Federal funding agencies are giving additional scrutiny to documentation submitted in support of UAB sponsored projects. Federal sponsors are especially focused on Other Support pages and biographical sketches.

UAB is taking proactive steps to provide its research community with information and tools needed to navigate this rapidly changing environment, including the development of this Guide to UAB Information Sources for Preparing and Reviewing Other Support Pages and Biographical Sketches. The following guide helps identify available UAB information sources that can assist in preparing and/or reviewing (I) Other Support pages and/or (II) Biographical Sketches.

The information sources here are best considered tools for reconciling information to be included in submissions to funding agencies. While Other Support documents and biographical sketches may not necessarily identically match the information maintained in these UAB databases, it is important to ensure consistency between information maintained by UAB and information required to be included in submissions to funding agencies. It may be helpful to document where differences exist, why certain information in UAB sources should not be included in an Other Support page or biographical sketch and/or, as necessary, request correction of information maintained by UAB.

It is important to remember this guide does not provide an exhaustive list of items to be included in Other Support pages and biographical sketches. Sponsoring agencies continue to refine their requirements. As a result, investigators and their administrators must reference the current guidance issued by the applicable sponsoring agency to ensure the Other Support pages and biographical sketches are accurate and complete.
I. OTHER SUPPORT DOCUMENTS
   a. Active, Pending and Completed Projects
      i. Available Tool: University Compliance Projects by Responsible Person e-Report
      ii. Available Tool: Other Support Reconciliation e-Report

   b. In-Kind Contributions/Support for Laboratory Members
      i. Available Tool: External Activity Reports
      ii. Available Tool: Visiting Scholars and Scientists Funding Sources Report
      iii. Available Tool: Oracle
      iv. Available Tool: MTO e-Reports

II. BIOGRAPHICAL SKETCHES
   a. Scientific Appointments
      i. Available Tool: External Activity Reports
      ii. Available Tool: The UAB Profiles System
      iii. Available Tool: CIRB e-Reports
I. OTHER SUPPORT DOCUMENTS

a. Active, Pending and Completed Projects:


To complete this Other Support section, provide Active, Pending and Completed support (completed within the past three years) for all senior/key personnel. To do so, the Office of Sponsored Programs provides various reporting tools (e-Reports) derived from data contained within the Integrated Research Administration Portal (IRAP) system. You can find a listing of those e-Reports here.
Review the list of available e-Reports to locate and select the **University Compliance Projects by Responsible Person** e-Report (hereinafter referenced as the “Projects by Responsible Person e-Report”):

You may then enter the last name of the relevant investigator and select from the drop-down menu:
The *Projects by Responsible Person e-Report* provides various fields by which you may sort in Microsoft Excel, including **Project Status** (e.g., Active, Pending, Completed, Not Funded, OSP Processing, Resubmitted, Withdrawn):

<table>
<thead>
<tr>
<th>PI Name</th>
<th>Responsible Person Name</th>
<th>ROLE</th>
<th>OSP Assigned Number</th>
<th>Date Received</th>
<th>Parent Proposal Number</th>
<th>Project Title</th>
<th>Proposal Type</th>
<th>Sponsor Name</th>
<th>Sponsor Award Number</th>
<th>Project Status</th>
<th>Current Project Status Date</th>
<th>Requested Project Start Date</th>
<th>Requested Project End Date</th>
<th>Awarded Project Start Date</th>
<th>Awarded Project End Date</th>
</tr>
</thead>
</table>

**Important Note:** *Completed* projects may remain listed in IRAP as *Active* for a period of time, although the project has been completed. This allows for closeout activities and other system updates for the relevant project. Accordingly, ensure you verify the end dates for any projects listed as *Active* in the e-Report.
ii. **Available Tool: Other Support Reconciliation e-Report**.

The Office of Sponsored Programs provides various reporting tools (e-Reports) derived from data contained within the Integrated Research Administration Portal (IRAP) system. You can find a listing of those reports [here](#). In addition to the Projects by Responsible Person e-Report, OSP has developed an e-Report entitled, **Other Support Reconciliation**. OSP officers utilize this report during operational reviews of Other Support documents submitted to that office.

(Important Note: The “Total Project Costs” column and the start and end dates in the Other Support Reconciliation e-Report may vary and/or may not be as current as the information set out in the project’s notice of award. To ensure accuracy, the notice of award should be consulted for total project costs and start/end dates.)
Review the list of available e-Reports to locate and select the *Other Support Reconciliation e-Report*:
You may then enter the last name of the relevant investigator and select from the drop-down menu:
b. **In-Kind Contributions/Support for Laboratory Members:**

To complete the in-kind contributions section, provide Active and Pending in-kind contributions for all senior/key personnel. An in-kind contribution is defined by NIH as an item or service given with the expectation of an associated time commitment. It includes, but is not limited to, office/laboratory space, equipment, supplies, and/or employees, post-docs or students supported by an outside source. According to NIH, in-kind contributions also include “high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).”

i. **Available Tool: External Activity Reports.**

UAB requires faculty and staff to adhere to standards set out in its [Enterprise Conflict of Interest and Conflict of Commitment Policy](#). Approval of external activities and disclosure of financial interests are processed through electronic forms, which can be found [here](#). Relevant scientific appointments that are required to be included in an Other Support page may be reflected through information disclosed in these electronic forms.

