CHAPMAN UNIVERSITY

Quick Reference

NIH Other Support (OS): Overview

> **NIH requires awardees to report all relevant activities and resources in support of the investigator's research endeavors on the required Other Support (OS) form to ensure transparency and to assess potential scientific, budgetary, and/or commitment overlap and the capacity of the individual to carry out the research as proposed.**

What types of Other Support must be disclosed?

❖ All resources and other support for ongoing projects that support your research efforts, regardless of whether this support is provided through Chapman or an external entity.
  ❖ Chapman internal awards
  ❖ Grants, cooperative agreements, and contracts awarded either to the investigator at Chapman, or directly to the investigator (outside of Chapman)
❖ Income, salary, consulting fees, and honoraria in support of *any* of your research endeavors (i.e., if they involve your performance of distinct research activities)
❖ All in-kind support from foreign and domestic institutions or governments that support research activities (e.g., office/laboratory space, equipment, supplies, employees, students)
  ❖ If the time commitment or dollar value is not readily known, provide a reasonable estimate
❖ Selection to a foreign "talents" or similar-type program, or other foreign or domestic scholarship award or other support

When in doubt, err on the side of disclosure!

NIH requires **true, complete, and accurate reporting** of all activities and sources of research support, financial interests, and affiliations in applications and progress reports. Full transparency throughout the award lifecycle is critical. All research support (*both foreign and domestic*) must be disclosed.

Supporting Documentation for Foreign Activities

Copies of agreements/contracts for any foreign appointments, employment, consulting, or other support must be appended as supporting documentation to the OS. If documents are not in English, translated copies must be included.

⚠ **IMPORTANT NOTE**
It is the responsibility of the investigator to confirm that the Other Support information is true, complete, and accurate.

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NIH Other Support (OS): Overlap

What does NIH mean by "overlap"?

Scientific overlap occurs when (1) substantially the same research is proposed in more than one application or is submitted to two or more different funding sources for review and funding consideration, or (2) a specific research objective and the research design for accomplishing that objective are the same or closely related in two or more applications or awards, regardless of the funding source.

Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., salary, equipment) are requested in an application but are already provided by another source.

Commitment overlap occurs when a person's time commitment exceeds 100 percent (including commitments outside of their Chapman appointment), whether or not salary support is requested in the application. While OS typically applies only to key personnel, no project personnel may have commitment in excess of 100 percent.

Addressing actual and potential overlap ensures:
1. Sufficient and appropriate effort committed to the project
2. No duplication of funding for scientific aims, specific budgetary items, or an individual's level of effort
3. Only funds necessary for the conduct of the approved project are included in the award

⚠ **If there is potential scientific, budgetary, or commitment overlap, a statement must be included to resolve the overlap.**

Sample Overlap Statements

A. There is a commitment overlap with the proposal under consideration (1R01AG123456-01). Dr. Teach will request approval to reduce her effort from 3.0 calendar months to 2.0 calendar months on 1R01HL654321-01 and confirms that this reduction will not constitute a change in the scope of work for that project.

B. There is a scientific overlap between Aim 2 of 5R21HG123456-02 and Aim 4 of the application under consideration. If both are funded, the budgets and scope will be adjusted accordingly in conjunction with agency guidelines.

C. There is a budgetary overlap between 1R01AG123456-01 and the application under consideration. If both are awarded, the budgets will be adjusted appropriately in conjunction with agency staff.

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Is there an OS Template I should use?	❖ Yes, please visit https://grants.nih.gov/grants/forms/othersupport.htm for: ❖ OS template ❖ OS instructions ❖ Sample of completed OS ❖ Remember to use an NIH-accepted font (Arial 11 preferred)
When is OS required?	❖ At the Just-In-Time stage for new or competing applications ❖ At non-competing/RPPR submission ❖ Mid-Project disclosure is required if: ❖ There is a significant OS change impacting the NIH award ❖ It is discovered that something was not disclosed in a previous OS submission ❖ Requirements can vary by funding solicitation, so always be sure to refer to the specific Funding Opportunity Announcement (FOA)

Other Frequently Asked Questions (FAQ):

Question	Answer
Which projects should be included?	**Active and Pending** *(do not include Completed support)*
Should the OS include the proposed/current project?	**Yes** *(there is conflicting guidance on this, but the preference of GMS at NIH seems to be to include it)*
How should the Award Amount be expressed?	**Total Award Costs** for the Period of Performance, including F&A
What if Chapman is a subaward or part of a multi-project award?	List the project number, name of PD/PI, and source of support for the overall project. **Provide all other information (e.g., total award amount, person months)** for the subproject only.
How should Effort be expressed?	**Person months** *(calendar or academic/summer months)*
Should in-kind support be included?	**Yes** *(if __not__ intended for use on the proposed/current project)*

⚠️ ## Electronic Signature Required!

The signature block below must be included at the bottom of the Other Support document. Each PD/PI or senior/key person must electronically sign their Other Support form prior to submission. **The PDF must then be "flattened" before uploading to the application.**

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: _____

Click here for the Quick Reference Guide for Electronic Signatures & PDF "Flattening" →

HELP

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NIH Other Support (OS)

Quick Reference

When/Where to Report Other Support to NIH (https://grants.nih.gov/grants/forms/NIH-Disclosures-Table.pdf)

Question	Biographical Sketch	Other Support	Annual Project Reports (RPPR)	Post-Award Information Terms & Conditions
Professional Preparation (e.g., educational degrees)	X			
Organizational Affiliations and Appointments	X			
Academic, professional, or institutional appointments, whether or not remuneration (payment) is received, and whether full-time, part-time, or voluntary	X			
All projects currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or directly to the individual, and regardless of whether or not they have monetary value (e.g., even if the support received is in-kind such as office/laboratory space, equipment, supplies, or employees.)		X	X	X
Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs.	*X (Appropriate placement may be contract-dependent)*			
In-kind contributions not intended for use on the project/proposal being proposed.		*X*	*X*	*X*
Visiting Scholars in Labs funded by an external entity		*X*		*X*
Students and postdoctoral researchers funded by an external entity		*X*	*X*	*X*
Consulting that falls outside of an individual's appointment; separate from institution's agreement.		*X*	*X*	*X*
Travel supported/paid by an external entity to perform research activities with an associated time commitment		*X*	*X*	*X*
Certification by the individual that the information disclosed is accurate, current, and complete (e.g., signature of the researcher).		*X*	*X*	
Supporting Documentation (e.g., contracts, grants, other agreements)		*X*		
Significant Financial Interests: Disclosure Not Required in Other Support. See NIH FCOI Policy NIH GPS 4.1.10. Disclosures must be made in FCOI module.				