Instructions for Completing NIH Other Support – Updated September 2020

(Currently instructions for selected items are listed on the form. This will be a new, separate instructions document to accompany the format page)

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This form provides information on active, pending, and recently completed support for personnel on NIH funded projects.

Other support includes all resources made available to researchers or senior key personnel 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.

This 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, chemicals, model systems, technology, etc.). Institutional resources, such as core facilities or shared equipment that is made broadly available, should not be included in Other Support, but rather listed under Facilities and Other Resources.

Other Support also includes in-kind contributions (such as office/laboratory space, equipment, supplies, employees, students). In-kind contributions do not constitute a 'recipient share' of the expenditures, and do not need to be included in the SF-425 FFR.

- If in-kind contributions **are intended for use on the project being proposed** to NIH in this application, the information must be included as part of the Facilities and Other Resources or Equipment section of the application and need not be replicated on this form.
- In-kind contributions **not intended for use on the project/proposal being proposed** in this application must be reported below. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

Institutions are required to submit 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 (see NIH GPS 2.5.1). This does not include personal service contracts, or employment contracts for fellows supported by foreign entities.

NOTE: Other support does not include training awards, prizes, gifts or start-up support provided to the individual by the applicant organization.

For information pertaining to the use of and policy for other support, see [NIH Grants Policy Statement, Section 2.5.1: Just-in-Time Procedures](#). Neither the application under consideration nor the current PHS award for this project should be listed as Other Support.

Devoted effort must be measured using "person months." NIH and other PHS agencies use the concept of "person months" as a metric for determining percent of effort. For more information about calculating person months, see NIH's [Frequently Asked Questions on Person Months](#).

Project/Proposals Section:
Provide Active, Pending and Completed Support (completed within the past three years) 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, Pending, and Completed Support from top to bottom.

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

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](#)

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.

Fill in the following fields as described below, as applicable to each section of Other Support:

Required Fields are marked with an Asterisk (*).

***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.*

**Name of Individual:* Provide the name of the senior/key person.

Commons ID: Provide the eRA Commons ID number of the senior/key person.

**Title:* Identify the title of the project, subproject, or activity.

Major Goals: Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity.

**Status of Support: Indicate if the support is currently Active, Pending or has been Completed during the past three years.*

Project Number and Name of PD/PI: Provide the project number. If applicable, include a code or identifier for the project. Provide the name of the Contact PD/PI of the project.

**Source of Support:* Identify the agency, institute, foundation, or other organization that is providing the support. Include domestic, foreign, institutional, federal, public, and private sources of support.

**Primary Place of Performance: Include the primary location where the project or activity is being executed.*

Project/Proposal Start and End Dates: Indicate the inclusive dates of the project/activity as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment. For in-kind contributions, provide project dates when applicable.

**Total Award Amount:* For active projects, provide the total award costs for the period of performance, including indirect costs. For example, in the case of NIH support, provide the total award costs for the competitive segment. For a pending project, provide the proposed total costs for the period of performance. For completed projects dollar amounts are not required.

**Person Months:* Indicate calendar or academic/summer months associated with each project. For an active project, provide the level of actual effort in person months (even if unsalaried) for the current budget period and indicate the proposed level effort for each remaining budget period. Person months should be classified as calendar or academic/summer.

For a pending project, indicate the level of effort in person months as proposed for each budget period. Use either calendar months OR a combination of academic and summer months. If effort does not change throughout the year, it is OK to use only calendar months. However, you may use both academic and summer months if your institutional business process requires noting each separately even if effort remains constant. If effort varies between academic and summer months, use only academic and summer months, and do not use calendar months. In cases where an individual's appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

For completed projects person months are not required.

<u>Summary of In-Kind Contributions:</u> Provide a summary of the In-Kind Contribution.

<u>Estimated Dollar Value of In-Kind Contribution:</u> Provide an estimate for the value of the In-Kind Contribution. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

<u>Overlap:</u> 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.

<u>Signature:</u> The PD/PI or other senior key personnel must electronically sign the Other Support form prior to submission. This signature certifies that the statements are true, complete and accurate.

Special Instructions for Joint University and Department of Veterans Affairs (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).