

Faculty Guide - Research Pod 2

NIH Other Support

This Faculty Guide is meant to assist researchers and PIs with a quick overview of the process of preparing NIH Other Support (OS) pages at GW with Pod 2.

Information on other active and pending support may be requested from NIH (often as part of Just-in-Time procedures for grant applications or in NIH annual 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."

OS 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.

WHAT TO INCLUDE IN OTHER SUPPORT

- ⇒ Standard grants and contracts funding for all sponsored projects.
- ⇒ 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 Project Directors/Principal Investigators (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 such as 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.

OS 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.

OS 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 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.
 - Consultants

Supporting documentation requirement: For OS submissions that include foreign activities and resources, recipients are required to submit copies of contracts, grants, or any other agreement specific to senior/key personnel 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 OS PDF following the OS Format page.

PREPARING OTHER SUPPORT

Preparation process: The OS must be completed by the reporting PD/PI and Other Senior Key Personnel to provide full transparency and disclosure of ALL available resources (financial and non-financial) in support of the individual's research endeavors (foreign and domestic). The PI/Dept or collaborating key personnel prepare their OS form and send an unsigned Word document version to the Pod 2 SRA. The Pod SRA will review for compliance and send requests for corrections if necessary. Completed compliant OS forms will be sent by the Pod SRA requesting signatures from key personnel using Adobe Sign. Adobe Sign software has been determined to be compliant with NIH specifications ([NOT-OD-21-073](#)) and is the GW-approved e-signature software. Adobe Signed documents generate an audit page that are

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kept on record filed in GW Box. Pod SRA flattens completed PDF OS forms and combines for inclusion with NIH JIT or RPPR. Note for RPPRs, all senior/key personnel who have had a change in active OS must submit the [updated information](#).

SUBMISSION

Completed OS forms for NIH JIT requests and RPPRs are components of JIT and RPPR packages for submission. See RPPR Faculty Guide and NIH JIT Faculty Guide for additional details.

RESOURCES

- [Table for NIH Pre-award and Post-award Disclosures Relating to Biographical Sketch and Other Support](#)
- GW [OSP Other Support Resource Information](#)
- NIH "updated" guidance provided at [NOT-OD-21-110](#) and [NOT-OD-21-073](#)
- [Other Support format page](#) (blank format page, Word)

WORKFLOW

The following table, which is derived from the Roles & Responsibilities (R&R) Matrix of research administration, illustrates the NIH OS workflow, step-by-step, and delineates who is involved in the process. Key: Sponsored Research Administrator (SRA), Sponsored Projects Administrator (SPA), Office of Sponsored Projects (OSP).

ACTION	PI/DEPT/ SCHOOL	POD		CENTRAL OSP
		SRA	OSP/SPA	
NIH Other Support Form				
(1) PI/Dept submits OS form for key personnel in Word to Pod SRA.	1. Initiate			
(2) Pod SRA reviews for compliance and requests corrections if necessary.		2. Review		
(3) Pod SRA will request electronic signatures for key personnel using Adobe Sign. Completed OS forms are flattened and combined for JIT requests and/or RPPRs and reviewed for compliance. Pod SRA provides PI with final version to upload to JIT or RPPR module.		3. Initiate/Review		
(4) Pod SRA uploads JIT and/or RPPR PDF package to myResearch for OSP review and approval.		4. Initiate	4. Review/Approve	
(5) OSP releases JIT and/or RPPR to sponsor				5. Submit
(6) PI/Dept monitors progress of JIT and/or RPPR <i>*Technical assistance with sponsor portals, contact sponsor technical support</i>	6. Monitor			