

Memorandum

To: University Research Community

From: Roberto M. Gutierrez
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Subj.: Reminder - Upcoming Changes to NIH Biographical Sketch and Other Support Format Pages

Date: May 7, 2021

As previously announced by the National Institutes of Health (NIH), there are several critical changes to the Biosketch and Other Support format page templates used in application submissions and Research Performance Progress Reports (RPPRs) that the NIH is implementing in order for applicants and recipients to provide full transparency and disclosure of all of their research activities, both foreign and domestic.

On April 28th, 2021, the NIH released notice number NOT-OD-21-110 in which they indicated that they expect applicants and recipients to use the updated forms for applications and RPPRs submitted for due dates on or after May 25, 2021 and indicated that said forms are required for all submissions due on or after January 25, 2022.

Institutionally, FIU is requiring all NIH submissions due on or after May 25, 2021 to use the updated forms as detailed in NIH notice number NOT-OD-21-073.

Please note that the changes to the Biographical Sketch Format Page include the following:

1. Section B 'Positions and Honors' has been renamed 'Positions, Scientific Appointments, and Honors'.
2. For the non-Fellowship Biosketch, Section D. has been removed.
3. For the Fellowship Biosketch, Section D has been updated to remove 'Research Support.'
4. As applicable, all applicants may include details on ongoing and completed research projects from the past three years that they want to draw attention to within the personal statement in Section A

As a reminder, the NIH requires Program Directors/Principal Investigators and Other Senior/Key Personnel to list in reverse chronological order all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

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The changes to the Other Support Format Page include the following:

1. The format page has been re-organized to separate funded projects from in-kind contributions.
2. A Signature block has been added for Program Directors/Principal Investigators and Other Senior/Key Personnel to certify the accuracy of the information submitted. Each PD/PI or senior/key personnel must electronically sign their respective Other Support form as a PDF prior to submission either in their application or RPPR to certify accuracy.
3. For Other Support submissions that include foreign activities and resources, PD/PIs or senior/key personnel are required to submit copies of contracts, grants or any other agreement specific to PD/PI or senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation. If they are not in English, PD/PI or senior/key personnel must provide copies translated into English. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.

The NIH defines as Other Support as 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 our institution for the current grant. This includes but is not limited to:

- 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, chemical, 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.
- Consulting agreements, when the PD/PI or other senior/key personnel will be conducting research as part of the consulting activities. Non-research consulting activities are not Other Support.
- In-kind contributions, e.g. office/laboratory space, equipment, supplies, or employees or students supported by an outside source that is external to our institution. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, then reasonable estimates must be provided.

Additional information regarding these notices from the NIH to the Biographical Sketch and Other Support Format Pages is available at <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html> and <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-110.html>.

If you have any questions about this notice from the NIH then please contact your Office of Research and Economic Development representative (<http://research.fiu.edu/ored/staff-directory/>) at 305-348-2494 for further assistance.