0925-0002, Change Request Memo Attachment B

I. Revised PHS 2590, Form Page 7

Program Director/Principal Investigator (Last, First, Middle):

ALL PERSONNEL REPORT	GRANT NUMBER

Place this form at the end of the signed original copy of the application. Do not duplicate.

Always list the PD/PI(s). In addition, list all other personnel who participated in the project during the current budget period for at least one person month or more, regardless of the source of compensation (a person month equals approximately 160 hours or 8.3% of annualized effort). Use the following abbreviated categories for describing Role on Project:

- **PD/PI***
- **Co-Investigator**
- **Faculty**
- **Postdoctoral (scholar, fellow, or other postdoctoral position)***
- **Technician**
- **Staff Scientist (doctoral level)**

- **Statistician**
- **Graduate Student (research assistant) ***
- **Non-student Research Assistant**
- **Undergraduate Student***
- **High School Student**
- **Consultant**
- **Other (please specify)**

* Commons ID required for any personnel holding this Role on Project and for all individuals supported by a Reentry or Diversity Supplement. The Commons ID is strongly encouraged, but not required, for all other Project Personnel.

If personnel are supported by a Reentry or Diversity Supplement please indicate such after the Role on Project, using the following abbreviations: RS - Reentry Supplement; DS - Diversity Supplement.

Use Cal (calendar), Acad, or Summer to enter months devoted to project.

Commons ID*	Name	Degree(s)	SSN (last 4 digits)	Role on Project	DoB (MM /YY)	Cal	Acad	Summer

2.8   All Personnel Report

Complete form page 7. For additional information about the All Personnel Report see the FAQs at:
http://grants.nih.gov/grants/funding/all_personnel_report_faq.htm.

Always list the PD/PI(s). In addition, list **all other personnel** (salaried and unsalaried) **for the current budget period** at the applicant organization or elsewhere, who participated in the project during the current budget period for at least one person month or more, regardless of the source of compensation. A person month equals approximately 160 hours or 8.3% of annualized effort. Include the Commons ID (when applicable) names of individuals, all degrees, the last four digits of the Social Security number, role on project, date of birth (MM/YY), and number of person months devoted to the project (indicate academic, calendar, and/or summer).

When requesting the last four digits of the Social Security numbers from personnel, explain that provision of the Social Security number is voluntary, and the information will be used only for program management purposes. The Commons ID is required for: 1) all PD/PIs (Commons Role = PI); 2) all individuals with a postdoctoral, graduate student, undergraduate role (Commons Roles = Postdoctoral, Graduate Student, and Undergraduate respectively); and/or 3) any individual supported by a Reentry or Diversity Supplement. When an individual is assigned a Postdoctoral, Graduate Student, or Undergraduate Role in the Commons, responses to certain data in the Personal Profile tab are required to meet NIH reporting requirements to Congress. A Commons ID is strongly encouraged, but currently optional, for all other project personnel (Commons Role = Project Personnel).

Use the following categories for describing Role on Project:

    PD/PI
    Co-Investigator
    Faculty
    Postdoctoral (scholar, fellow, or other postdoctoral position)
    Technician
    Staff Scientist (doctoral level)
    Statistician
    Graduate Student (research assistant)
    Non-student Research Assistant
    Undergraduate Student
    High School Student
    Consultant
    Other (please specify)

If personnel are supported by a Reentry or Diversity Supplement please indicate such after the Role on Project, using the following abbreviations:

    RS - Reentry Supplement
    DS - Diversity Supplement

Individuals designated as "Other Significant Contributors," (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should **not** be included in this report unless their involvement has changed so that they are now participating in the project during the current budget period for at least one person month or more.

Grantees should not report personnel if they have submitted a 2271 Appointment form for those individuals (e.g., participants on R25 or R90 awards).

This is the last page of the hard copy progress report. Number all pages consecutively.

3.1   Collection of Personal Demographic Data

Federal Agencies have a continuing commitment to monitor the operation of its review and award processes to detect, and deal appropriately with, any instances of real or apparent inequities. In addition, section 403 of the 2007 NIH Reform Act requires NIH to report to Congress specifically on the outcomes and effectiveness of various types of training programs, including training supported through research grants; and section 489 of the PHS Act requires NIH perform a continuing assessment of research personnel needs. Personal demographic data on PD/PIs, students, and postdoctorates working on NIH research projects is vital to comply with these requirements.

NIH collects personal data through the eRA Commons Person Profile. The data is provided one-time by the individual through a secure, electronic system, is private, and is maintained under the Privacy Act record system 09-25-0036, "Grants: IMPAC (Grant/Contract Information)." When completing the data entry in the Commons Personal Profile, the individual is responsible for providing true, accurate, and complete data. Commons IDs are required for individuals holding the following Commons Roles: PI; Undergraduate, Graduate Student, Postdoctoral. Responses to certain data in the Personal Profile are now required to meet NIH reporting requirements to Congress. Note in some cases, an acceptable response is "Do Not Wish to Provide".   All analyses conducted on date of birth, citizenship, gender, race, ethnicity, disability, and/or disadvantaged background data will report aggregate statistical findings only and will not identify individuals. For some programs (e.g., Ruth L. Kirschstein National Research Service Awards and Research Career Development Awards) citizenship data is required to determine eligibility.

The PHS also requests the last four digits of the Social Security Number (SSN) for accurate identification of individuals and for management of PHS grant programs. Please be aware that no individual will be denied any right, benefit, or privilege provided by law because of refusal to disclose this portion of the SSN. The PHS requests the last four digits of the SSN under Sections 301(a) and 487 of the PHS Act as amended (42 U.S.C. 241a and U.S.C. 288).