effort on all trials listed below does not exceed \_\_\_ % of institutional effort.”

**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.

**Will I be required to submit updated Other Support in the new format for RPPRs?**

Yes, all Key Personnel on RPPRs are expected to provide Other Support in the updated format for each RPPR, regardless of when Other Support was last submitted for key personnel.

**If I realize that I need to disclose something for an active project that was not previously disclosed during JIT or RPPR, what should I do?**

You should contact your Sponsored Programs Administrator (SPA) in ORA as soon as possible. They will work with you to submit updated information to NIH. NIH expects that we will report updated information within 30 days after it becomes known.

**What should I do if I'm not sure if something needs to be included as Other Support?**

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. Please contact your assigned SPA in ORA for guidance to ensure compliance with institutional and NIH policies.

Find your SPA: <https://research.ouhsc.edu/Research-Administration/About-ORA/SPA>

## **2. In-kind Support**

**What does In Kind mean?**

In kind contributions are non-monetary contributions such as office/laboratory space, equipment, supplies, or employees or students supported by an outside source. In kind also includes volunteers in Investigator's lab paid by an external third party.

**I received \$5,000 from a foreign lab to conduct research and has spent it within 1 months. Do I need to include it in my Other Support?**

No. Completed in-kind support are not reported. In the new NIH Other Support format, in-kind contributions are for active and pending projects only and not completed.

**Should I list my Visiting Scholar who is a faculty from another institution (or foreign Entity) as in-kind support in my Other Support document?**

If the Visiting Scholar is performing research activities in support of the Investigator's research endeavors, their support must be reported as an in-kind resource.

**I have received high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, data sets etc.) from external sources to conduct my research. Do I need to disclose them as in-kind support in my Other Support?**

Yes. If the high-value materials are (1) provided by an external entity, (2) not freely available, (3) uniquely available to the researcher, and (4) currently used in their research endeavors, these should be listed as an in-kind resource in their NIH Other Support.

When listing, include the source, summary of in-kind contribution, and the estimated value. If the dollar value is not readily ascertainable, reasonable estimates should be provided. Remember, only materials and resources provided to the PI within the past 3 years, that are actively being used, must be included in Other Support.

**What are examples of “high-value materials” that an investigator should disclose as in-kind resources/contributions in their NIH Other Support document?**

- Examples to consider include but are not limited to: molecules, biologics, chemicals, vectors, data, libraries, model systems such as transgenic mice, cell lines, or other resources, etc. provided by companies, outside entities, and external collaborators/colleagues for use in your research, provided under agreements.
- Also consider additional in-kind support provided by companies, outside entities, and external collaborators/colleagues: such as data sets, cloud storage space, equipment loans, and transfers of goods and services that occur under unfunded collaboration or other agreements.

**I’m on sabbatical leave and have access to facilities, equipment, and resources in a foreign institute to perform research. Should I report these as an in-kind resource in my Other Support?**

Yes. If your access to the facilities, equipment, and resources will be used to benefit or is in support of your research programs this must be reported as an in-kind resource.

**Should I list my research collaborations whereby time, effort, or services are provided in-kind by an external collaborator as in-kind support in my Other Support?**

Yes. Other Support includes research collaborations that are provided in-kind that directly benefit the investigator’s research endeavors. If the collaborations also include in-kind materials in addition to the time, effort, or services, then it should be incorporated in the in-kind contribution entry for the collaboration.

### 3. Consulting

**I participated in a research project with a foreign university as consultant and got paid directly by the foreign entity. Should I disclose it?**

Yes. This must be disclosed in the Other Support form.

**I conduct research as part of consulting activities. Should I include calendar months effort for those activities in my Other Support form?**

Consulting should be estimates for the amount paid, rather than time and effort reflected in calendar months. Therefore, it will not count towards the 12 calendar months of effort.

