



## Other Support Guidance for NIH Just in Time Applications

Rev. 1/10/19

*This document has not yet been updated with the latest NIH guidance. In the interim, please review this information and resources.*

Other Support includes all resources made available to a researcher in support of and/or related to all of their research endeavors.

- This includes resources and/or financial support from all foreign and domestic entities that are available to the researcher.
- This is regardless of whether or not they have monetary value.
- This is regardless of whether they are based at the institution the researcher identifies for the current grant.

### **GCO Resources**

NIH Biosketch and Other Support Changes

Grants Forum [Slides](#) | [Video](#) | [FAQs from ISMMS Research Community](#)

Visit our [Application Information webpage](#) for additional resources.

### **NIH Resources**

Notices

[Implementation of Changes to the Biosketch and Other Support Format Page \(NOT-OD-21-110\)](#)

[Upcoming Changes to the Biosketch and Other Support Format Page Due Dates on/after 5/25/2021 \(NOT-OD-21-073\)](#)

[Other Support Resource Webpage](#)

[Other Support FAQs](#)

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## Other Support (OS) Instructions for NIH Just In Time (JIT) Applications

### I. Introduction

These instructions were developed to assist you in creating and managing the information required in the National Institutes of Health (NIH) Other Support (OS) page. The NIH requests Other Support pages for senior/key personnel designated in the application by the applicant organization as part of the [Just In Time](#) (JIT) process.

Creating and managing Other Support pages can be complex for the following reasons:

1. Other Support pages are different for Just in Time (JIT) and Research Performance Progress Report (RPPR) submissions. For JIT submissions, current and pending sponsored projects are included on the OS page. On RPPRs, only active grants are included. Make sure you are following the correct instructions.
2. You may need to go about finding information for the OS page across many different data sources. You may choose to take advantage of publically available search engines such as NIH Reporter.
3. Tracking an investigator's effort for each project may be complicated if the investigator has a salary above the NIH salary cap, a dual appointment with a Veterans Affairs Medical Center or a multiple research appointment.
4. Tracking an investigator's effort can also be complicated if effort on a project or projects is [cost shared](#).
5. You will need to determine the cumulative effort across active projects and include the JIT grant. You will need to consider when the JIT grant begins and when any other active grants may end when determining cumulative effort. If the cumulative effort is more than 95% / 11.4 calendar months, you need to address this with specific plans in the overlap section of the OS page.
6. You may need to resolve discrepancies between the salary source allocation of the investigator on sponsored projects in the Human Resources Tracking System (HRTS) and InfoEd, the research and sponsored project management software system.
7. You may be updating the OS page several times a year and each update is customized for that particular grant submission.
8. The "Overlap" section of the Other Support page must be appropriately addressed for each submission.

The Other Support resources developed by the GCO and described in this instruction set can assist you with these complexities. These Other Support instructions are divided into the following sections:

- I. Introduction
- II. NIH Instructions
- III. Sample Format
- IV. Sources for Required Information
- V. Tools for Preparing
- VI. How to Prepare – GCO's Step by Step Instructions
- VII. Submission Process
- VIII. Calendar Month Reporting for Other Than Full Time Appointments
- IX. Resources

This document uses the terms “senior/key personnel” and “investigator” interchangeably. Please click [here](#) (FAQ #1) for NIH’s definition of senior/key personnel for the purposes of Other Support submission.

## II. NIH Instructions

The instructions below are excerpted and adapted from 2.5.1 of the [NIH Grants Policy Statement \(NIHGPS\)](#). Please review these complete instructions from the NIHGPS.

Information on active and pending support is required for [senior/key personnel designated in an application](#) (FAQ #1), excluding consultants.

Other support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual’s research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.

Training awards, prizes or gifts do not need to be included.

Note that effort devoted to projects must be included in person-months.  
Example: 50% effort = 6 calendar months

Overlap Statement:

For all senior/key personnel, provide details on how you would adjust any budgetary, scientific, or effort overlap if this application is funded.

## III. Sample Format

There is no form page for providing other support. Sample format pages are available at <http://grants.nih.gov/grants/funding/phs398/othersupport.doc> and <http://grants.nih.gov/grants/funding/phs398/othersupport.pdf>.

