Other Support Updates

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Effective January 25, 2022, significant changes to NIH Other Support reporting become mandatory for PIs and all other key personnel.

Failure to follow the appropriate formats for proposals and RPPRs that are due on or after January 25, 2022, may cause NIH to withdraw applications or delay consideration of funding.

The updates are designed to support NIH’s requirement to disclose 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.
Reminder: Significant Changes to NIH OS

- All senior/key personnel must electronically sign their Other Support forms to certify the accuracy of the information submitted
  - (UCLA requires the use of DocuSign)
- All senior/key personnel must report appointments and/or employment with a foreign institution (including resources provided)
  - Submission of English translations of contracts, grants or any other agreements specific to foreign appointments, employment or activities reported in Other Support
- Reporting of total award amount, including indirect costs (previously only annual direct costs were reported)
- For all active awards, reporting actual person months effort for the current budget period and estimated effort for outyears
Reminder: Significant Changes to NIH OS

• Separation of funded projects from in-kind contributions with additional clarifications on what should be reported as in-kind.
  ◦ In-kind contributions include financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemicals, model systems, technology, etc.)
• In-kind contribution **not** intended for use on the project being proposed should be included in **Other Support**.
• In-kind contributions intended for **use in the project being proposed** should be included in the **Facilities and Other Resources or Equipment** section.
In addition to the updates to Other Support, NIH now requires that if UCLA discovers that PI or other key personnel on an active NIH grant failed to disclose Other Support information with submission of Just in Time or the RPPR, UCLA must immediately submit updated Other Support to the Grants Management Specialist.
NIH OS and NSF C&P Reports

- Updated pre-populated NIH and NSF reports are available in the ORA Portal

- Data source
  - ORA’s Proposal and Award Tracking System (PATS)
  - PATS provides data for entries originating from OCGA, CTC&SR, and TDG

Reminder: Information related to in-kind contributions, or other internal or external sources that support research endeavors must be added manually
From mid-January 2022, old format reports will no longer be available.
Access to OS Tool

- Access Request Form will be available on ORA Portal website from Friday 10th December
- Chair approval required
- Access limited to reports for investigators within the department that the authorizing Chair oversees
  - Controlled using UCLA single sign on
UCLA Instructions & Checklist for Completing NIH Other Support

Overview

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 search identifies for the current grant. See: https://grants.nih.gov/grants/forms/othersupport.htm for more information.

The pre-populated information in UCLA’s NIH Other Support form is from the Office of Research Administrations (ORAs) Proposal and Award Tracking System (PATS). PATS only provides data for entries originating from OCGA, CTC&S, and TDG. It does not include data for, in-kind, or internal or external sources that support research endeavors.

The investigator and department should work together to:

- Provide actual and projected effort (as required by NIH).
- Complete the “Active Awards & Pending Proposals”;
- Complete the section “Other Support Provided by UCLA”.
- Include:
  - Consulting agreements, when the PD/PI or other senior/key personnel will be conducting research or teaching as part of the consulting activities (e.g., work that may result in publication in an active research area).
  - Consulting should be estimated for the amount paid, rather than time and in calendar months.
  - The total award amount, including indirect costs for the competitive segment (not limited to 20% on all NIH awards).
  - Include: the proposed total costs for the period of performance.
  - Person Months: For an active project, provide the level of actual effort in person months.
  - An academic/summer leave if unanticipated, for the current budget period.
  - Start-up support provided by an organization other than UCLA.

Overlap Statement

For each individual, summarize 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.

Electronic Signature

Each PD/PI or other senior key personnel must electronically sign their respective Other Support form, prior to submission, using DocuSign. This signature certifies that the statements are true, complete, and accurate.

Support Documentation for foreign appointments, affiliations, and/or employment with a foreign institution

- Must include PDF copies of English translations of contracts, grants, or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution.
Reminder: NSF Current & Pending

- NSF current and pending support document available in the Portal is **for reference only**
- Do not submit the UCLA generated document from the Portal to NSF (will result in a compliance error)
- NSF approved formats:
  - NSF fillable PDF
  - SciENcv
- NSF Approved Current & Pending Support Formats:
Other Updates

• PI Communication
• Pilot NSF and NIH reports and guidance will be available in the PI Portal from December 10, 2022
• Other Support Webinar January 2022
  ◦ Sign up information will be sent out via ORA News
• Questions? Email othersupporthelp@research.ucla.edu
Preparing for the Changes

- Confirm that all reportable outside activities have been reviewed and approved as required by UC/UCLA policy
- Arrange to obtain English translations of any foreign agreement that will need to be included (Google Translate or other machine read translations are acceptable)
- Identify and quantify any reportable in-kind contributions
- Review the Pilot NIH Other Support reports
  - If necessary, email myOCGAdata@research.ucla.edu to request a status change of pending proposals that are not going to be funded
- Establish a DocuSign account
Need to Inform OCGA about the Status of a Pending Proposal?

Email myOCGAdata@research.ucla.edu

Provide identifying information regarding the project and an explanation of the requested change

This email and instruction has been added to the following reports / locations

- PI Portal My Pending Proposals
- PI Portfolio Report
- Other Support NIH Instructions
- Current & pending NSF Instructions

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**UCLA GUIDELINES FOR COMPLETING NIH OTHER SUPPORT FORMS**

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The pre-populated information in UCLA’s NIH Other Support form is from the Office of Research Administrations (ORAs) Proposal and Award Tracking System (PATS). PATS only provides data for entries originating from OCGA, CTC&SR, and TDG. It does not include data for, in-kind, or other internal or external sources that support research endeavors.

The investigator and department should work together to:

- Provide actual and projected effort (in person months) for active awards administrated by UCLA.
- Add complete information other internal or external sources of funding that support research endeavors (including awards the PI receives at other institutions and in-kind support)
- Ensure that all information is complete, accurate, and up-to-date.

Review the prepopulated data for accuracy.

- If you have questions about, or updates to, any of the projects listed, contact myOCGAdata@research.ucla.edu. Provide identifying information regarding the project and an explanation of the change that is needed.
- Please note that pending effort values represent effort recorded in the submitted proposal.

At the end of each section “Active,” “Pending,” ”In-Kind,” there is a template table that may be copied and posted as many times as necessary to report on in-kind support and other internal or external other resources and/or financial support from all foreign and domestic entities that support research endeavors.
DocuSign Job Aid for how to sign NIH Other Support using DocuSign will be available on Portal December 10, 2021
Thank you