



OTHER SUPPORT CHANGES

Office of the Vice President for Research
University of Oklahoma Health Sciences Center

LEARNING OBJECTIVES

Describe NOT-OD-21-073 changes to Other Support

Discuss what constitutes Other Support

Provide examples and resources

Please note: ORA will no longer accept old format Biosketch and Other Support pages on **October 1, 2021**; only new format Biosketches and Other Support pages will be accepted.

WHAT IS OTHER SUPPORT?

- Information on other active and pending support may be requested (often as part of Just-in-Time procedures for grant applications or in progress reports) to ensure there is no scientific, budgetary, or commitment overlap.
- “Other Support” is sometimes referred to as “current and pending support” or “active and pending support.”
- Other Support includes **all resources** made available to a researcher **in support of and/or related to all of their research endeavors**, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant.

SUMMARY OF CHANGES

Other Support Format Page	The format page has been re-organized to separate funded projects from in-kind contributions.
	Signature block added, for Program Director/Principal Investigator or Other Senior/Key Personnel to certify the accuracy of the information submitted. Each PD/PI or senior/key personnel must electronically sign their respective Other Support form as a PDF prior to submission.

NIH expected for all due dates on or after May 25, 2021

NOT-OD-21-073

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

Supporting Documentation: For Other Support submissions that include foreign activities and resources, recipients are required to submit copies of contracts, grants or any other agreement specific to senior/keypersonnel 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.

OTHER SUPPORT INCLUDES:

- **Resources and/or financial support from all foreign and domestic entities**, that are available to the researcher. This includes but is not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.). Institutional resources, such as core facilities or shared equipment that are made broadly available, should not be included in Other Support, but rather listed under Facilities and Other Resources.
- **Consulting agreements**, when the PD/PI or other senior/key personnel will be **conducting research as part of the consulting activities**. Non-research consulting activities are not Other Support.
- **In-kind contributions**, e.g., office/laboratory space, equipment, supplies, or employees or students supported by an outside source. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, the recipient must provide reasonable estimates.



IT DOES NOT INCLUDE:

Other support does not include training awards, prizes, or gifts.

Gifts are resources provided where there is no expectation of anything (e.g., time, services, specific research activities, money, etc.) in return.

An item or service given with the expectation of an associated time commitment is not a gift and is instead an in-kind contribution and must be reported as such.

OTHER SUPPORT INFORMATION IS REQUESTED FOR:

- All individuals designated in an application as senior/key personnel, **except**
 - Program Directors, training faculty, and other individuals involved in the oversight of training grants
 - Individuals categorized as Other Significant Contributors
- All senior/key personnel, excluding consultants, in progress reports when there has been a change in active other support, **except**
 - Program Directors, training faculty, and other individuals involved in the oversight of training grants

CHANGES AS OF **MAY 25, 2021**

Updated Requirements for Recipients ([NOT-OD-21-073](#)):

Effective **May 25, 2021**, NIH expects the following:

- **Supporting documentation**, which includes copies of contracts/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/agreements 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.
- **Immediate notification of undisclosed Other Support**. When a recipient organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award **as soon as it becomes known**.

REQUIREMENTS

- Reporting of Other Support is **required** for all individuals designated in an application as **senior/key personnel**—those devoting measurable effort to a project. Information on Other Support is not specifically requested for Program Directors, training faculty, and other individuals involved in the oversight of training grants since applicable information is collected in other sections of a training grant application.
- Other Support is not required to be submitted for individuals categorized as Other Significant Contributors.
- Recipients are reminded to establish and maintain effective internal controls (e.g., policies and procedures) to ensure that individuals designated in applications as senior/key personnel **fully disclose** all Other Support information **to their institution as soon as soon as it becomes known**.

