EVOLVING NIH REQUIREMENTS

BIO-SKETCHES AND OTHER SUPPORT
NIH NOT-OD-21-073

June 9, 2021 RAC Forum

New Format Pages/Requirements

◦ NIH has aligned the Biographical Sketch (Biosketch), Other Support format page and Application Form Instructions with the guidance issued by the Office of Science and Technology Policy (OSTP) Joint Committee on the Research Environment (JCORE.)

◦ NIH has updated its application forms and instructions to support the need for applicants and recipients to provide **full transparency and disclosure of all research activities, foreign and domestic.**

◦ **New formats/documentation required as of January 25, 2022**

Biosketch Guidance

○ Biosketches are required in both competing applications and progress reports.

○ Information on how to prepare Biosketches before and after January 25, 2022.

○ **Biographical Sketch Format Pages (fellowship and non-fellowship) can be found: https://grants.nih.gov/grants/forms/biosketch.htm**

○ **Science Experts Network Curriculum Vita (SciENcv,)** a tool supporting multiple research agencies, to help you develop your biosketch and automatically format it according to NIH requirements: https://www.ncbi.nlm.nih.gov/sciencv/

Format Page	Changes
Biographical Sketch Format Page	Section B 'Positions and Honors' has been renamed 'Positions, Scientific Appointments, and Honors'.
	For the non-Fellowship Biosketch, Section D. has been removed.
	For the Fellowship Biosketch, Section D has been updated to remove 'Research Support.'
	As applicable, all applicants may include details on ongoing and completed research projects from the past three years that they want to draw attention to within the personal statement, Section A.

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.

Definition of "Other Support"

◦ Other Support includes all resources made available to a researcher in support of and/or <u>related to all of their research endeavors</u>, 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.

◦ Other Support does not include training awards, prizes, or gifts.

"Other Support" Includes:

- Paid or unpaid appointment(s) at another institution.
- Internal endowments, retention funds. seed grants,
- Financial support for laboratory personnel, research travel, etc.
- Provision of "high-value" materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).
- External consulting agreements related to research
- In-kind contributions, e.g. office/laboratory space, equipment, supplies, or employees or students supported by an outside source.

Supplementary Information Requirements

◦ 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, grants or other agreements are not in English, recipients must provide translated copies.

◦ Note: NIH funds cannot be used to translate these documents, but Google translations are acceptable.

Supplementary Information Requirements

◦ Must be included with Just-in-Time (JIT) Reports, and Research Performance Progress Reports (RPPRs) submitted by NIH PIs on or after January 25, 2022.

◦ However, PIs may be asked to provide these documents for all Senior/Key Personnel prior to this date, if necessary.

Failure to Disclose

- If the PI discovers that Senior/Key Personnel have failed to disclose this requested or required information at the JIT and/or RPPR stages, the PI should <u>notify SPO as soon as possible</u>.

- SPO will need to submit updated supplementary documentation for Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

- For more information, consult NIH's FAQs on this topic:
  - https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm?anchor=header11777

Use of New Format Pages

- Preferred immediately: To become familiar with the changes.

- If used, NIH should not require key personnel certifications/or supplementary documentation of "Other Support."

- Required for due dates and submissions on or after January 25, 2022.

- Failure to follow the new requirements on or after January 25, 2022 may cause NIH to withdraw applications from or delay consideration of funding.

COGR Conference Guidance

- The definition of "research" that should be used is not clear at this point. (NIH Grant Policy Statement vs. Common Rule.)

- Consulting Guidance
  - Only external consulting activities related to the PI's research are reportable.
  - The PI should estimate and report the number of days per year involved in a consulting agreement that was established without a specific effort commitment.

- "High value" equipment/materials/specimens is not quantified by NIH. When in doubt, report.

- Gifts are not reportable if they are truly gifts, e.g., there can be no expectation of receiving anything in return.

- NIH training awards not reportable, but a GSR supported by a training grant that works on the PI's research is reportable.

Important Dates

- After May 25, 2021 NIH PIs should be prepared to provide the required supplementary documentation for all Senior/Key Personnel listed with Other Support in an NIH proposal if NIH requests this information at JIT or if it should be reported at the RPPR stage.

- After January 25, 2022, this information must be provided even if NIH does not request these materials.

Available Resources

◦ Updated Biosketch resources, including FAQs and sample Biosketch format pages can be found: https://grants.nih.gov/grants/forms/biosketch.htm

◦ Updated Other Support resources, including FAQs and sample Other Support format pages can be found: https://grants.nih.gov/grants/forms/othersupport.htm

◦ For inquiries related to changes to the biographical sketch and other support templates, send inquiries to nihosbiosketch@nih.gov.

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