

NIH Other Support Format	Changes/Notes
<p>Signature block added, for Key Personnel to certify the accuracy of the information submitted.</p>	<ul style="list-style-type: none"> • Each PD/PI or senior/key personnel must electronically sign their Other Support as a PDF prior to submission. • Electronic signature should not be flattened (i.e., should be the locked/coded version – not the ‘print to PDF’ version), as ORSP must keep the non-flattened version on file. Best Practice is to use the Adobe Time Stamped version of the signature, as available to all via MUSC IS. • <i>* NIH and SciENCv are currently developing an Other Support template, the estimated date to be rolled out, at the earliest, is Fiscal Year 2022.</i>
<p>Include any activity that provides funding or requires a commitment of time must be reported (whether foreign or domestic).</p>	<ul style="list-style-type: none"> • If an investigator has a commitment for an activity but is receiving no salary support from the activity (salary is cost shared), that activity must be reported. • Awards resulting from internally-funded competitions should be included. Examples include: Internal Pilot Projects, Intramural Funding, Bridge Funding. • Include start-up funding only if provided by an organization (including foreign entities) other than MUSC.
<p>In-Kind Contributions</p>	<ul style="list-style-type: none"> • 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. • If a PD/PI or other senior/key Personnel has an exchange student or post-doc <u>working on research activities</u> in their lab who is paid a salary by their home university in a foreign country it must be reported as In-Kind.
<p>For Incoming Subawards to MUSC</p>	<ul style="list-style-type: none"> • For subprojects, recipients should provide the project number and PD/PI name for the overall project. All other information, including total award amount and person months, for the subproject only. • The researcher should provide the project number, PD/PI name for the prime award.
<p>For Outgoing Subawards from MUSC</p>	<ul style="list-style-type: none"> • Reminder that you will need to collect the updated Other Support from other sites for both JIT and RPPRs due after May 25th – you may need to build in extra time.
<p>For PI’s with Appointments at a Foreign University</p>	<ul style="list-style-type: none"> • Even if the researcher is not receiving monetary compensation, the lab space, materials, and staff are resources made available to them in support of and/or related to their research efforts. Other payments, such as travel or living expenses must also be reported. As outlined in NOT-OD-19-114 this appointment must be reported as Other Support.
<p>Do Not Include the Following</p>	<ul style="list-style-type: none"> • Do NOT include training awards, prizes, or gifts. • Non-research consulting activities • Mentor/mentee arrangements, with no research activities
<p>Time Period of Consideration for Dates/Person Months/Dollar Amount</p>	<ul style="list-style-type: none"> • You are working with the competitive segment for NIH grants. Example: for a grant that has been active for 25 years, with each segment being awarded for 5 year periods, you would list the total amount for the current 5 year renewal period.

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OTHER REMINDERS	
<p style="text-align: center;">Include an Investigator's VA-Funded Activities</p>	<ul style="list-style-type: none"> • VA Section must be clearly labeled and broken out • We recommend the following sample blurb be entered at the top of the Other Support: Dr. Smith holds a dual MUSC/VA appointment. His/her total professional responsibility (TPR) consists of 75% FTE for MUSC and a 6/8ths (6/8 = 0.75) VA appointment at the Ralph H. Johnson VA Medical Center. Dr. Smith may devote up to a total of 9 calendar months (0.75 x 12) each year to his/her non-VA projects. Dr. Smith may devote up to a total of 9 calendar months (0.75 x 12) to his/her VAMC projects. • Behind the calendar months list in parenthesis (MUSC) or (VA) to denote which projects are being done on MUSC time, and which projects are on VA time.
<p style="text-align: center;">Award Amount</p>	<ul style="list-style-type: none"> • Other Support submissions should provide <u>the total award amount</u>, direct and indirect, for the entire project period (e.g. <u>competitive segment for NIH grants</u>), not just the annual budget period.
<p style="text-align: center;">Effort Listed</p>	<ul style="list-style-type: none"> • List the current budget period and the proposed level effort for the remaining budget periods (not the entire 5 years if at RPPR some of those years have already passed). Example: If a grant started in 2018, but we're in 2021, just list the effort for 2021 onwards. • If at RPPR a project is ongoing, but the effort for an individual has been removed, list the end date when the investigator was removed.
<p style="text-align: center;">At JIT, Include the Award Being Submitted Under Pending</p>	<ul style="list-style-type: none"> • Best practice at JIT is to include the proposal being submitted as the first grant under pending. At RPPR time, report the award under Active.
<p style="text-align: center;">Address Potential Overlap or Over-Commitments</p>	<ul style="list-style-type: none"> • As this is a primary concern of Federal agencies, please be clear in your explanations. Specifically stating which projects will be reduced, and by how much.
<p style="text-align: center;">Other Support Information is Requested for the Following Individuals</p>	<ul style="list-style-type: none"> • Program Directors, training faculty, and other individuals involved in the oversight of training grants • Individuals categorized as Other Significant Contributors