

NIH Changes to Biographical Sketches and Other Support

OSR Town Hall

April 28, 2021

Questions and Answers (Q&A)

Biographical Sketches (Biosketch)

1. In Section B, should Honors and Other (e.g. study sections, boards, etc) before reported for the investigators entire career, within the last 5 years or “selected”?
 - NIH does not put a limitation on the time period person what should be reported
 - For Position and Scientific Appointments should be all
 - List any relevant academic and professional achievements and honors.
2. Does the Biosketch require each PD/PIs signature prior to submission?
 - No, the investigator is not required to sign the Biosketch.

Other Support (OS)

Implementation

1. Should we be using the SciENCv to assist on generating the OS page or use NIH template provided on the website?
 - OSR encourages use of SciENCv. We are encouraging the use of the new NIH format for applications and RPPRs submitted on/or after May 25, 2021. The new format will be required in January 2022.
2. Who is responsible for obtaining the PD/PI/key personnel signature? Will it be collected post-award or pre-award?
 - The department staff should obtain the signatures and submit a flattened PDF to OSR. The department is responsible for maintaining the original electronic signatures.
3. Will DocuSign signatures be acceptable?
 - Yes, after completion in DocuSign, department should submit a flattened PDF to OSR. The department is responsible for maintaining the original electronic signatures.
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General

1. For RPPR, UCSF C&G was requesting a snapshot of effort from the month the OS request was made. A notation was made on the OS “current state at the time of OS request” for all projects. With the new format, will we still be able to list the OS this way or no?
 - OSR still recommend doing current state at the time of OS request for the current year. And the proposed amount for future years. If a department prefers an alternate method of calculating effort (for example yearly averages). OSR will still submit as long as it is not over 12 CM, the department will be responsible for justifying the calculations if requested by the sponsor. We also recommend that departments follow the Academic Senate 95%.
2. If the investigator the OS is for is a co-PI, whose name should be entered as the PD/PI for the project being reported on the OS form?
 - For activities/projects being reported, list the Contact PD/PI’s name.
3. How do we locate the Commons ID as post award if we do not have access to eRA?
 - Contact your OSR Staff (RSC) for assistance
4. Will the emails sent to post award when eProposal records are closed out reflect this info in the new format?

- @Christopher Ambridge, we are working with the vendor to be able to meet these new requirements. Updates from the eProposal Support team will be shared when available. (ANSWER FROM CHRIS IN CHAT)
5. We are required to notify the NIH if we discover that the Other Support we submitted is incorrect.
 - a. How would we know it was incorrect?
 - i. Staff are not expected to be checking up “monitor” PI other support. However, you become aware of either something missing from the OS or incorrect, then a correct OS must be submitted through OSR to the GMS.
 - b. Who will track what was submitted?
 - i. The OS that was submitted will be in eProposal. Department Staff can also check OSR staff representative
 - c. Do we have to report to NIH if OS changes AFTER we submitted, but was correct at the time of submission?
 - i. No – that should be disclosed during the next RPPR.
 6. Can we have the new Biosketch and CV reviewed by OSR prior to a proposal being identified just to make sure the documents are accurate as we have to send Biosketches and CVs to our department by request sometimes?
 - Yes, work with your OSR staff to build in time to get an earlier review.
 7. Please elaborate on the significance of 25% re-budgeting and change in effort/calendar months.
 - NIH policy Key Personnel
 - i. For only Key Personnel listed in the NOA requires prior approval
 - Re-budgeting – if change in scope of work
 - For more go to NIH GPS Chap. 8: https://grants.nih.gov/grants/policy/nihgps/HTML5/section_8/8.1.2_prior_approval_requirements.htm#Change
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Format

1. Is there a page limit?
 - No for other support. For biosketch it is 5 pages.
2. Is there an unofficial template somewhere we can pull to start converting to the new guidelines?
 - Official template on NIH website XX provide link

Information to Include

1. If UCSF is the subsite, what information should we include in the other support? Only the subsite portion or the entire award?
 - a. The researcher should provide the project number, PD/PI name for the prime award. All other information, including the total award amount and person months, should be specific to the subaward.
 - b. Should we list the primary place of performance as the prime institution or as UCSF?
 - i. As UCSF (or the primary place of performance for the sub activity)
2. Is listing completed awards for the last three years mandatory?
 - a. Yes
3. Should institutional support reported include running costs or annual research budgets?
 - a. Budget for the entire project period based on the NOA for current, and for pending it is based on the proposal.
4. Is the Total Award Amount based on the active year or entire project, including future years?
 - a. Entire project (including future years and indirect costs)