### 4. Personnel (e.g., Students, Trainees, Volunteers, etc.)

**Should I list students and postdocs in my lab who receive their own fellowships, training grant appointees, or external career development awards as in-kind support in my Other Support?**

If the student or postdoc is directly awarded or supported by their own fellowship or career development awards from an external source (or is a training grant trainee) and they are performing research activities in support of the investigator's research endeavors, their support must be reported as an in-kind resource. If the relationship is solely a mentor/mentee arrangement without research activities, then it does not need to be reported.

Note that if the student or postdoc are supported by an internal fellowship, then this is not In-Kind support disclosable in the benefitting Investigator's NIH Other Support.

Please check with the relevant department post doc administrator if unsure about a funding source. If the student or postdoc are supported by an internal fellowship, then this is not disclosable In-Kind support.

There may be some awards that appear to be internal, but are actually external: For example, the following are disclosable if they are in support of investigator's research programs:

- Appointees to Institutional Training or Career Development grants such as Ts, Fs, and Ks are disclosable.
- NSF GFRP fellows since the main GFRP is an Institutional Award to OUHSC.

- If they are partially supported by both external and internal fellowships, only the external portion is disclosable as In-Kind support in the benefitting Investigator's Other Support.

**Do I only list the staff that's relevant to my lab (e.g., the salary attributed to my grant specifically)?**

Yes. Only list those that are relevant to your lab regardless if they're being paid or not. If they have access to the research information and/or data, IP, etc. they will need to be listed.

**Do I need to include subaward personnel and their support on my Other Support if I have subawards involved in the research?**

No. subaward personnel should not be listed on the PI's report since they are not resources to his/her research program. The subaward Principal Investigators should submit their own Other Support if they are part of the grant.

## 5. Foreign Component

**If a vendor is located in a foreign country and materials are purchased from them, but there is not a sub-agreement in place would that still be considered a foreign component?**

It would not be considered a foreign component; it would just be a vendor purchase to provide materials for the project. The key is that you are paying for the materials.

**I am the PI on a NIH grant to a domestic university. I have a visiting post-doctoral scholar/student in my lab, who works on my NIH grant and does all of his/her work in the United States. The scholar/student's salary is paid by a foreign government. Is this a foreign component?**

In general, no. The first step in determining whether research constitutes a foreign component is to evaluate whether a portion of the research is being conducted outside of the United States. In this case, all of the work is being conducted in the US, so there is no foreign component.

**I have a foreign visiting scholar/scientist/faculty/post-doc in my US lab who is working on my research project. Is their work a foreign component? Does it matter who pays their salary?**

No, because they are performing their work on your project in the United States. It does not matter who pays their salary; it's based on where the work is being performed. However, they should be reported on your Other Support document.

**What is an example of an activity that is not a foreign component, but would meet the definition of Other Support? What is the difference?**

One example could be that a PI on an NIH grant may have an appointment and a lab (or access to a lab) at a foreign university. The research being done at the foreign lab is unrelated to the PI's NIH project. This would not qualify as a foreign component of the NIH research, as the foreign work is not part of the NIH-funded project. However, it is a resource made available to the researcher in support of their research. Therefore, it must be reported as Other Support.

## **6. Certification**

**Can I sign My Other Support form and then scan it?**

No. After finalizing the Other Support document in Microsoft Word, the senior/key personnel for whom the Other Support page has been prepared must sign and certify the document via Adobe Sign or DocuSign. Remember the signed Other Support page must be “flattened” before being submitted to NIH. Use “Print to PDF” option to properly flatten the signed Other Support page.

**What are some examples of acceptable electronic signatures?**

Adobe Sign and DocuSign are examples of acceptable electronic signatures.

**Should the Investigator sign the draft of the Other Support page before submitting to the ORA?**

Yes, they can; however, ORA will accept both signed and unsigned drafts.

**Does the investigator sign off on his/her Other Support page each time he/she submits the Other Support page to the NIH? For example, we are including the investigator's Other Support page for 5 different submissions to the ORA. Does the investigator need to sign each time?**

Yes, each Other Support page is unique. The overlap statement that he/she are including will be unique for each submission since you are comparing that particular grant with all the other entries on the page.