

The following is a detailed description for the collaboration on creating a DOD Other Support to be used for Proposal and JIT submissions.

OSR Responsibilities:

1. Receive NIH Other Support from the Department Post Award
2. Remove any header, footers, titles and instructions to fit with Sponsor format
3. Change font to Times New Roman pt. 12
4. Add new sponsor sections if required, for example for DOD add Positions/Scientific Appointment Header and Previous Header
5. In Current section, add Source of Support and Contracting/Grants Officer Heading
6. In Pending section, Source of Support and Contracting/Grants Officer Heading and indicate they are pending
7. Confirm that the Pending section is complete
8. Replace NIH Statement with DOD statement from the OSR website
9. Provide Modified Other Support back to the Department

PI/Department Responsibilities:

1. Provide OSR with the up to date NIH Other Support Document
2. Receive the Modified Other Support back from OSR
3. Collaborate with PI on the Other Support Document
4. Add Positions/Scientific Appointments
5. Add Previous awards with previous period of awards with period of performance ending
6. Current Section: Add the content for Specific Aims, Source of Support Address, and Contracting/Grants Officer
7. Confirm with PI that all Active and Pending awards are listed
8. Collaborate with the PI to identify any in-kind support. For example:
 - a. Appointments/Positions outside UCSF
 - b. Materials/Supplies provided by outside source
 - c. Postdoc/Graduate Students/Visiting Scholars that support PI's research endeavors and have support separate from PI's awards
9. Confirm if there is any support by a Foreign Talent Program
10. Confirm effort is accurate
 - a. Effort listed for current and future years. Use end of budget period year for the Effort table on Other Support.
 - b. Effort is not just PAID effort – it is effort committed to the project
 - c. If effort is decreased by more than 25% of the proposed amount for Key Personnel listed in the NOA – Prior Approval is required. Contact OSR Staff ASAP.
11. Review for effort overlap (not more than 11.4 CM for Active for the current year (JIT OS) and next budget period (RPPR OS) to be compliant with the Academic Senate 95% rule
 - a. If over 11.4 CM, work with PI to determine how to adjust effort to be at or below 11.4CM
 - b. If effort is decreased by more than 25% of the proposed amount for Key Personnel listed in the NOA – Prior Approval is required. Contact OSR Staff ASAP.

12. If over 12 CM months when adding Application under Review and other pending, provide a detailed Overlap statement explaining how effort will be adjusted to be below 12 CM for the current year
13. Review Project Titles and Summary to identify potential Scientific Overlap
 - a. If titles or project goals look similar, only one or two words are different in project title or goal
 - b. Advise to the PI that similar titles/project goals could be indicator to GMS of scientific overlap.
 - c. Work with PI to include Overlap statement addressing potential scientific/budgetary overlap.
14. Review that all sections of the Other Support are present based on Sponsor Policy (for example Active, Pending, In-Kind, Overlap)
 - a. If PI does not have items for a specific section, section is still listed with "None"
15. Obtain PI/Key Personnel Signature
16. Provide Final Other Support to OSR to be submitted to the Sponsor