5. For multi-lab grants, is 'total award amount' for our lab or for the entire project?
 - a. Amount per "subproject" not per lab
 - b. "For subprojects, recipients should provide the project number and PD/PI name for the overall project. All other information, including total award amount and person months, for the subproject only."
6. What amount would you use if you are a project in an award?
 - a. Project amount or award amount?
 - i. Subproject amount
7. For 5 years project, if the current budget period is year 3, do we list the past years (1 and 2)?
 - a. You list the budget for all 5 years, but the effort is only year 3 and beyond
8. For Project/Proposal Start and End Date, do we only include the month and year?
 - a. Yes, the instruction indicate only to include month and year

Person-Months Table

1. Do we include the person months for prior years? For example, if we are in Year 3, do we include the person months for Years 1 and 2?
 - a. no
2. If the budget year falls into 2 years e.g. 2021-2022, which year we should put in the person's month table?
 - a. You should list just the start year of that budget period. So for this example it would be 2021.
3. What should be listed in the **Years** column? The NIH FY calendar year? If those are inconsistent, the total calendar months may exceed 12.
 - a. See above
4. Industry sponsored clinical trials typically only have one Budget Period that can range from 1 year to 20 years. How should we enter the person months? Should we enter person months for each calendar year or the total person months for the entire budget period?
 - a. Because NIH reviews based on 12 calendar months, we recommend listing each calendar year separate and including the effort for each year.

Contracts

1. Does UCSF have support to translate these foreign documents?
 - a. No, not at this time. It is the PI's responsibility to obtain a translation.
2. If we have 'in kind' support from a foreign collaborator, do we need to include a contract (if there is no contract)?
 - a. If the PI does not have a position or appointment from the foreign collaborator, then no we do not need to include a contract.

What Activities/Projects Should be Reported?

1. Do all **appointments** of any kind need to be listed on the **Domestic and Foreign resources** section? **I think they may have meant this for the Biosketch but maybe they think appointments need to be on Other Support?**
 - a. NIH has clarified. All appointments **MUST** be on the Biosketch, but only needs to be listed on the Other Support if it supports the PI's research endeavors.
2. Clinical Trials
 - a. yes
3. HRSA Training Grant
 - a. PD/PI with measurable effort?
 - b. The PI who receives the Training grant and has effort to oversee the training program does **NOT** need to include. However, mentors that have trainees paid by the training grant, and the research conducted by the trainee supports the mentor's research endeavors, then it needs to be listed in the In-Kind section – just the amount that supports the trainee.

4. F32?
 - a. If is the trainee's research on the fellowship also support the PIs research endeavors, then yes it should be included. It needs report on the mentor's OS in the In-kind section.
5. D43 international training grants
 - a. The PI who receives the Training grant and has effort to oversee the training program does NOT need to include. However, mentors that have trainees paid by the training grant, and the research conducted by the trainee supports the mentor's research endeavors, then it needs to be listed in the In-Kind section – just the amount that supports the trainee.
6. Postdoc receiving a fellowship from a private foundation
 - a. If the project support by the foundation also supports the mentor's research endeavors then yes. It needs report on the mentor's OS in the In-kind section.
7. Postdoc receiving foreign salary support
 - a. If the project support by the foundation also supports the mentor's research endeavors then yes. It needs report on the mentor's OS in the In-kind section.
8. Postdoc's salary in my lab paid by another faculty's T32
 - a. If the Postdoc is project support by the T32 also supports the mentor's research endeavors then yes. It needs report on the mentor's OS in the In-kind section.
 - b. The PI who receives the Training grant and has effort to oversee the training program does NOT need to include. However, mentors that have trainees paid by the training grant, and the research conducted by the trainee supports the mentor's research endeavors, then it needs to be listed in the In-Kind section – just the amount that supports the trainee.
9. Visiting scholars
 - a. If is the visiting scholar's research also support the PIs research endeavors, then yes it should be included. It needs report on the mentor's OS in the In-kind section. Even if it is unpaid. Or only paying a portion (for example benefits)
10. How do you equate lab space to \$?
 - a. The PI should check with the entity providing the space and ask them for an estimate
11. Shared facility for which I run and sometimes includes as co-I on grants for work at this facility?
 - a. if just working there (not own research); b/c performing a service
 - b. about your individual research endeavors
 - c. re: core facility: the issue is that we do a lot of research work for other PIs, but it counts against my research's \$ cap at NIH
 - i. May need more information
12. OSCs and Consultants positions
 - a. Would it be under Foreign and Domestic Resources? This section no exist – it is now In-Kind
 - b. Or are OSCs treated like Mentors and do not need to be included? OSC do not need to include on the OS for the person being mentored, as an OSC are already included as part of the grant, so it does not need to be listed again in the in-kind section. And a person who is acting as an OSC does not need to list it on their OS unless it is somehow contributing to their research endeavors.