

# NIH Updates to Other Support and Biosketch format

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# Agenda

- Other Support (OS) format – New requirements & general reminders
- Process for signing/submitting final OS
- Biosketch format – Revisions
- Important dates
- Resources – NIH & UAB
- Q&A

# What's new with OS?

- Format reorganized to separate funded projects from in-kind support
- In addition to Current & Pending Support, Completed Support is required for support completed in the last 3 years
- Signature block required for principal investigator (PI) & senior/key personnel to certify accuracy of information
- Supporting documentation required for OS that includes foreign activities & resources
- NIH requires immediate notification of undisclosed OS

# In-kind support (active & pending)

- In-kind support **not** intended for use on proposed project must be reported as part of OS
- In-kind support intended **for use on proposed project** should instead be included in *Facilities & Other Resources* or *Equipment* sections of application
- Examples of in-kind support include office/lab space, equipment, supplies, or employees or students supported by outside source
- If time commitment or dollar value of the in-kind support is not readily ascertainable, recipient must provide reasonable estimates
- Can list zero effort on in-kind resources but must have dollar value

# Signature block

- After senior/key personnel check accuracy of their respective OS Word document, must upload and digitally sign document in Adobe Sign
- Senior/key personnel will keep original Adobe Sign digitally signed document and also submit flattened pdf in eRA Commons (per NIH)
- When submitting to OSP as part of JIT, RPPR, send copy of digital signed version to OSP (OSP will review digitally signed and flattened versions)

# Supporting Documentation required

- For all OS that includes foreign activities & resources, recipients required to submit copies of contracts, grants, other agreement(s) specific to senior/key personnel foreign appointments and/or employment with foreign institution
- If not in English, must provide translated copies (certified translation at own cost)
- Does not include personal service contracts or employment contracts for fellows supported by foreign entities
- Include this info as part of OS pdf following OS

# What about consortium/contractual arrangements or multi-project awards?

- Include project number, name of PD/PI, source of support for overall project
- Provide other information (total award amount, person months, etc.) for subproject only

# Sample on NIH website p. 1

**For New and Renewal Applications – DO NOT SUBMIT UNLESS  
REQUESTED  
PHS 398 OTHER SUPPORT**

*There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.*

\*Name of Individual: Anderson, R.R.  
Commons ID: AndersonRR

**Other Support – Project/Proposal**

ACTIVE

\*Title: Chloride and Sodium Transport in Airway Epithelial Cells

Major Goals: The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

\*Status of Support: Active

Project Number: 2 R01 HL 00000 - 13

Name of PD/PI: Anderson, R.R.

\*Source of Support: NHLBI

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date: (MM/YYYY) (if available): 3/1/2021  
– 2/28/2026

\* Total Award Amount (including Indirect Costs): \$1,492,232

\* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##.##)
1. 2021	3.6 calendar
2. 2022	3.6 calendar
3. 2023	3.6 calendar
4. 2024	3.6 calendar
5. 2025	3.6 calendar

\*Title: Ion Transport in Lungs

Major Goals: The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

\*Status of Support: Active

Project Number: 5 R01 HL 00000-07

Name of PD/PI: Baker, J.B.

\*Source of Support: NHLBI

# Sample on NIH website p. 2

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date: (MM/YYYY) (if available): 4/1/2017  
– 3/31/2022

\* Total Award Amount (including Indirect Costs): \$981,736

\* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##.##)
4. 2020	1.2 calendar
5. 2021	1.2 calendar

## PENDING

\*Title: Liposome Membrane Composition and Function

Major Goals: The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

\*Status of Support: Pending

Project Number: DCB 950000

Name of PD/PI: Anderson, R.R.

\*Source of Support: National Science Foundation

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date: (MM/YYYY) (if available):  
10/1/2021 – 9/30/2023

\* Total Award Amount (including Indirect Costs): \$262,921

\* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##.##)
1. 2021	2.4 calendar
2. 2022	2.4 calendar

## COMPLETED

\*Title: Gene Transfer of CFTR to the Airway Epithelium

Major Goals: The major goals of this project are to identify and isolate airway epithelium progenitor cells and express human CFTR in airway epithelial cells.

\*Status of Support: Completed

Project Number: R000

Name of PD/PI: Anderson, R.R.

\*Source of Support: Cystic Fibrosis Foundation

\*Primary Place of Performance: University of California, Los Angeles

# Sample on NIH website p. 3

Project/Proposal Start and End Date: (MM/YYYY) (if available): 9/1/17 – 8/31/20

## IN-KIND

\*Summary of In-Kind Contribution: Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University.

\*Status of Support: Active

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

\*Person Months (Calendar/Academic/Summer) per budget period: N/A

\*Estimated Dollar Value of In-Kind Information: \$80,000

\*Summary of In-Kind Contribution: Cell line XYZ provided by Dr. Jennifer Smith at Cornell University.