UPDATED REQUIREMENTS FOR RECIPIENTS

Effective *May 25, 2021*, NIH expects the following:

- **Supporting documentation**, which includes copies of contracts, grants or any other agreement 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, grants or other agreements are not in English, recipients must provide translated copies.**
- **Immediate notification of undisclosed Other Support.** When a recipient organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award **as soon as it becomes known.**

FORMAT PAGE AND INSTRUCTIONS

- The updated [format pages and instructions](#) for Other Support can be found [here](#).
- Please note: NIH is finalizing the [SciENCv template for Other Support](#) and anticipates that the template will be available beginning in [FY 2022](#).
- Until the SciENCv template is available, applicants and recipients are [required](#) to use the [Word Format page](#) to prepare Other Support information. The form must be converted to a PDF, and electronically signed prior to submission. This is an interim process, while NIH moves to the use of SciENCv templates for Other Support.

PROJECT/PROPOSALS SECTION

- Provide **Active and Pending** Support for all senior/key personnel.
- Enter your support entries so they are grouped together based on the "Status of Support" and are in the order of **Active and Pending** Support from top to bottom.

Project/Proposal

- Active
- Pending

IN KIND CONTRIBUTIONS SECTION

- Provide **Active** and **Pending** In-Kind contributions for all senior/key personnel.
- Enter your in-kind entries so they are grouped together based on the "Status of Support" and are in the order of **Active** and **Pending** Support from top to bottom.

In Kind

- Active
- Pending

OVERLAP SECTION

- After listing all support, summarize for each individual any potential overlap with the active or pending projects and activities, other positions, affiliations, and resources and this application in terms of the science, budget, or an individual's committed effort. For further information on Overlap, see the [NIH Grants Policy Statement, Section 1.1.2: Definition of Terms](#)

Overlap

- Summarized for each individual after listing all support



SUPPORTING DOCUMENTATION

- Provide copies of contracts 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 they are not in English, recipients must provide translated copies.
- Supporting Documentation should be provided as a PDF following the Other Support form.

NOTE

PLEASE NOTE FOR CONSORTIUM/CONTRACTUAL ARRANGEMENTS OR MULTI-PROJECT AWARDS:

When providing Other Support under a consortium/contractual arrangement or that is part of a multi-project award:

Indicate the project number, Name of PD/PI, and source of Support for the overall project. Provide **all** other information (e.g., total award amount, person months) for the **subproject only**.

FOR JOINT VA APPOINTMENTS

Individuals with joint university and VA appointments may request the university's share of their salary in proportion to the effort devoted to the research project. The individual's salary with the university determines the base for computing that request. Signature by the Institutional Official on the application certifies that: (1) the individual is applying as part of a joint appointment specified by a formal Memorandum of Understanding between the university and the VA; and (2) there is no possibility of dual compensation for the same work, or of an actual or apparent conflict of interest regarding such work. Additional information may be requested by the awarding component(s).

