



NIH Bio Sketch and Other Support Forms

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Overview

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- **Guideline Updates**
- **Who needs Bio Sketch & Other Support Forms; When are they needed; Where are they loaded**
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Guideline Background

➤ General Guidelines

- Title = General Instructions for NIH and Other PHS Agencies SF 424 Research & Related Application Packages (commonly called SF 424 R&R Forms F)
- Current is Forms Version F Series (forms versions change every few years and there may be overlap)
- Released Oct 16, 2020 (new release done every year to two)
- Check the Significant Changes section **ONLINE** periodically
 - “Application instructions are updated 2-3 times per year as needed. Additionally, minor revisions may be made outside of these releases.”
 - Notices can also be used to provide guidance changes or updates (NOT-xx-xx-xx)
 - If you print a copy it is usually good for some reference use but to be most current and correct you **MUST** check online especially as submission dates are approaching.

Guideline Background

- Developing a proposal requires use of
 - Federal guidance (example 2 CFR)
 - NIH General Guidance
 - One or more specific program announcements
 - NIH Notices (including Notices of Special Interest [NOSI])
 - State or Local information may also be applicable (for example our negotiated rate agreement)

NIH Guide to applying for grants

<http://grants.nih.gov/grants/how-to-apply-application-guide.htm>

Note the extracted versions of the General Guidelines.

Guideline Updates affecting Bio Sketch & Other Support

- [NOT-OD-19-114](#) - Reminders of NIH Policies on Other Support and on Policies related to Financial Conflicts of Interest and Foreign Components
- [NOT-OD-21-073: Upcoming Changes to the Biographical Sketch and Other Support Format Page for Due Dates on or after May 25, 2021 \(nih.gov\)](#)
- [NOT-OD-21-110](#) - Implementation of Changes to the Biographical Sketch and Other Support Format Page

Guideline Updates affecting Bio Sketch & Other Support

- ▶ [NOT-OD-19-114](#) - Reminders of NIH Policies on Other Support and on Policies related to Financial Conflicts of Interest and Foreign Components
 - ▶ Issued July 10, 2019 (tied back to a 2018 announcement and Advisory Committee)
 - ▶ Basically nothing new but re-emphasis and clarity
 - ▶ Need to report foreign activities of
 - ▶ Other Support
 - ▶ Foreign Components
 - ▶ Conflict of Interest (Scientific, Budgetary, Commitment Overlap)
 - ▶ Other Support means ALL resources made available to a researcher

Guideline Updates affecting Bio Sketch & Other Support

- [NOT-OD-21-073: Upcoming Changes to the Biographical Sketch and Other Support Format Page for Due Dates on or after May 25, 2021 \(nih.gov\)](#)
- **Effective Date** Use of the updated format pages will be required for applications and Research Performance Progress Reports (RPPRs) submitted for due dates on or after May 25, 2021
- **Format Changes** (to be discussed)
- **Supporting Documentation:** For Other Support submissions that include foreign activities and resources, recipients are required to submit copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation. If they are not in English, recipients must provide translated copies. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.

Note document translations must be official –not the PI, relatives, or other sources.

Guideline Updates affecting Bio Sketch & Other Support

- [NOT-OD-21-110](#) - Implementation of Changes to the Biographical Sketch and Other Support Format Page
 - NIH **expects** applicants and recipients to use the updated bio sketch and other support format for applications, Just-in-Time (JIT) Reports, and Research Performance Progress Reports (RPPRs) **as of May 25, 2021**.
 - NIH **will require** the use of the updated format pages for the previously mentioned submissions for anything on and after **January 25, 2022**. Failure to follow the appropriate formats on or **after January 25, 2022 may cause NIH to withdraw applications** from or delay consideration of funding.
 - Please note, **applicants and recipients remain responsible for disclosing all research endeavors regardless of the version of the forms used**. Therefore, if applicants and recipients choose not to use the updated format pages before they are required, applicants and recipients must still capture all the necessary information.
 - **NIH is fully committed to implementing the SciENCv template for Other Support in early FY 2022.**

Who needs a Bio Sketch? When?

- ▶ All Sr/Key Personnel need a bio sketch file – use current format; current instructions
- ▶ These are persons with “substantial, meaningful contribution to scientific development or execution of the project regardless of salary requested”
- ▶ **At proposal submission** needed for all Sr/Key Personnel identified on the R&R Sr/Key Person Profile Form (unless the specific solicitation says otherwise – which is rare)
- ▶ **At Just-in-Time (JIT) and Research Performance Progress Reports (RPPRs) submissions** for all those identified in previous documents as Sr/Key Personnel

Who needs an Other Support Form? When?

- ▶ All Sr/Key Personnel need an Other Support form – use current format; current instructions
- ▶ Know that ‘Other Support’ may also be called ‘Active and Pending Support’ and ‘Current and Pending’ (we are seeing trend towards ‘Current and Pending’ to align with other Federal agencies)
- ▶ Usually, **no** Other Support **form is needed at submission** unless specifically requested in solicitation; if NIH wants it, they request it
- ▶ **At Just-in-Time (JIT) and Research Performance Progress Reports (RPPRs) submissions** for all those identified in previous documents as Sr/Key Personnel

Where do the BIO and OS forms go?

