

## **National Institutes of Health (NIH) Other Support Training**

The policy and procedures below are BYU's response to the National Institutes of Health notice NOT-OD-25-133 released July 17, 2025, describing the requirement of all Senior/Key Personnel to be trained on the "Other Support". <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-133.html>

### **Policy Statement**

Brigham Young University requires all Senior/Key Personnel on proposals to or awards from the National Institutes of Health (NIH) to disclose all research activities and affiliations (active and pending) in Other Support.

All Senior/Key Personnel on proposals to or awards from the NIH must fully understand their responsibility to disclose all resources made available to them 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.

### **Requirement**

All Senior/Key Personnel on proposals to or awards from the NIH are required to review the following information:

- NIH Grants and Funding - Other Support topic page: [Other Support | Grants & Funding](#)
- NIH Pre-award and Post-award Disclosures Related to the Biographical Sketch and Other Support: [NIH Disclosures Table \(PDF\)](#) (see also table below)
- NIH Other Support Instructions: [NIH Other Support Instructions](#) (see also below)
- NIH Grants Policy Statement: [2.5.1 Just-in-Time Procedures](#)

### **Certification**

All Senior/Key Personnel must complete review of the items above prior to proposal submission.

Upon completion, the individual is required to confirm that they have read and understand the NIH requirements when responding to the Proposal Person Certification within the Quali Research proposal before it is routed for internal approvals.

All Senior/Key Personnel on existing NIH awards must review the items listed above prior to submitting each Research Performance Progress Report (RPPR). PIs are responsible for confirming to their assigned SPO Research Administrator that all personnel have completed the required training prior to submitting the RPPR.

Any new Senior/Key Personnel added during the course of an existing NIH award must complete review of the items above, including review of this policy, prior to charging salary to an NIH award.

NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support

Type of Activity	Facilities & Other Resources, Equipment	Biographical Sketch	Other Support	Annual Project Reports	Post-Award Information Terms & Condition	Disclosure Not Required
Professional preparation (e.g., educational degrees)		X				
Organizational Affiliations and Appointments		X				
A list of products that demonstrate the individual's qualifications to carry out the project as proposed		X				
Academic, professional, or institutional appointments, whether or not remuneration is received, and whether full-time, part-time, or voluntary		X				
Recently completed support or support that has ended						X
Current and pending (other) support – (a) All resources made available, or expected to be made available, to an individual in support of the individual's research and development efforts, regardless of (i) whether the source is foreign or domestic; (ii) whether the resource is made available through the entity applying for a research and development award, another organization or directly to the individual; or (iii) whether the resource has monetary value; and (b) includes in-kind contributions requiring a commitment of time and directly supporting the individual's research and development efforts, such as the provision of office or laboratory space, equipment, supplies, employees or students.			X	X	X	
Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs		X (Appropriate placement may be contract-dependent)	X (Appropriate placement may be contract-dependent)	X	X	
In-kind contributions with an estimated dollar value of \$5000 or more that support the research activity for use on the project/proposal being proposed	X					
In-kind contributions (i) with an estimated dollar value of \$5,000 or more (ii) not intended for use on the project/proposed and (iii) have an associated time commitment			X	X	X	
Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, and whose research activities are intended for use on the project/proposal being proposed	X		X	X	X	
Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, whose research activities are not intended for use on the project/proposal being proposed and have an associated time commitment			X	X	X	
Consulting that is considered part of an individual's appointment/agreement with their home institution (e.g., a PI at a foreign institution's retention contracts within their home institution)						X

NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support

Type of Activity	Facilities & Other Resources, Equipment	Biographical Sketch	Other Support	Annual Project Reports	Post-Award Information Terms & Condition	Disclosure Not Required
Consulting that falls outside of an individual's appointment; separate from institution's agreement. For example, when any of the following scenarios apply: (i) the consulting activity will require the senior/key person to perform research as part of the consulting activity; (ii) the consulting activity does not involve performing research, but is related to the senior/key person's research portfolio and may have the ability to impact funding, alter time or effort commitments, or otherwise impact scientific integrity; or (iii) the consulting entity has provided a contract that requires the senior/key person to conceal or withhold confidential financial or other ties between the senior/key person and the entity, irrespective of the duration of the engagement			X	X	X	
Travel supported/paid by an external entity to perform research activities with an associated time commitment			X	X	X	
Travel supported/paid by an external entity to attend a conference or workshop						X
Honoraria or other payments given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration unrelated to research oversight, supervision, or co-authorship						X
Teaching commitments						X
Start-up company based on non-organization-licensed IP			X	X	X	
Startup company based on organization-licensed Intellectual Property (IP)						X
Startup packages provided to the individual from the proposing/home institution						X
Startup packages from organizations other than the proposing/home institution proposing/home institution			X	X	X	
Training awards, prizes, and gifts. Gifts are resources provided where there is no expectation of anything, (e.g., time, services, specific research activities, money, etc.) in return						X
Monetary donations that support an investigator's research activities, that are given with an expectation. See examples at <a href="https://grants.nih.gov/grants-process/write-application/forms-directory/other-support">https://grants.nih.gov/grants-process/write-application/forms-directory/other-support</a> .			X			
Mentoring as part of an appointment, or mentor/mentee arrangements that do not involve the individual's research activities						X
Academic year salary, or salary provided to the individual by the home institution						X
Core facilities and/or shared equipment that is broadly available						X
F&A Reimbursement provided to the proposing/home institution						X
Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher)			X	X		
Supporting Documentation (e.g., contracts, grants, other agreements)			X			

NIH Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Other Support

Type of Activity	Facilities & Other Resources, Equipment	Biographical Sketch	Other Support	Annual Project Reports	Post-Award Information Terms & Condition	Disclosure Not Required
Significant Financial Interests: Disclosure Not Required in Other Support. See NIH FCOI Policy NIH GPS 4.1.10. Disclosure of SFIs must be made in FCOI module when a financial conflict of interest is identified on an NIH-funded award. (This may include Private equity, Venture, or other capital financing)						X
Unrestricted Gifts <sup>1</sup>						X

## PHS OTHER SUPPORT - INSTRUCTIONS

This form provides information on active and pending support for personnel on NIH funded projects.