NEW SIGNATURE BLOCK

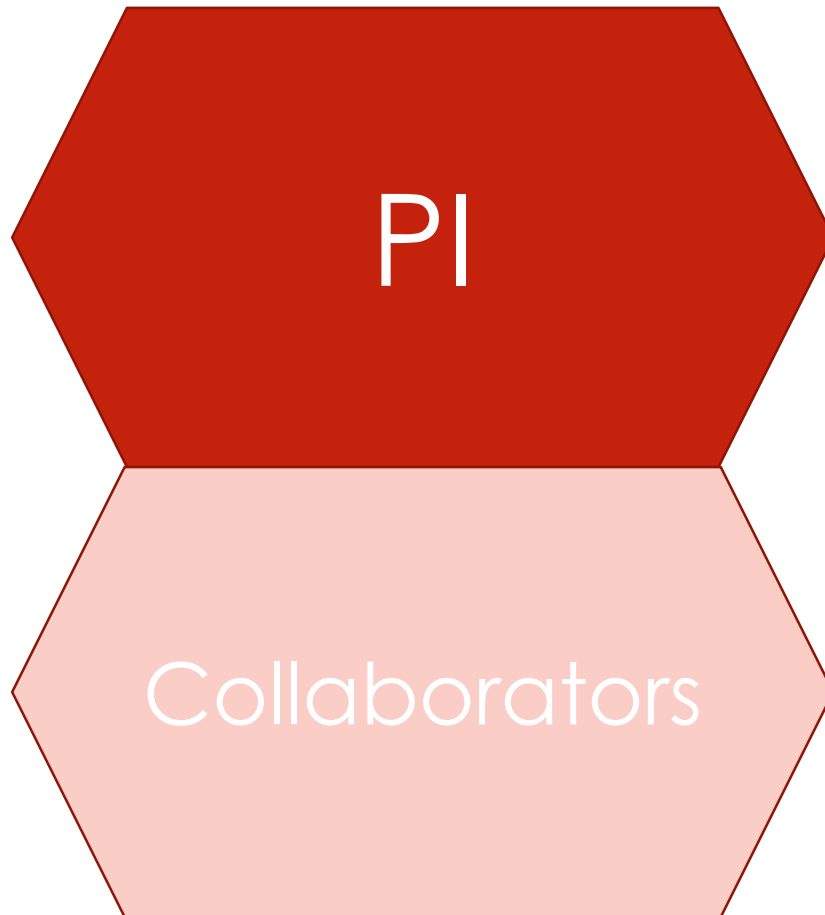
I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*Signature: _____

Date: _____

- On and after *May 25, 2021*


ROLES & RESPONSIBILITIES



- Please note, the PI must complete the Other Support pages.
- It is also the PI's responsibility to get signed and accurate OS documents from their collaborators at other sites.

TRANSLATED DOCUMENTS

If the Other Support documents have gone through ORA, they should already have been translated from languages other than English.



ORA can provide the name of a certified translator.



Please note, the PI/Other Key Personnel, relatives, or friends should not provide the translation

HELPFUL TIPS

- Create an Adobe signature.
- Keep the biosketch and other support current.
- Check your CV and Activity Insight to help remember appointments that may not be paid.
 - **Courtesy appointments outside OUHSC are often listed here!**
- Pay attention to your score (pre-JIT) so you can get ahead with all of the requirements.
- RPPRs – assume you will need to update the initial information.
- Must include in-kind, cost share, and other unpaid activities.

The PI should contact OU personnel to remind them of these requirements and ensure plenty of time for collaborators at other sites to update their OS.



HIGHLIGHTS FROM UPDATED NIH FAQ

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

UPDATED

NIH does not allow electronic signatures in electronic applications. Will electronic signatures be accepted on other support submissions?

- Other Support submissions must be submitted as a flattened PDF, after all signatures are obtained (see [Format Attachments](#) for more details). Recipients and applicants may use the electronic signature software of their choice, and in alignment with their institutional practices. A typed name is not an electronic signature and is not acceptable.
- Applicants and recipients must maintain supporting documentation to reasonably authenticate that the appropriate individual signed the form. Recipients must and make the documentation available upon request in accordance with 45 CFR Part 75.364.

NEW

Should consulting activities be included in other support display calendar Months effort, or is N/A appropriate for effort when serving as a consultant?

- 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.

NEW


Does NIH require disclosure of recently completed support in other support submissions?

- No, NIH does not require disclosure of recently completed support in Other Support submissions, only **current** and **pending** resources.

NEW

When disclosing materials received from other collaborators on other support, how far back in time should recipients go? Should materials provided 20 years ago be disclosed, if they are still in use?

- Materials **provided within the past 3 years**, that are **still in use**, must be included in Other Support.