\*Status of Support: Active

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

\*Person Months (Calendar/Academic/Summer) per budget period: N/A

\*Estimated Dollar Value of In-Kind Information: estimate \$1,000

\*Summary of In-Kind Contribution: C57BL/6-ABC<sup>tm1bnp</sup> mice provided by Dr. Joseph Jones at the University of Texas at Austin.

\*Status of Support: Active

\*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

\*Person Months (Calendar/Academic/Summer) per budget period: N/A

\*Estimated Dollar Value of In-Kind Information: estimate \$4,000

\***Overlap** (summarized for each individual):

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

# OS Reminders

- “Other Support 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.”
- Includes (not limited to) resources and/or financial support from all foreign and domestic entities available to researcher including (not limited to):
  - Financial support for lab personnel
  - Provision of high-value materials not freely available (e.g., biologics, chemical, model systems, technology, etc.)

# OS Reminders

- Institutional resources, such as core facilities or shared equipment made broadly available, should not be included in OS, but rather listed under *Facilities and Other Resources* section of application
- Include consulting agreements in OS when PD/PI or other senior/key personnel will be conducting research as part of consulting activities

# OS Reminders

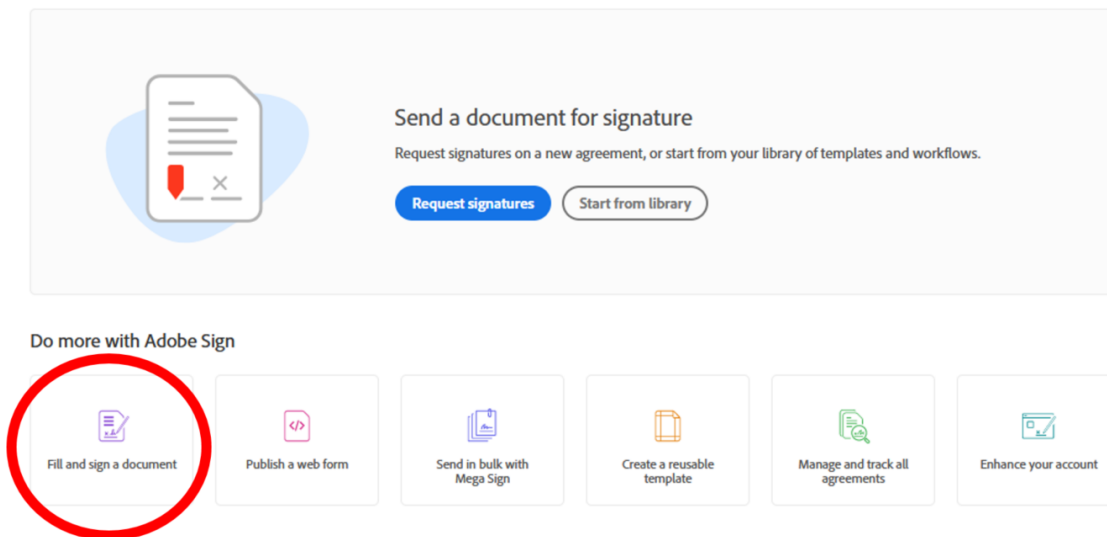
- Non-research consulting activities are not OS
- OS does not include training awards, prizes, gifts, startup support provided by applicant organization
- Private equity financing (such as SBIR/STTR) should be included (resource available in support of individual's research endeavors)

# OS Reminders

- Foreign resources that meet definition of foreign component require prior approval from NIH
- Foreign component: performance of *significant* scientific element of NIH-supported project outside U.S.
- “Significant” examples:
  - Collaborations with investigators at foreign site anticipated to result in co-authorship
  - Use of facilities/instrumentation at foreign site
  - Receipt of financial support/resources from foreign entity

# Process for signing/submitting final OS

- Finalize OS in Word
- Senior/key personnel log into Adobe Sign with campus email address and select “Company or School account” (requires DUO two-factor authentication)
- Then select “Fill and sign a document”



# Process for signing/submitting final OS

Upload or choose files to sign and fill out yourself.  
After signing, you will be able to save, download or send them to others.

Switch to Fill & Sign

Select Group Default Group ?