The required pieces of information are excerpted from the link above and labeled.  
Figure - 1

Format						
NAME OF INDIVIDUAL						
<u>ACTIVE/PENDING</u>						
1	2	3	4	5	6	7
Project Number (Principal Investigator)		Source	Title of Project (or Subproject)	Dates of Approved/Proposed Project	Annual Direct Costs	Person Months (Cal/Academic/Summer)
8	The major goals of this project are...					
<u>OVERLAP</u> (summarized for each individual)						
Samples						
ANDERSON, R.R.						
<u>ACTIVE</u>						
1	2	3	4	5	6	7
2 R01 HL 00000-13 (Anderson)		NIH/NHLBI	Chloride and Sodium Transport in Airway Epithelial Cells	3/1/1997 – 2/28/2002	\$186,529	3.60 calendar
8	The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.					

**IV. Sources for the Required Information**

All of the required information except for current calendar month effort and annual direct costs on active sponsored project awards can be found in InfoEd. However, if you are the PI or the delegate of a PI, you will only have access to that PI’s active and pending sponsored projects. Awarded direct costs can be found in notices of grant awards. Currently paid calendar month effort on active sponsored projects can be found in HRTS.

**A. Table 1 - Where to Find the Required Information**

The table below provides a list of other sources where you can find required information. Besides InfoEd, you may wish to locate information using other sources, such as Notices of Award (NOAs), NIH Reporter, or the monthly active and pending award reports that are provided to your department administration, as these searches may be faster or more efficient.

	<b>Data Field</b>	<b>Where to Find the Required Information</b>
1	Project Number (i.e., Agency Number)	Active and Pending Projects - InfoEd - InfoEd Monthly Reports - Sponsored Project Application - NIH Reporter - Federal Reporter
2	Principal Investigator	Active and Pending Projects - InfoEd - InfoEd Monthly Reports - Sponsored Project Application - NIH Reporter - Federal Reporter
3	Source (i.e., Funding Agency)	Active and Pending Projects - InfoEd - InfoEd Monthly Reports - Sponsored Project Application - NIH Reporter - Federal Reporter
4	Title of Project (or Subproject)	Active and Pending Projects - InfoEd - InfoEd Monthly Reports - Sponsored Project Application - NIH Reporter - Federal Reporter
5	Dates of Approved/Proposed Project	Active and Pending Projects - InfoEd - InfoEd Monthly Reports - Sponsored Project Application

		<ul style="list-style-type: none"> <li>- NIH Reporter</li> <li>- Federal Reporter</li> </ul>
6	Annual Direct Costs	<p>Active Projects</p> <ul style="list-style-type: none"> <li>- InfoEd</li> <li>- InfoEd Monthly Reports</li> <li>- Sponsored Project Application</li> <li>- NIH Reporter</li> <li>- Federal Reporter</li> <li>- Notice of Award</li> </ul> <p>Pending Projects</p> <ul style="list-style-type: none"> <li>- InfoEd</li> <li>- InfoEd Monthly Reports</li> <li>- Sponsored Project Application</li> </ul>
7	Person Months	<p>Active Projects</p> <ul style="list-style-type: none"> <li>- InfoEd for Committed Person Months</li> <li>- HRTS for Currently Charged Person Months</li> <li>- Sponsored Project Application</li> </ul> <p>Pending Projects</p> <ul style="list-style-type: none"> <li>- InfoEd for Committed Person Months</li> <li>- Sponsored Project Application</li> </ul> <p>Please <a href="#">section VIII</a> for instructions on reporting person months for investigators with the following appointment types or awards:</p> <ul style="list-style-type: none"> <li>- Joint University and Department of VA Appointments / Multiple Research Appointments</li> <li>- Part-Time Appointments</li> <li>- K Awards</li> </ul>
8	The major goals of this project are...	<p>Active and Pending Projects</p> <ul style="list-style-type: none"> <li>- InfoEd</li> <li>- Sponsored Project Application</li> <li>- NIH Reporter</li> <li>- Federal Reporter</li> </ul>

**B. Tools and Resources for Preparing an OS page**

1. InfoEd Access – Role: PI or PI’s Delegate  
 Access PI’s sponsored projects only. Access lay summaries and proposals as well. The lay summary and the proposal will may be helpful in writing the “major goals of this project” section. You will not have access to the InfoEd records of other senior/key personnel on the project unless you are made [his/her delegate](#).
2. Info Ed Access – Role: Administrator  
 Check with your administrator to see if it is appropriate to have viewing access of all the proposals in your department. If so, the administrator can open up a [Research IT ticket](#) and

request “Department Admin Level III” access. You will be able to create OS pages for all investigators in your department including having access to lay summaries and proposals as well. The lay summary and the proposal will be helpful in writing the “major goals of this project” section. Note that if your investigator collaborates with PIs in other departments, you do not have access to the InfoEd records from the other department.