➤ Submission

- R&R Sr/Key Person Profile Form
- For all Sr/Key Personnel a bio sketch file is needed – use current format; current instructions – changing 5/25/2021
- No Current & Pending support file needed at submission unless specifically requested in solicitation

➤ Prior to Award

- Just in Time (JIT) request usually asks for Other Support form for all Senior/Key Personnel; sometimes bio sketch updates are also requested

➤ After Award

- Progress reports are normally submitted in eracommons; most require the PI to upload/complete the report files and then either ORS or ReFS submits the report on the PI's behalf depending on what type of report is required.



Let's take a deeper dive!

Format Page	Changes
Biographical Sketch Format Page	Section B 'Positions and Honors' has been renamed 'Positions, Scientific Appointments, and Honors'.
	For the non-Fellowship Bio sketch, Section D. has been removed. For the Fellowship Bio sketch, Section D has been updated to remove 'Research Support.' 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, Section A.

ABOUT GRANTS

Grants Process Overview

Get Started +

How to Apply +

Application Referral and Review +

Pre-Award and Post-Award Processes +

Forms Library

Information For +

Biosketch Format Pages, Instructions and Samples

Biosketches are required in both competing applications and progress reports. Find instructions, blank format pages, and sample biosketches below. Try SciENCv, a tool supporting multiple research agencies, to help you develop your biosketch and automatically format it according to NIH requirements.

Updates:

The biosketch format page has been updated for application due dates and RPPR submissions on/after January 25, 2022 (See [NOT-OD-21-073](#) / [NOT-OD-21-110](#) for specific changes and details). Use the tabs to access the correct format page for your due date.

[Due dates on/after January 25, 2022](#)

[Due dates on/before January 24, 2022](#)

Form Name

Biographical Sketch Format Page (non-fellowship) - Due Dates on/after January 25, 2022

Description Prepare biographical sketches for applications and progress reports for all applications and awards, except fellowships.

How to Access [Non-fellowship Biosketch \(blank format page, Word\)](#)

Instructions [Instructions for Biographical Sketch](#)
These instructions will be incorporated into the NIH Application Form Instructions with the next update by FY 2022.

Additional Information

- [SAMPLE: Non-fellowship biosketch](#)
- [FAQs](#)

Try [SciENCv](#) to help you develop your biosketch and automatically format it according to NIH requirements.



FAQs on Biosketch Format Pages, Instructions and Samples

RELATED RESOURCES

- [NIH Biosketch Presentation \(pptx - 2.6MB\)](#)
- [How to Apply - Application Guide](#)
- [Research Performance Progress Report \(RPPR\)](#)

<https://grants.nih.gov/grants/forms/bio sketch.htm>

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions, Scientific Appointments, and Honors

C. Contributions to Science

After the form entry information (name, etc.) at the top of the form there are 4 areas of information that need to be covered within the 5 allowed pages of the bio sketch.

Education/Training

Personal Statement

Positions, Scientific Appointments, and Honors

Contributions to Science

Education and Training Table should begin with your baccalaureate (or equivalent) and end with postdoctoral training. Include both month and year in the completion date column (MM/YYYY).

Section A: Personal Statement

The most substantial change is that with the removal of Section D. from all but fellowship bio sketches, your personal statements should now include information about ongoing and completed research support within the past three years.

Personal Statement updated to read:

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, ***including ongoing and completed research projects from the past three years that you want to draw attention to (previously known as research support)***.

Section B: Positions and Honors (prior to 25 May, 2021)

- List in chronological order (old to newest) to the positions you've held that are relevant to this application, concluding with your present position. (Until May 25, 2021 –see next slide for upcoming changes.)
- List any relevant academic and professional achievements and honors. In particular, students, postdocs, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
- Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

Positions, **Scientific Appointments**, and Honors updated to read:

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).*** High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.

Section C: Contributions to Science (no changes)

- Describe up to five of your most significant contributions to science.
- Each contribution should be no longer than one half page, including citations.
- Provide a URL to a full list of your published work. Must be to a Federal Government website (a .gov suffix)
- NIH recommends using My Bibliography to create a complete digital list of your publications.

NEW AS OF MAY 25, 2021

Section D is only on Fellowship Bio sketches

D. Scholastic Performance updated to remove 'Research Support'. Section D is solely present on the fellowship version of the Bio sketch, and no longer includes research support, only Scholastic Performance.



Let's look closer!

Format Page	Changes
Other Support Format Page	The format page has been re-organized to separate funded projects from in-kind contributions.
	Signature block added, for Program Director/Principal Investigator or 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.

What is Other Support?

- 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.”
- Other Support includes **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.

Other Support 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, 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. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, the recipient must provide reasonable estimates.

Other Support Does Not Include:

Other support does not include training awards, prizes, or gifts.

Gifts are resources provided where there is no expectation of anything (e.g., time, services, specific research activities, money, etc.) in return.

An item or service given with the expectation of an associated time commitment is not a gift and is instead an in-kind contribution and must be reported as such.