TEMPLATES & EXAMPLES

Expected on and after *May 25, 2021*

TEMPLATES & SAMPLES

Due dates on/after January 25, 2022

Due dates on/before January 24, 2022

Form Name	Other Support Format Page
Description	Information on Other Support is used for grant awards and progress reports.
How to Access	<p>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.</p> <p>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.</p>
Instructions	See NIH Other Support Instructions
Additional Information	<ul style="list-style-type: none">• Other Support sample• FAQs
Updated Date	March 2021

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

As of May 25, 2021

TEMPLATE EXAMPLE

Other Support – Project/Proposal

*Title:

Major Goals:

*Status of Support:

Project Number:

Name of PD/PI:

*Source of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

* Total Award Amount (including Indirect Costs):

* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##.##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

IN-KIND

*Summary of In-Kind Contribution:

*Status of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period

Year (YYYY)	Person Months (##.##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

*Estimated Dollar Value of In-Kind Information:

***Overlap** (summarized for each individual):

EXAMPLE

IN-KIND

As of May 25, 2021

*Name of Individual: Anderson, R.R.
Commons ID: [AndersonRR](#)

Other Support – Project/Proposal

ACTIVE

*Title: Chloride and Sodium Transport in Airway Epithelial Cells

Major Goals: The major goals of this project are to define the biochemistry of chlorid sodium transport in airway epithelial cells and clone the gene(s) involved in transpor

*Status of Support: Active

Project Number: 2 R01 HL 00000 - 13

Name of PD/PI: Anderson, R.R.

*Source of Support: NHLBI

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date: (MM/YYYY) (if available): 3/1/2021 – 2/28/202

* Total Award Amount (including Indirect Costs): \$1,492,232

* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##.##)
1. 2021	3.6 calendar
2. 2022	3.6 calendar
3. 2023	3.6 calendar
4. 2024	3.6 calendar
5. 2025	3.6 calendar

*Summary of In-Kind Contribution: Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: \$80,000

*Summary of In-Kind Contribution: Cell line XYZ provided by Dr. Jennifer Smith at Cornell University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate \$1,000

*Summary of In-Kind Contribution: C57BL/6-ABC1^{tm1jbp} mice provided by Dr. Joseph Jones at the University of Texas at Austin.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate \$4,000

***Overlap** (summarized for each individual):

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

OVERLAP TEXT EXAMPLE

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

The background features several flowing, wavy bands of color. At the top, a thick band of red and orange flows from left to right. At the bottom, there are more complex, overlapping waves in shades of red, orange, and yellow, creating a sense of movement and depth. The central area is a plain white background.

RESOURCES

IN PROGRESS

- **Library Assistance with SciENCv**
 - SciENCv is anticipated to be updated FY 2022.
 - ORA is working with the library to provide support for updating SciENCv.
- **PeopleSoft Query** that is user-/department-specific to pull up all activity on accounts (including cost share) for the PI.
 - If individuals are unsure of or want to cross-check what programs they are paid from or cost sharing with, they should work with their Business Manager to run this public PS query **OU_PAYROLL_DETAIL_IND**. This will provide all sources that the PI is paid from (or cost sharing). This includes state and chair support, which is **not** necessary to add to the Other Support.

SCIENCv



NIH is finalizing the SciENCv template for Other Support and anticipates that the template will be available beginning in FY 2022.



TRAINING & SUPPORT

- [SciENCv Help](#)
- [My Bibliography Help](#)
- [My NCBI Help](#)

BIRD LIBRARY HANDOUTS

-  [SciENCv Overview](#)
-  [Creating a Biosketch in SciENCv](#)

LINKS AND RESOURCES

Find your Sponsored Program Administrator (SPA):

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

Send questions to the ORA Mailbox:

- HSCORA@ouhsc.edu

NIH Announcement of Changes NOT-OD-21-073

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

NIH Implementation of Changes NOT-OD-21-110.html

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

NIH Other Support Templates and Instructions:

- <https://grants.nih.gov/grants/forms/othersupport.htm>

NIH FAQs for Other Support and Foreign Components:

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

SciENCv (Bird Library)

- <http://library.ouhsc.edu/sciencv>

Creating an Adobe signature:

- <https://www.adobe.com/devnet-docs/acrobat/ios/en/signing.html>

Proofreading:

- If proofreading is desired, please send a Word version to Kathy Kyler, OUHSC Staff Editor. kathy-kyler@ouhsc.edu