NIH Other Support

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NIH Other Support - Introduction

Other Support Requirement for NIH Just In Time (JIT) and Research Performance Progress Report (RPPR)

Introduction

In accordance with the NIH updated requirements for principal investigators, the Other Support report will include content and format changes for project and proposal information and is available as a Word template. The Word template formatted Other Support (in support of PHS 398/2590) report meets National Institutes of Health (NIH) regulatory guidelines effective on January 25, 2022. The updated format page and instructions must be used for all Other Support submissions, including both competing applications and the RPPR. There are no longer separate instructions for competing applications and the RPPR.

This guide supports the process of creating the Other Support requirement for PHS 398 (Grant Application), Just-in-Time procedures and PHS 2590 (Non-Competing Continuation Progress Report) submissions.

Other Support includes all resources made available to researcher 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 researcher identifies for the current grant. Other support does not include training awards, prizes, start-up support from the US based institution, or gifts.

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

NIH Other Support - Initiation

Initiation of NIH Just In Time (JIT) or Research Performance Progress Report (RPPR)

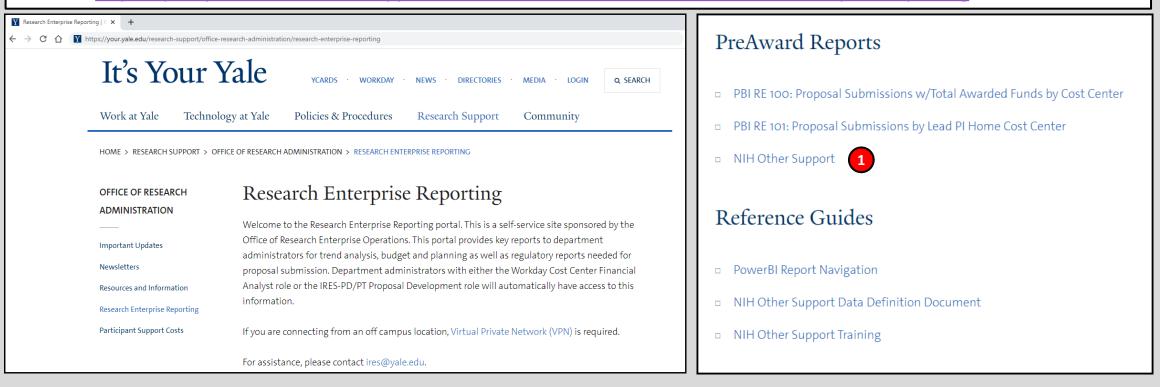**Other Support Requirement - Communication and Tools for Research Administrators**

1. Review NIH JIT request or RPPR requirement.
2. Identify senior/key personnel with Other Support requirement:
    - JIT – all senior/key personnel
    - RPPR – senior/key personnel with significant change of effort
3. Review NIH Other Support requirement:
    - Discuss Other Support requirement with your Faculty, including Active, Pending and In-Kind support.
    - Contact Department Business Office for senior/key personnel outside your portfolio or organization to solicit Other Support requirement.

NIH Other Support – Accessing the Report

Accessing the NIH Other Support CoRE report

Research Enterprise Reporting page
1. A direct link to the NIH Other Support report is available at the Research Enterprise Reporting Landing Page:
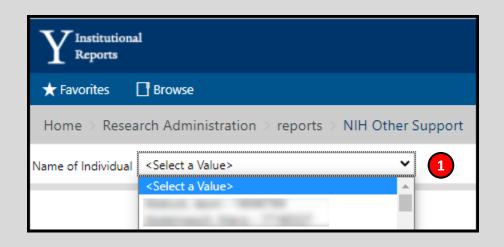   - https://your.yale.edu/research-support/office-research-administration/research-enterprise-reporting

If you are connecting from an off-campus location, Virtual Private Network (VPN) is required.
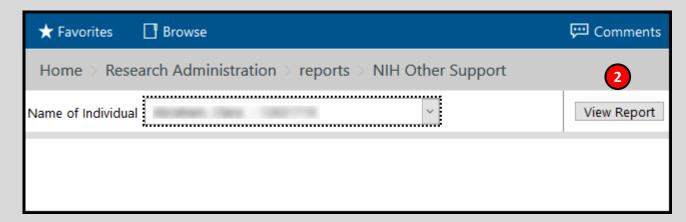
NIH Other Support – Running the Report