Other Support Information is Requested for:

All individuals designated in an application as senior/key personnel, **except**

- Program Directors, training faculty, and other individuals involved in the oversight of training grants
- Individuals categorized as Other Significant Contributors

All senior/key personnel, excluding consultants, in progress reports when there has been a **change in active other support**, **except**

- Program Directors, training faculty, and other individuals involved in the oversight of training grants

CHANGES AS OF MAY 25, 2021

Updated Requirements for Recipients (NOT-OD-21-073):

Effective May 25, 2021, NIH expects the following:

Supporting documentation, which includes copies of contracts/agreements 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 the contracts/agreements are not in English, recipients must provide translated copies.

This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.

Immediate notification of undisclosed Other Support. When a recipient organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

Due dates on/after January 25, 2022

Due dates on/before January 24, 2022

Form Name	Other Support Format Page
Description	Information on Other Support is used for grant awards and progress reports.
How to Access	<p>Unless otherwise stated in the funding opportunity announcement, Other Support information is requested as part of the Just-in-Time process in the post-submission, pre-award cycle.</p> <p>Other Support format page (blank format page, Word)</p> <p>NIH is finalizing the SciENCv template for Other Support and anticipates that the template will be available beginning in FY 2022.</p>
Instructions	See NIH Other Support Instructions
Additional Information	<ul style="list-style-type: none">• Other Support sample• FAQs
Updated Date	March 2021

<https://grants.nih.gov/grants/forms/all-forms-and-formats.htm>

Other Support Format Page (remember this is Current & Pending)

Does not have an actual form but there is guidance on what to include (and it is required to provide one using this guidance).

This file is only to be used from now until NIH launches use of a template from SciENCv which is expected in FY22.

The Word Format page used to prepare the Other Support information must be converted to a PDF, and electronically signed prior to submission.

The Other Support includes sections:

- Other Support – Project/Proposals

- In Kind

- Overlap

- Certifying Statement (with signature)

- Supporting Documents Attachment (if needed)

**For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED
PHS 398 OTHER SUPPORT**

There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.

*Name of Individual:
Commons ID:

Other Support – Project/Proposal

*Title:

Major Goals:

*Status of Support:

Project Number:

Name of PD/PI:

*Source of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

* Total Award Amount (including Indirect Costs):

* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##.##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

PROJECT/PROPOSALS SECTION

Provide Active, Pending, and Completed Support (completed within the past three years) 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

Pending

Completed Support

Name of Individual:
Commons ID:

IN-KIND

*Summary of In-Kind Contribution:

*Status of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period

Year (YYYY)	Person Months (##.##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

*Estimated Dollar Value of In-Kind Information:

***Overlap** (summarized for each individual):

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

Pending

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.

If you do not have any overlap –or any in-kind (then state that so reviewers don't think you have missed a section)

CERTIFYING STATEMENT

(required for everyone who completes an Other Support form; essentially all senior/key personnel)

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*Signature: _____

Date: _____

DO NOT FORGET

If you have foreign appointments or employment OR foreign activities and resources reported in Other Support you **MUST** provide copies of contracts/agreements in a **Supporting Documentation Section**.

If they are not in English, recipients must provide translated copies (official translations).

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

Local Information

Please Note:

OU Norman has already implemented the changes that go into effect in January 2022 as of 1 July 2021. **If you have any submissions or RPPR actions after 1 July 2021 you need the new Bio sketch and Other Support files** (AND so will your subcontracts-we will allow submission with the old format from a subcontractor that doesn't have an internal policy to use the new format, but our preference for consistency would be for them to also use the new format). Note: If a solicitation doesn't require an Other Support file at submission you will not need it at that time.

OU HSC has also implemented the changes that go into effect in January 2022 as of 1 July 2021 – If you have any subcontracts that will be involved in submissions or RPPR actions after July 1 you need the new Bio sketch and Other Support files.

It is the PI's responsibility to complete their Bio sketch and Other Support files AND to obtain these files from their Senior/Key personnel including those at other organizations.

Take-a-Way

- ▶ Don't delay in switching to new formats.
- ▶ Create an Adobe signature.
- ▶ You must include in-kind, cost share, and other unpaid research activities.
- ▶ Provide files to load in time for review and electronic error check (this means more than 2-3 days before submission)
- ▶ Be aware that eRACommons id will also be required for all Senior/Key personnel regardless of role effective Jan 2022
- ▶ Start using SciENCv
- ▶ Register with ORCID
- ▶ Use resources and information on the NIH website
 - ▶ <https://www.nih.gov/grants-funding>

Contacts for Help

- ▶ RIS@ou.edu will answer questions or put you in contact with who can answer your questions for anything pre-award/Office of Research Services (ORS) related.
- ▶ Submit an info sheet [Office of Research Services - Proposal Information Sheet | | The University of Oklahoma \(ou.edu\)](#) and someone from ORS will contact you
- ▶ Center for Faculty Excellence (CFE) provides proposal assistance to include ORCID and SciENCv training cfe@ou.edu
- ▶ If your question is related to post award then contact Research Financial Services (ReFS) refsinfo@ou.edu