3. Sponsored Project Application

The application will include standard administrative information such as the budget with the investigator’s committed person months (i.e., % effort), requested direct cost amounts and dates of performance. The application submitted for funding typically has an abstract or another section from which “The major goals of this project are” statement can be written. The final version of the application would be accessible in InfoEd if it was attached prior to routing.

4. Notices of Award (NOAs) or Award Agreements – Active Projects Only

The NOA or Award Agreement typically includes standard administrative information such as dates of performance, direct costs and total costs. When the NOA only provides total costs, back out the indirect costs to obtain the direct costs. Please contact [allison.gottlieb@mssm.edu](mailto:allison.gottlieb@mssm.edu) to request a tool for backing out indirect costs.

5. Departmental Monthly Report of Active Research Sponsored Projects – Sent to [Departmental Administration](#)

Concise listing of department’s sponsored projects for standard administrative and budgetary information for OS page; has all info for OS page except person months (i.e., % effort) and project description. Since the report is run once a month, please also check InfoEd (i.e., do a search on “active/awarded” in the “proposal status” field) to make sure all the latest active sponsored projects are included.

6. Departmental Monthly Report of Pending Research and Sponsored Projects – Sent to [Departmental Administration](#)

Concise listing of department’s sponsored projects for standard administrative and budgetary information for OS page; has all info for OS page except person months (i.e., % effort) and project description. Since the report is run once a month, please also check InfoEd (i.e., do a search on “pending” and “TBF” in the “proposal status” field) to make sure all the latest pending sponsored projects are included.

7. [HRTS](#) - Role: Administrator - Active Projects Only

The Human Resources Tracking System (HRTS) is a module within Sinai Central. HRTS tracks the investigator’s currently charged % effort across all salary sources. You would convert % effort from HRTS into calendar months (Example: 50% effort = 6 calendar months) for all sponsored projects. Include the currently charged calendar months in the active section of the OS page.

HRTS also includes project title and fund number. The fund # is not included on the OS page. However, it is useful to add the fund # to an OS tracking sheet such as GCO’s Investigator Other Support Tracker (IOST), which is discussed in the next section, for cross-reference purposes.

Check with administrator if there are any other roles that are permissible for you in HRTS or if you contact him/her for the current % effort information. Also, check with the administrator if you do not have HRTS access and find out whether the PI is at or above the NIH cap.

8. [NIH Reporter](#) - Active Projects Only  
Public website, look up standard administrative and budgetary NIH grant information; does not include % effort of senior/key personnel.  
Useful when senior/key personnel is on an NIH grant administered by another institution (i.e., a subaward) or another dept.
9. [Federal Reporter](#) - Active Projects Only  
Use Advance Search Option to Search by PI.  
Public website, look up other Federal Awards; Useful when senior/key personnel is on a Federal grant administered by another institution (i.e., a subaward) or another dept. Provides annual total costs rather than the annual direct costs. Back out indirect costs to obtain the yearly annual direct cost. Please contact [allison.gottlieb@mssm.edu](mailto:allison.gottlieb@mssm.edu) for a tool for backing out the indirect costs.

## V. Tools for Preparing

This section lists GCO's recommended tools and documents needed to maintain an Other Support page.

1. [Other Support Checklist](#) for JIT and RPPR Applications  
Use the Other Support Checklist to create and submit accurate Other Support pages each time you submit.
2. [Investigator Other Support Tracker \(IOST\)](#)  
Track active and pending grants, % effort taking into account the NIH cap, cost shares, and other administrative and budgetary information required for the OS page.
3. Investigator's Other Support Page for Particular Submission  
The NIH requires an Other Support page for each senior/key personnel who are included in the NIH application during the JIT process. An OS page for each senior/key personnel is also required when certain criteria are met as part of the RPPR process. You will need to customize the OS page for the particular JIT grant submission.
4. Investigator's Complete / "Master" Other Support page  
Since OS pages must be customized for each submission, you may wish to create a Master OS page that includes all active and pending grants. You can refer to this Master OS when creating the next OS page.
5. Other Departmental Resources  
Check with your administrator if there are other departmental resources you may have access to. For example, for active sponsored projects, the Sinai Central ledger report is a resource in which both the GCO # (e.g., 11-1234) and the fund # (e.g., 0255-6789) for each award is listed. InfoEd only lists the GCO #. HRTS only lists the fund #. This can be helpful in bridging the information between project data found in InfoEd and HRTS.


## VI. How to Prepare – GCO's Step by Step Instructions

Review and follow the [Other Support Checklist](#) in addition to these instructions.