Running the NIH Other Support report

Running the NIH Other Support report
1. Use the drop-down list to select the individual you are creating the Other Support document:
   - Use progressive search by consistently typing the last name of the individual. (UPI is present to help distinguish between individuals with the same name).
   - Use your mouse or the arrow keys on the keyboard to navigate the results in the drop-down menu.
   - To select an individual, with your mouse click on the desired result. With your keyboard, press enter when the desired result is highlighted.
2. Click on View Report:
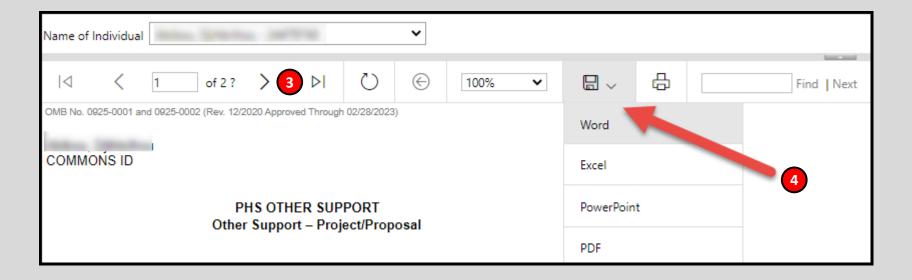   - The report will present the first page of the result set.

NIH Other Support – Navigating and Exporting the Report

Running the NIH Other Support report

Running the NIH Other Support report
3. Navigate through the report pages to view results.
4. Export results with the Word option:
   - Save Word document.
   - Review and edit document to incorporate all required information.

NIH Other Support – Overview of Updating the Exported Document

Data Collection

Communication and Tools for Data Collection

1. Update NIH Other Support as necessary:
   - Compare NIH Other Support to last known good Other Support, CV and/or Biosketch.
   - Review system information: IRES-PD/PT; NIH RePorter; Workday; Internal Source Documents; Projection Worksheets; Faculty meeting notes; PowerBI Reports.
   - Review all data elements.
   - Update data elements.
   - Add proposals or awards as necessary.
   - Add data elements (In-Kind, Overlap, Dual Appointments).

NIH Other Support – Security and Report Data Definitions

Data Source and Access

Data Source for NIH Other Support is CoRE Datamart – IRES (Integrated Research Enterprise Solution) Proposal Development/Proposal Tracking (PD/PT)
- Data access is defined by a combined list of cost centers from the Workday 'CCFA' role and the IRES 'Department Head' role.
- All individuals with an assigned Home Cost Center within the combined access list will be accessible.

Data rules included in NIH Other Support report:
1. Proposal Types included:
   - New, Competing Continuation, Resubmission, Extension, Just In Time, and Supplement.
2. Program Types excluded:
   - Training and Corporate Clinical Trials.
   - Awards/Proposals with $0 or 'Null' budgets.
3. For pending proposals, the proposal is included if the individual is named on the proposal.
4. For active awards, the award is included if the individual is named on the award.
5. Pending proposals and active awards with Subprojects will report personnel, total award amount and person months at the Subproject level. Project number, name of PD/PI and Source of Support are reported for the overall project.
6. Active supplements are included with the parent award.
7. Active awards and pending proposals are included if the end date is greater than the date the report is run.

NIH Other Support – Data Elements and Descriptions

Review all data requirements

Data element descriptions; populated from IRES-PD/PT

1. Name of Individual:
   - Individual named in personnel of pending proposal or active award.
2. Title:
   - Title of project, subproject, or activity.
3. Status of Support:
   - Identifies if project is an active award or pending proposal.
4. Source of Support:
   - Agency, institute, foundation or other organization providing the support.
   - Sponsor Name followed by Originating Sponsor Name, if applicable.
5. Project/Proposal Start and End Date:
   - Inclusive dates of the project/activity as approved/proposed. (In the case of NIH support, dates of the approved/proposed competitive segment).
6. Total Award Amount (including Indirect Costs):
   - Total award costs for the period of performance, including indirect costs. (In the case of NIH support, total award costs for the competitive segment).

NIH Other Support – Data Gaps and Required Actions

Complete all data requirements

Data element descriptions; data gaps and required action

1. Commons ID:
   - Unique eRA Commons credential.
   - Default value is set to 'COMMONS ID.' Must update value to the individual's Commons ID.
2. Major Goals:
   - Brief statement of the overall objects of the project, subproject, or consortium/contractual arrangement; or a description of the activity.
   - Major Goals is not currently populated in IRES and must be edited/added to reflect accurately.
3. Project Number:
   - Sponsor Award Number.
   - Project Number is included, however, if Instrument Type is Subaward, project number will be Award Number and Originating Sponsor Award Number, if available.
   - If Originating Sponsor Award Number was not indicated in the IRES record, Originating Sponsor Award Number must be identified on Other Support, as required by NIH.