Files

Add Files

Drag & Drop Files Here

Options

☐ Password Protect

Agreement name

Enter agreement name

☒ Preview & Add Signature Fields

Next

Either:  
Drag OS document and  
Supporting Documents  
(for foreign  
appointments,  
employment, etc.) in  
Files area

Or:  
Browse/upload in "Add  
Files" area

# Process for signing/submitting final OS

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

Page 2

Other Support Format Page

Debbie Graves (me) (Signer) ▼

**Signature Fields** ^

Signature

**Digital Signature**

Initials

**Signer Info Fields** ^

Title

Company

Name

Email

**Date**

# Process for signing/submitting final OS

Blank\_Other-Support-Format-Page-Rev-12-2020

Title: Blank\_Other-Support-Format-Page-Rev-12-2020

Name of Individual: \_\_\_\_\_

Other Support: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Budget: \_\_\_\_\_

Line Item	Project Budget
1	
2	
3	
4	
5	

You have successfully completed the agreement "Blank\_other-support-format-page-rev-12-2020"

Next steps for this agreement:



Send a Copy



Download a Copy



Manage This Agreement



Sign Another Agreement

# Process for signing/submitting final OS

- Per NIH, OS must be flattened before uploading to eRA Commons
- To do so, select “download a copy” and select printer icon
- From printer dropdown, select “Microsoft Print to pdf” option to flatten pdf
- Signer must retain copy of original digitally signed Adobe Sign document and flattened version

# Remember

- No “per” signatures allowed
- Once document is signed & dated, no changes can be made to the document
- Ensure final OS is accurate before uploading and signing in Adobe Sign (otherwise, must start over)

# What's new with Biosketch?

- Section B changes
  - Renamed as: *Positions, Scientific Appointments, and Honors*
  - Education/training section: include information in chronological order
  - Positions and Scientific Appointment sections (domestic and foreign): include information in reverse chronological order
  - Includes titled academic, professional, institutional appointments whether or not remuneration is received and whether full-time, part-time, voluntary

# What's new with Biosketch?

- Section D changes
  - Section removed for all except Fellowship applicants
  - For fellowship applicants, renamed as: *Scholastic Performance*
  - Samples for section D for both pre-doctoral and post-doctoral on NIH website

# Sample on NIH website (non-Fellowship) p. 1

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

## BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc1

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	BS	05/2003	Psychology
University of Vermont	PHD	05/2009	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/2013	Public Health and Epidemiology

### A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with addiction. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2015-2016, my career was disrupted due to family obligations. However, upon returning to the field, I immediately resumed my research projects and collaborations and successfully competed for NIH support. In summary, I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project.

Ongoing and recently completed projects that I would like to highlight include:

R01 DA942367

Hunt (PI)

# Sample on NIH website (non-Fellowship) p. 2

09/01/16-08/31/21  
Health trajectories and behavioral interventions among older substance abusers

R01 MH922731  
Merryle (PI), Role: co-investigator  
12/15/17-11/30/22  
Physical disability, depression and substance abuse in the elderly

R21 AA998075  
Hunt (PI)  
01/01/19-12/31/21  
Community-based intervention for alcohol abuse

## Citations:

1. Merryle, R.J. & **Hunt, M.C.** (2015). Independent living, physical disability and substance abuse among the elderly. *Psychology and Aging*, 23(4), 10-22.
2. **Hunt, M.C.**, Jensen, J.L. & Crenshaw, W. (2018). Substance abuse and mental health among community-dwelling elderly. *International Journal of Geriatric Psychiatry*, 24(9), 1124-1135.
3. **Hunt, M.C.**, Wiecheit, S.A. & Merryle, R. (2019). Predicting the substance-abuse treatment needs of an aging population. *American Journal of Public Health*, 45(2), 236-245. PMID: PMC9162292
4. Merryle, R. & **Hunt, M.C.** (2020). Randomized clinical trial of cotinine in older nicotine addicts. *Age and Ageing*, 38(2), 9-23. PMID: PMC9002364

## B. Positions, Scientific Appointments, and Honors

### Positions and Scientific Appointments

2021– Present Associate Professor, Department of Psychology, Washington University, St. Louis, MO  
2020 – Present Adjunct Professor, McGill University Department of Psychology, Montreal, Quebec, Canada  
2018 – Present NIH Risk, Adult Addictions Study Section, members  
2015 – 2017 Consultant, Coastal Psychological Services, San Francisco, CA  
2014 – 2021 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO  
2014 – 2015 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer  
2014 – Present Board of Advisors, Senior Services of Eastern Missouri

# Sample on NIH website (non-Fellowship) p. 3

2013 – 2014      Lecturer, Department of Psychology, Middlebury College,  
Middlebury, VT  
2011 – Present      Associate Editor, Psychology and Aging  
2009 – Present      Member, American Geriatrics Society  
2009 – Present      Member, Gerontological Society of America  
2009 – 2013      Fellow, Division of Intramural Research, National Institute  
of Drug Abuse, Bethesda, MD  
2006 – Present      Member, American Psychological Association

## Honors

2020      Award for Best in Interdisciplinary Ethnography, International  
Ethnographic Society  
2019      Excellence in Teaching, Washington University, St. Louis,  
MO  
2018      Outstanding Young Faculty Award, Washington University,  
St. Louis, MO