External activity and financial interest disclosure data and other helpful information can be found at the links illustrated below. Select “Forms Quicklinks” and then “Forms History”:
Important Note: The form history information above is only accessible by limited individuals, including the UAB employee that completed the form(s). As a result, administrators may find it helpful to reference this to faculty members as an available tool when preparing/reviewing an Other Support page.)

ii. **Available Tool: Visiting Scholars and Scientists Funding Sources Report.**

The Office of Research has established the Transparency in Research site, which offers information and other tools to help promote transparency and integrity in sponsored research at UAB, including ensuring Other Support pages are prepared with complete and accurate information. At the Transparency in Research site, you will find a link to a report entitled, *Visiting Scholars and Scientists Funding Sources.*
Transparency In Research

Disclosure, transparency and data security in research

Since the University of Alabama at Birmingham’s inception as an independent university in 1969, achievements in research would not have been possible without collaborations of all kinds, including those with our international colleagues.

UAB is proud of its strong tradition of global engagement, with faculty, staff and students from more than 100 countries represented on campus. We are committed to our shared values of collaboration, integrity, stewardship and accountability in the way that we handle the nearly $600 million in extramural funding that helps to power our world-changing research enterprise.

Over the last year, Congress and several federal agencies, including the National Institutes of Health, the National Science Foundation, the U.S. Department of Defense and the U.S. Department of Energy, have expressed growing concerns about foreign influence on academic research. This site will help to make you aware of how federal sponsors are requiring greater transparency in declaring international collaborations. It also will guide you to what actions you personally must take to ensure compliance, as well as the actions that UAB’s research enterprise is taking.

Although there is a lot of attention on foreign aspects of research collaborations, the changes cover all collaborations, domestic and international.

Preserving the integrity of biomedical research

Some of you may be aware of the letter to research institutions and an official statement in August 2018, in which NIH director Francis Collins, M.D., Ph.D., noted several threats to the integrity of U.S. biomedical research, including:

- “failure by some researchers working at NIH-funded institutions in the U.S. to disclose substantial resources from other organizations, including foreign governments”;
- “systematic programs to influence NIH researchers and peer reviewers” by “some foreign entities”;
- “diversion of intellectual property in grant applications or produced by NIH-supported biomedical research to other entities, including other countries”; and
- “sharing of confidential information on grant applications by NIH peer reviewers with others, including in some instances with foreign entities.”

Dr. Collins indicated that NIH and government agencies would be working with NIH-funded institutions to improve “accurate reporting of all sources of research support, financial interests and relevant affiliations.”

He also noted an expectation that institutions will work with faculty and administrative staff to make sure that, in accordance with the NIH Grants Policy Statement, all applications and progress reports include all sources of research support, financial interests and relevant affiliations” and that all
The Visiting Scholars and Scientists Funding Sources report identifies those individuals working in UAB labs, etc., with J-1 visa types as maintained in the Office of International Students and Scholar Services (ISSS). This report provides relevant fields by which you may sort in Microsoft Excel, including Faculty Sponsor to locate the relevant faculty member. Other fields provided in this report will assist you in delivering in the Other Support document the appropriate measure of detail regarding support for laboratory/research members. Those fields include the following:

- Job Title (at UAB)
- Position Title in Home Country
- Employer or Institution
- Program Sponsor Funds (provided by UAB)
- Government Funds (provided by a foreign government)
- Other Org. Funds (provided by an organization other than UAB or a foreign government directly)
- Personal Funds

iii. Available Tool: Oracle.

The UAB Oracle system may also be utilized to help identify UAB sponsored projects from which individuals may also be receiving support. The Office of Financial Affairs provides a voluminous list of training tools for using Oracle.
iv. **Available Tool: MTO e-Reports.**

The **Office of Sponsored Programs** provides various reporting tools (e-Reports) derived from data contained within the **Integrated Research Administration Portal (IRAP) system**. You can find a listing of those reports [here](#). Among those reports, you will also find the MTO e-Report.