**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 researcher identifies for the current grant.

This includes: resources and/or financial support from all foreign and domestic entities that are available to the researcher. This includes, but is not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemicals, model systems, technology, etc.). Institutional resources, such as core facilities or shared equipment that are made broadly available, should not be included in Other Support, but rather listed under Facilities and Other Resources.

Other Support also includes in-kind contributions (such as office/laboratory space, equipment, supplies, or employees or students supported by an outside source). In-kind contributions do not constitute a 'recipient share' of the expenditures, and do not need to be included in the SF-425 FFR.

- If in-kind contributions **are intended for use on the project being proposed** to NIH in this application, the information must be included as part of the Facilities and Other Resources or Equipment section of the application and need not be replicated on this form.
- In-kind contributions **not intended for use on the project/proposal being proposed** in this application must be reported below. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

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.

**NOTE:** Other support does not include training awards, prizes, gifts or start-up support provided to the individual by the applicant organization.

For information pertaining to the use of and policy for other support, see [NIH Grants Policy Statement, Section 2.5.1: Just-in-Time Procedures](#). Neither the application under consideration nor the current PHS award for this project should be listed as Other Support.

Devoted effort must be measured using "person months." NIH and other PHS agencies use the concept of "person months" as a metric for determining percent of effort. For more information about calculating person months, see NIH's [Frequently Asked Questions on Person Months](#).

Project/Proposals Section:

Provide Active and Pending Support for all senior/key personnel.

Enter your support entries so they are grouped together based on the "Status of Support" and are in the order of Active and Pending Support from top to bottom.

In-Kind Contributions Section:

Provide Active and Pending In-Kind contributions for all senior/key personnel.

Enter your in-kind entries so they are grouped together based on the "Status of Support" and are in the order of Active and Pending Support from top to bottom

Overlap Section:

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. For further information on Overlap see the [NIH Grants Policy Statement, Section 1.1.2: Definition of Terms](#)

Supporting Documentation:

Provide 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.

Supporting Documentation should be provided as a PDF following the Other Support form.

Fill in the following fields as described below, as applicable to each section of Other Support:

Required Fields are marked with an Asterisk (\*).

***PLEASE NOTE FOR CONSORTIUM/CONTRACTUAL ARRANGEMENTS OR MULTI-PROJECT AWARDS: When providing Other Support under a consortium/contractual arrangement or that is part of a multi-project award: Indicate the project number, Name of PD/PI, and source of Support for the overall project. Provide **all** other information (e.g. total award amount, person months) for the subproject only.***

***\*Name of Individual:*** Provide the name of the senior/key person.

***Commons ID:*** Provide the eRA Commons ID number of the senior/key person.

***\*Title:*** Identify the title of the project, subproject, or activity.

***\*Major Goals:*** Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity.

***\*Status of Support:*** Indicate if the support is currently Active or Pending.

Project Number: Provide the project number. If applicable, include a code or identifier for the project.

Name of PD/PI: Provide the name of the Contact PD/PI of the project.

\*Source of Support: Identify the agency, institute, foundation, or other organization that is providing the support. Include domestic, foreign, institutional, federal, public, and private sources of support.

\*Primary Place of Performance: Include the primary location where the project or activity is being executed.

Project/Proposal Start and End Dates: Indicate the inclusive dates of the project/activity as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment. For in-kind contributions, provide project dates when applicable.

\*Total Award Amount: For active projects, provide the total award costs for the period of performance, including indirect costs. For example, in the case of NIH support, provide the total award costs for the competitive segment. For a pending project, provide the proposed total costs for the period of performance.

\*Person Months: Indicate calendar or academic/summer months associated with each project. For an active project, provide the level of actual effort in person months (even if unsalaried) for the current budget period and indicate the proposed level effort for each remaining budget period. Person months should be classified as calendar or academic/summer.

For a pending project, indicate the level of effort in person months as proposed for each budget period. Use either calendar months OR a combination of academic and summer months. If effort does not change throughout the year, it is OK to use only calendar months. However, you may use both academic and summer months if your institutional business process requires noting each separately even if effort remains constant. If effort varies between academic and summer months, use only academic and summer months, and do not use calendar months. In cases where an individual's appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

\*Summary of In-Kind Contributions: Provide a summary of the In-Kind Contribution.

\*Estimated Dollar Value of In-Kind Contribution: Provide an estimate for the value of the In-Kind Contribution. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

\*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.

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

**Special Instructions for Joint University and Department of Veterans Affairs (VA) Appointments**

Individuals with joint university and VA appointments may request the university's share of their salary in proportion to the effort devoted to the research project. The individual's salary with the university determines the base for computing that request. Signature by the Institutional Official on the application certifies that: (1) the individual is applying as part of a joint appointment specified by a formal Memorandum of Understanding between the university and the VA; and (2) there is no possibility of dual compensation for the same work, or of an actual or apparent conflict of interest regarding such work. Additional information may be requested by the awarding component(s).