## C. Contributions to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem and guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
  - a. Gryczynski, J., Shaft, B.M., Merryly, R., & **Hunt, M.C.** (2013). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.
  - b. Shaft, B.M., **Hunt, M.C.**, Merryly, R., & Venturi, R. (2014). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.
  - c. **Hunt, M.C.**, Marks, A.E., Shaft, B.M., Merryly, R., & Jensen, J.L. (2015). Early-life family and community characteristics and late-life substance abuse. *Journal of Applied Gerontology*, 28(2), 26-37.
  - d. **Hunt, M.C.**, Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2018). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. *Addiction*, 104(9), 1436-1606. PMID: PMC9000292

# Sample on NIH website (Fellowship) pp. 3-4

particularly exciting because it looks like the mechanism of action of Gen Y might be completely novel, making it a potential candidate for treating patients afflicted with colon cancer. Dr. Richardson was recently awarded a patent for this new drug.

1. Nieman PY, **Simmons-Gonzales L**, Richardson, D. Gen Y: a novel small molecule with cytotoxic abilities targeting colon cancer cells. Cellular and Molecular Biology. 2018 June. 7(20):13672-78.
2. **Simmons-Gonzales, L**, Richardson, D. Testing the ability of a small molecule, Gen Y, to target colon cancer cells. Advances in Cancer Research and Therapy; 2019 September; Denver, CO.
4. **Graduate Research:** My ongoing predoctoral research is focused on transcriptional gene regulation and signaling impacting motility of cancer cells. I believe the results from my research will likely be highly relevant to human health as they will provide new details into the workings of complex biological systems, which will allow for further extrapolations into the development of several types of cancer and their progression. I am currently developing a novel protocol for the identification of transcription complexes involved in cancer signalling pathways, which I hope to submit as a first author publication in the next few months.
  1. **Simmons-Gonzales, L**, Green, N. A tandem identification approach for transcriptional complexes involved in the signaling and motility of cancerous cells. Genetics and Molecular Biology Virtual Meeting; 2020 September

## D. Scholastic Performance

YEAR	COURSE TITLE	GRADE
PURDUE UNIVERSITY		
2014	Introductory Biology	A
2014	Introductory Biology Lab	A
2014	Foundations of Chemical Principles	A
2014	French and Francophone World	A
2014	Ethics, Religion, and Culture Today	A
2015	Organismal and Population Biology	B
2015	Omics	B
2015	First Year Seminar: Nation and Migration	A
2015	Statistics, Probability, and Reliability	A
2015	Calculus I	B
2015	General Physics I	B
2015	Introductory Chemistry	A
2015	Population & Ecol Genetics	A
2015	Organic Chemistry	B
2016	American Literature	B
2016	General Physics II	B
2016	Organic Chemistry II	B
2016	Microbial Pathogenesis and the Immune Response	A
2016	Introduction to Cognitive Science	A
2016	Self Defense	P
2016	Biological Chemistry	B
2017	Anthropology of Childhood and the Family	A
2017	Disease, Culture, and Society in the Modern World	A
2017	Intro to Psychology	A
2017	Health & Fitness Walking	P
2017	State & Local Govt	A

YEAR	COURSE TITLE	GRADE
2017	Human Genetic20	A
2017	Senior Project	A
2017	Bioinformatics	B
2018	Cell Biology	A
2018	Quantitative Analysis	B
2018	Quantitative Analysis Lab	A
2018	Physics in Modern Medicine	A
2018	Ethical Principles in Law and Economics	B
2018	Bowling	P
2018	Genomics and Systems Biology	A
2018	Senior Project	A
UC SAN DIEGO		
2018	Seminar in Genetics	P
2018	Statistics for the Life Sciences	P
2018	Ethics in Biological Research	CRE
2019	Seminar in Physiology and Behavior	P
2019	Cancer Immunology	P
2020	Mechanisms of Cell Motility	P
2020	Biochemical Mechanisms of Cancer Cells	P
2020	Toxicology	P
2020	Physiology for the Molecular Biologist	P

Except for the scientific ethics course, UC San Diego graduate courses are graded P (pass) or F (fail). Passing is C plus or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend at least seven of the eight presentation/discussion sessions for credit.

End of document ■

# NIH Resources

- Full details: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-169.html>
- Instructions, format, sample, Word template, FAQs on OS: <https://grants.nih.gov/grants/forms/othersupport.htm>
- Instructions, format, samples, Word template, FAQs on biosketch: <https://grants.nih.gov/grants/forms/biosketch.htm>

# UAB Resources

- Transparency in Research website provides:
  - Guide to UAB information sources
  - FAQs
  - OS instructional video
  - Town hall slides
  - Visiting scholars and scientists funding sources information
  - Links to NIH resources

# Q&A