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*e-Reports*

**IRAP REPORTS**

- Admin e-Reports
- CIRB e-Reports
- HHS e-Reports
- IRB e-Reports
- IRB e-Report Glossary
- MTO e-Reports
- MTO e-Report Glossary
- OSP e-Reports
- OSP e-Report Glossary
- IACUC e-Reports
- IACUC e-Report Glossary

**Welcome to IRAP e-Reports**

*e-Reports* is an on-line report generator available to the UAB research community. Reports available on this page are categorized as either IRAP Reports or Legacy Reports based on the source of data included in the report.

**IRAP Reports** provide reports where the data is generated from IRAP. Available reports include:

- **Admin e-Reports** provide information about the level of access an individual or organization has within IRAP.
- **OSP e-Reports** provide a list of standard reports about sponsored projects funding based on user defined parameters. IRAP has information on sponsored projects that were active, pending, negotiated and awarded but not activated as of October 1, 2010. Ad Hoc reports for OSP data from IRAP are also available, but do require advance notice. Please contact Mike Mathews at [mmatti@uab.edu](mailto:mmatti@uab.edu) for assistance.
- **MTO e-Reports** provide a list of standard reports that display details about all submissions to the Material Transfer Office (MTO). These reports contain information related to processing of material transfer requests (new or old) on or after December 11, 2014. These reports include information about Records of Transfer, Material Transfer Agreement (MTA) and Master MTAs.
The MTO e-Report provides information on requests submitted to the Materials Transfer Office for processing. Among the various fields from which you may sort in Microsoft Excel are the following:

<table>
<thead>
<tr>
<th>MTA Ref No.</th>
<th>Agreement Type</th>
<th>Investigator</th>
<th>Outside Entity</th>
<th>Current Status</th>
<th>Effective Date</th>
<th>Internal Entity</th>
<th>Material Name</th>
</tr>
</thead>
</table>

It is important to remember this e-Report is not a comprehensive listing of any and all materials/resources that are required to be listed on an Other Support page. Rather, it is a tool to facilitate preparation/review of an Other Support page. If you are assisting a faculty member, please ensure he/she has also reviewed and is familiar with any Other Support instructions provided by the sponsoring agency to which the Other Support page will be submitted.
II. BIOGRAPHICAL SKETCHES

a. Scientific Appointments:

i. Available Tool: External Activity Reports.

UAB requires faculty and staff to adhere to standards set out in its Enterprise Conflict of Interest and Conflict of Commitment Policy. Approval of external activities and disclosure of financial interests are processed through electronic forms, which can be found here. Relevant scientific appointments that are required to be included in a biographical sketch may be reflected through information disclosed in these electronic forms.

External activity and financial interest disclosure data and other helpful information can be found at the links illustrated below. Select “Forms Quicklinks” and then “Forms History”:

(Important Note: The form history information above is only accessible by limited individuals, including the UAB employee that completed the form(s). As a result, administrators may find it helpful to reference this to faculty members as an available tool when preparing/reviewing biographical sketches.)
Available Tool: The UAB Profiles System.

In 2014, UAB began developing a profile system that would assist faculty members with a number of endeavors, including tracking scholarship and professional activities. The Profiles system was created to help reduce the typically labor intensive task of collecting faculty activity information from various information sources within the institution, including Banner, VIVO, Oracle, IRAP, and information maintained by faculty and their respective administrators (e.g., intramural grants). Since early 2019, this system has been implemented in most UAB schools and departments. Accordingly, it may be a good resource for faculty and designated administrators to reference when reviewing/preparing a biographical sketch.
This illustration provides an overview of the various information sources used to populate a faculty member’s profile:
iii. **Available Tool: CIRB e-Reports.**

The Office of Sponsored Programs provides various reporting tools (e-Reports) derived from data contained within the Integrated Research Administration Portal (IRAP) system. You can find a listing of those reports [here](#). Review the brief list of available CIRB e-Reports to locate and select the Investigator Financial Interests Report. By reflecting upon financial interests submitted by the relevant faculty member, it may be helpful for identifying relevant appointments that may need to be listed on a biographical sketch.

*(Important Note: This report will not reflect unpaid appointments that may otherwise need to be included on a biographical sketch).*
Once you have selected the **Investigator Financial Interests Report**, you may then enter the last name of the relevant investigator and select from the drop-down menu:

The **Investigator Financial Interests Report** e-Report provides various fields by which you may sort in Microsoft Excel, including Entity Name, Activity, Start Date and End Date.

<table>
<thead>
<tr>
<th>Primary Department</th>
<th>COI Case Status</th>
<th>COI Case Status Date</th>
<th>Most Recent Certification Date</th>
<th>Entity Name</th>
<th>Kind Of Entity</th>
<th>Kind Of Business</th>
<th>Entity Founder</th>
<th>Activity</th>
<th>Who has Activity/FT?</th>
<th>Start Date</th>
<th>End Date</th>
<th>Financial Type</th>
<th>Value</th>
</tr>
</thead>
</table>