



Kennedy Krieger Institute

*A comprehensive resource
for children with disabilities*

May 14, 2021

Dear Faculty,

As you are hopefully aware by now, the NIH has updated its application forms and instructions in March to facilitate reporting of research activities, foreign and domestic. The revisions updated the Biosketch and Other Support format page templates for application packages, including Just-In-Time (JIT) reports, and annual reports, i.e., Research Performance Progress Reports (RPPRs). **This letter provides an overview of the changes and guidance specific to how we will implement those changes here at Kennedy Krieger.**

Background Resources:

1. Notice NOT-OD-21-073, announced the new page formats and an initial deadline of May 25, 2021 (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html>)
2. NOT-OD-21-110, extended the deadline for using the new page formats to due dates on or after January 25, 2022 but emphasized expectation that they be used with submissions on or after May 25, 2021 (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-110.html>)
3. NOT-OD-19-114, described the overall reporting duties. (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html>).

What You Need to Know:

- Applications, JIT and RPPR submissions made on/after May 25, 2021 must use the new NIH formatted pages. If exceptions are needed, contact Christy Collins, Associate Director, Sponsored Research Programs.
- For submissions made before January 25, 2022, investigators are not required to include a certification signature in the new pages, but they are responsible for the accuracy of the content. For submissions on or after January 25, 2022, the signed certification will be required.
- **Beginning with applications submitted on or after January 25, 2022, failure to follow the updated Biosketch format may cause NIH to withdraw the application from consideration.**
- Please review the updated Biosketch [format](#) and [instructions](#) for complete details.

Key Changes to the NIH Biosketch [Format](#):

- [Section A Personal Statement](#) – will include ongoing and completed research projects from the past three years that you want to draw attention to (previously captured under Section D. Research Support).
- [Section B Positions, Scientific Appointments, and Honors](#) – in reverse chronological order, list all positions and scientific appointments both foreign and domestic, 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).
- [Section D Research Support](#)
 - Non-Fellowship Biosketch Template – Removed entirely

- Fellowship Biosketch Templates – changed to Scholastic Performance

You may wish to consider transitioning to the updated NIH Biosketch template when it becomes available in [SciENcv](#). Using SciENcv eliminates the need to repeatedly enter data on a Word document. Researchers will also be able to leverage their information from the eRA Commons, Research.gov, ORCID, and NCBI.

Key Changes to the NIH Other Support [Format](#):

- Re-organized entire format (see [Other Support sample](#))
- Effort is projected for each budget period for the entire project period
- Separation of funded projects from in-kind contributions
- Signature block added for PD/PI or Senior/Key Personnel certification of accuracy of information – each PD/PI or Senior/Key Personnel must electronically sign their respective Other Support section prior to submission [***This is optional at Kennedy Krieger for submissions on or before January 25, 2022.***]
- Requirement of support documentation - Other Support submissions that include foreign activities and resources must include copies of contracts, grants, or any other agreement specific to Senior/Key Personnel foreign appointments and/or employment with a foreign institution as part of the Other Support. All supporting documents must be in English [***Note: This is not required for submissions on or before January 25, 2022.***]
- When a recipient organization discovers that the PI or other Senior/Key Personnel failed to disclose outside of JIT or the RPPR, they must submit an updated Other Support as soon as it becomes known.

NIH is finalizing the template to accommodate Other Support requirement updates in [SciENcv](#) and anticipates that it will be available beginning in FY 2022. Until the SciENcv template is available, the **Interim Process** must be followed for the May 25, 2021 due date and forward:

- Applicants and recipients must use [Word Format page](#) to prepare Other Support
- Forms must be converted to PDF
- PDF forms must be electronically signed prior to submission

In summary, and consistent with Hopkins' practice, Kennedy Krieger will require use of the updated Biosketch and Other Support formats for applications, JIT and RPPRs submitted on or after May 25, 2021 but it will not require the signature certification until January 25, 2022. ***However, all investigators remain personally responsible for the accuracy and completeness of their Biosketch and Other Support disclosures on all submissions, including proposals, JIT requests and RPPRs.*** Once the signatures are required, the Other Support must be signed digitally via adobe.

In addition, while we will not be including copies of foreign agreements, contracts or appointments in the upload to NIH, all investigators should ensure that all agreements that relate to any foreign appointment or other item listed in the Other Support page have been reviewed by the Director of Research Administration, Molly Timko, and that all foreign appointment agreements are on file, translated, and ready to be submitted to NIH upon request.

Consulting and Gift Arrangements

Please note, some “consulting” and “gift” arrangements may be subject to Other Support reporting requirements based on the circumstances of the arrangement. NIH defines 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 the institution the researcher identifies for the current [grant](#)”. The includes:

1. All positions and scientific appointments, both domestic and foreign
 - 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)
 - It also includes consulting agreements where the researcher will be conducting research as part of the consulting activities.
2. All resources, irrespective of whether such support is provided through the applicant organization, through another domestic or foreign organization, or is provided directly to an individual that supports the senior/key personnel’s research efforts
3. All in-kind (e.g. office/laboratory space, equipment, supplies, employees) support
 - This Includes visiting scholars/students working in lab who are supported by a domestic or foreign entity either through salary, stipend or receipt of living or travel expenses
 - It also includes provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).

While “gifts” are expressly excluded from Other Support, this exception applies only to arrangements that satisfy the NIH definition of a “gift.” NIH has explained that a “gift” is “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.” Thus, for example, a “gift” arrangement that directs funding to support a specific investigator or laboratory’s research activities would need to be reported.

We will send out further guidance in this area. We will also send out information in the upcoming weeks for a virtual training/Q&A session that the Office of Sponsored Research Programs will hold. We hope to ‘see’ you there.

Please let us know if you have any questions or concerns that need to be addressed prior to those sessions.

Sincerely,

Amy Bastian
Chief Science Officer

Christine Collins
Associate Director, Sponsored Research Programs

Molly Timko
Director, Research Administration