NIH Other Support – Additional Data Gaps and Required Actions

Complete all data requirements

Data element descriptions; data gaps and required action

4. Name of PD/PI:
   - Full name of Contact or Lead Principal Investigator.
   - Name of PD/PI is included, however, if the pending proposal or active award has an Instrument Type of Subaward, the PD/PI of the Prime award is to be included on the Other Support report.
   - Report will default incoming Subaward PD/PI to 'SUBAWARD PRIME PI' as an indicator that this information must be manually updated.
5. Primary Place of Performance:
   - Primary location where the project or activity is being executed.
   - Default value is set to 'Yale University.' If the primary location of project is off campus, must manually update to reflect actual primary place of performance.
6. Person Months:
   - A table consisting of budget period, year of budget period end date and calendar or academic/summer months associated with each project.
   - The calendar or academic/summer months for pending proposals are included from the pending proposal record.
   - The calendar or academic/summer months for active awards are not included and must be manually updated.

NIH Other Support – Additional Requirements

Complete all data requirements

Data to be added to NIH Other Support report

1. Add proposals or awards not included in result set:
   - Pending proposals and active awards are included for all named individuals. If a proposal or award is missing from the report, manually add it to the appropriate section.

2. In-Kind:
   - Manually include a summary of in-kind contributions.
   - If a third-party foreign agreement could be within scope, the third-party agreement should be uploaded to the Third-Party Agreements Library for review by the Office of Research Administration for inclusion.

3. Overlap:
   - After listing all support, summarize for each individual 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.

4. Attachments:
   - Institutions are required to submit copies of contracts specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. If they are not in English, recipients must provide translated copies (see NIH GPS 2.5.1). This does not include personal service contracts, or employment contracts for fellows supported by foreign entities.
     a) Once ORA completes the review process, the status will be updated to Reviewed – Included or Reviewed - Not Included.
     b) If the ORA status indicates 'Reviewed – Included' download the reviewed document (includes a watermark) from the Third-Party Agreements Library to submit with the NIH Other Support document.

NIH Other Support – Electronic Signature and Adobe Sign

Adobe Resources for electronic signature requirement

Adobe Sign is an electronic signature service part of Adobe Document Cloud. It is a safe and flexible cloud solution for setting up document signature requirements and collecting legally binding signatures that comply with strict standards and laws around the globe. Adobe Sign is licensed with an enterprise agreement to meet the university's needs. Utilize Adobe Sign Enterprise to easily send, sign, track, and manage the signature process.

Send Other Support for Electronic Signature by Senior/Key Personnel
1. Initiate 'Request Signature' option from the PDF document or through Adobe Sign Enterprise to obtain electronic signature by individual for each final, formatted NIH Other Support.
   - Utilize Adobe Sign software to send NIH Other Support to Senior/Key Personnel for electronic signature requirement.
   - NIH requires each individual NIH Other Support be electronically signed by the individual.
      - A typed name is not an electronic signature and is not acceptable.

Adobe Sign Resources
   - Adobe Sign FAQ
   - Adobe Sign User Guide
   - Adobe Sign Tutorials
   - Ensure Acrobat DC in Adobe Creative Cloud is installed and up to date

Access Adobe Sign Enterprise
1. Open a supported web browser. (System requirements for Adobe Sign)
2. Visit https://yale-hsis.na4.documents.adobe.com/account/homeJS
3. Log in with your yale.edu email address

NIH Other Support – Combining and Flattening Files for Submission

Combining and Flattening Files to Create One File for NIH JIT or RPPR Submission

Combining Documentation for Submission

1. Individual's electronic signature Adobe Sign audit trail should immediately follow the individual's NIH Other Support.
   - Applicants and recipients must maintain supporting documentation to reasonably authenticate that the appropriate individual signed the form.
2. Individual's Third-Party Foreign Agreement attachments should immediately follow the individual's NIH Other Support Adobe Sign electronic signature audit trail.
3. Flatten each electronically signed NIH Other Support to combine into one file for submission.
4. Combine all files for submission.
5. If all files were not flattened prior to combining, flatten the combined file for submission.

Instructions to Flatten Adobe PDF File:

1. Open PDF file
2. Choose File > Print
3. Click on Print
4. Select 'Microsoft Print to PDF' as the Printer
5. Click Print
6. Save file

Combine files into single PDF

- Combine two or more files into a single PDF

CONTACT OSPHELP@YALE.EDU WITH ANY QUESTIONS