**National Institutes of Health (NIH)**

**UPDATE:** **NIH will require the new Other Support format for applications, Just-in-Time submissions, and Research Performance Progress Reports with due dates on or after *January 25, 2022*.**  Although NIH extended the required date for use, they request applicants and recipients to begin using the new format as of May 25, 2021.  For additional information see notice [NOT-OD-21-110](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-110.html).

**Definition of “Other Support”**

With the release of their revised Grant Policy Statement in October of 2019, NIH revised their definition of Other Support.  The revised definition, “…**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.”**

**Who Must Report**

* At the **Just-in-Time Stage (JIT)** all individuals included in the grant application as senior/key personnel must submit Other Support information, **except:**
	+ Other Significant Contributors
	+ Program Directors, training faculty and others involved in the oversight of training grants
* For **Research Performance Progress Reports (RPPR)** all senior/key personnel who have had a change in *active* Other Support must submit Other Support information, except:
	+ Other Significant Contributors
	+ Consultants
	+ Program Directors, training faculty and others involved in the oversight of training grants

**When to Report**

* At the [Just-in-Time Stage](https://grants.nih.gov/grants/policy/nihgps/html5/section_2/2.5.1_just-in-time_procedures.htm) – information gathered after proposal submission and prior to award.
* In the [Research Performance Progress Reports (RPPR)](https://grants.nih.gov/grants/rppr/index.htm) - changes to active Other Support should be submitted in the RPPR.
* **As soon as Syracuse University becomes aware** that Other Support information was not disclosed at the JIT or RPPR stage, the University must submit the updated information to the Grants Management Specialist named in the award.

**What to Report**

The following **must be** **included** on the Other Support form:

* All ongoing projects/awards and proposals currently under consideration (listed in that order).
	+ This includes proposals and awards that the individual participated with, that were not routed through OSP.
	+ When submitting Other Support information at the JIT stage, the related application should not be included. Similarly, when submitting Other Support information at the RPPR stage, the related NIH award should not be included.
	+ Internal Syracuse University proposals / awards (e.g., CUSE Grants) should be included.
* Consulting activities that involve conducting research, regardless of whether remuneration is received or not.
* Research conducted during the summer semester for faculty members with an Academic Year appointment, regardless of whether remuneration is received or not.
* Participation in a foreign “talents” or similar program.
* Financial support for laboratory personnel, travel, living expenses, etc.
* High-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).
* Start-up packages and all other research-related support from entities other than Syracuse University, even if the research will be carried out at another institution.
* Collaborations with other researchers outside of the applicant institution that directly benefit the individuals research endeavors.
* In-kind contributions that are **not intended for use** on the project/proposal that the Other Support form is related to.  Examples include: office/lab space, equipment, supplies, or staff/students supported by an outside source.

The following may be **excluded** from Other Support:

* Activities that are not research-related
* Resources from the applicant institution, such as core facilities or shared equipment.  These should be listed under Facilities and Other Resources.
* In-kind contributions for the project being proposed.  These should be listed under Facilities and Other Resources.
* In-kind completed support from the last three years does not need to be included.
* Start- up packages from Syracuse University.
* Consulting or professional service arrangements that do not involve conducting research.
* Gifts – resources provided where there is no expectation of anything in return (would need to be reported if includes time, services, progress reports, etc.)
* Training grants involving the reporting investigator as mentor or project director
* Prizes given to the investigator

**Supporting Documentation**—In addition to submitting the Other Support form, NIH is now requiring supporting documentation including, “…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.”  NIH has indicated that supporting documentation is not required to be included with Other Support until the revised January 25, 2022 effective date.  However, if requested by NIH staff, the information may still need to be sent to NIH prior to the required date.

* All supporting documentation must be translated to English prior to submission to NIH.  It is the PI/departments responsibility to provide the translated documentation to the Office of Sponsored Programs (OSP) prior to submission.
	+ NIH will accept machine-read translations (e.g., Google Translate)

What to **include** as supporting documentation:

* Appointment letters or employment agreements with non-domestic entities.
* If you are included on grants/contracts that are received by the non-domestic entity you have an appointment with, these grants/contracts need to be provided.
* Agreements from non-domestic entities for resources such as, lab space, access to personnel, equipment, or any in-kind resources.

What to **exclude** as supporting documentation:

* Sponsored project awards to Syracuse University from non-domestic entities. This does not include non-domestic employment or appointment agreements.
* Supporting documentation does **not** need to be provided for completed support.

**How to Report**

* This [**Other Support Format**](https://grants.nih.gov/sites/default/files/other-support-format-page-rev-12-2020.docx) must be used for applications and RPPRs submitted for **due dates on or after January 25, 2022**.
* NIH is anticipating that a template will be available in SciENcv beginning in FY 2022.
* NIH has provided [instructions for completing the new Other Support format](http://grants.nih.gov/sites/default/files/nih-other-support-instructions-rev-06-28-2021.docx) as well as a [new and renewal applications sample](https://grants.nih.gov/sites/default/files/other-support-sample-7-20-2021.docx).  Highlights of key changes include:
	+ NIH’s new template separates Project/Proposal support from In-Kind contributions.  Support should be grouped together based on their “Status” and reported in the order of Active, Pending or Completed during the past three years, (from top to bottom). Completed support does not need to be reported for In-kind contributions.
	+ Primary Place of Performance has been added
	+ Provide the Total Award Amount (including Indirect Costs)
	+ Person Months must be provided per budget period for the project

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

* Signature line for the PD/PI or other senior/key personnel to certify the form

I, PD/PI or other key/senior 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 the 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Resources**

* NIH has a webpage devoted to [Other Support](https://grants.nih.gov/grants/forms/othersupport.htm), which includes:
	+ [Other Support template](https://grants.nih.gov/sites/default/files/other-support-format-page-rev-12-2020.docx)
	+ [Instructions on how to complete Other Support](https://grants.nih.gov/sites/default/files/nih-other-support-instructions-rev-06-28-2021.docx)
	+ [A sample Other Support form](https://grants.nih.gov/sites/default/files/other-support-sample-7-20-2021.docx)
	+ [FAQs](https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm)
* NIH [examples of what senior key personnel should disclose](https://grants.nih.gov/policy/protecting-innovation.htm) and where to make the disclosure
* [NOT-OD-21-073](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html): NIH announces changes to the Biosketch and Other Support format page
* [NOT-OD-21-110](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-110.html): NIH changes the implementation date for the new format pages
* [NOT-OD-19-114](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html): Reminders of NIH Policies on Other Support and on Policies related to Financial Conflicts of Interest and Foreign Components