Step 1 - Review Investigator's Current Salary Source Allocation on HRTS for Current Effort.



See Figure 2 – Sample of HRTS Salary Source Transaction



**The Mount Sinai Medical Center**  
**HR Employee Action Summary**

**ALLISON GOTTLIEB** **1234412**

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**REQUISITION # : 2012101    EFFECTIVE DATE 02/14/2017    REQUESTED DATE 02/1/2017**

<b>Position</b>	<b>Department</b>	<b>Title</b>		
16405	888 Zoological Sciences	TP01 Associate Professor		
<b>Pay Frequency</b>	<b>Pay Type</b>	<b>Union</b>	<b>FTC</b>	<b>Exemption</b>
040 Bi-weekly	Salaried	001 Non-union	FTA Full time ap- pointment	Exemp-exempt

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**HR Actions: Salarysource**  
**Status: PROCESSED**

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**Changes**

	<b>From:</b>	<b>To:</b>
<b>Position</b>	16405	
<b>Department</b>	888 Zoological Sciences	no change
<b>Job Class</b>	AP01 ASSOCIATE PROFESSOR	no change
<b>Hours</b>	80.0 Biweekly (1.0 FTE)	no change

<b>Source</b>			
55.0%	02551234 (4022) SECRET LIFE OF ZEBRAFISH	45.0%	02551234 (4022) SECRET LIFE OF ZEBRAFISH
20.0%	02494321 (4022) AMOEBAEWITH ADHD	20.0%	02494321 (4022) AMOEBAEWITH ADHD
5.0%	02441111 (4022) "CARTS" SCHOOL/Zoo Sci	5.0%	02441111 (4022) "CARTS" SCHOOL/Zoo Sci
10.0%	02552468 (4022) TOTALLY TUBULAR ORGANS IN MOLLUSKS	10.0%	02552468 (4022) TOTALLY TUBULAR ORGANS IN MOLLUSKS
10.0%	02581357 (4022) MULTIGENERATIONAL BORNEAN ORANGUTAN HABITATS	20.0%	02588642 (4022) MULTIGENERATIONAL SUMATRAN ORANGUTAN HABITATS

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Object Code 4022 (Salary - Bi Weekly - Faculty)

**Approvals**

HANNA, JACK	2/1/17 1:23 PM	REQUESTOR:
PAN, XIAOCUI	2/2/17 2:31 PM	FINANCE
SHMUNKO, YEVGENIYA	2/2/17 3:21 PM	FINANCE

Step 2 - Prepare or update the [Investigator Other Support Tracker \(IOST\)](#) based on HRTS allocation.

Step 3 - Check InfoEd - [Proposal](#) Status: "Awarded/Approved."

If you have access to the department's monthly active reports or any of the other resources detailed in the previous section, you may wish to refer to that for standard administrative and budget information rather than InfoEd.

Search InfoEd for projects where an individual is the PI as well as key personnel on other projects.

Proposal Status: Awarded/Approved

In the “Additional Search Fields” section, in the “Key Personnel” field, begin typing the person’s name. Then Click on “Locate.”

Figure 3 – Search Info Ed > Key Personnel Awarded/Approved Studies

Property	Value	Property	Value
Proposal number	<input type="text"/>	Account Number	<input type="text"/>
Sponsor/Scheme	<input type="text"/>	Proposal Status	Awarded/Approved
PI	<input type="text"/>	Primary Assoc Dept	<input type="text"/>
<b>Additional Search Fields</b>			
Title	<input type="text"/>	Project Status	<input type="text"/>
Sponsor Type	<input type="text"/>	Deadline	<input type="text"/> - <input type="text"/>
Sponsor Opportunity Number	<input type="text"/>	Requested Start Date	<input type="text"/>
PI Department	<input type="text"/>	Requested End Date	<input type="text"/>
Key Personnel	Gottlieb, Allison	Awarded Start Date	<input type="text"/>
Key Personnel Dept.	<input type="text"/>	Awarded End Date	<input type="text"/>

**Step 4 - Compare HRTS with InfoEd**

Are there any differences between the active projects included in the pre-award (InfoEd) system vs. the active projects in the post award (HRTS) systems for the investigator? If the Investigator is only included on 1 of the 2 systems, please resolve by determining which step to follow below.

Note how this is resolved in the notes section of the “[Investigator Other Support Tracker](#).” This will help you keep track of the information each time you prepare an OS page.

**A. Investigator % effort included in HRTS but not in InfoEd**

Has the project expired in InfoEd?

- If the grant expired, it should not be included on the OS page. Contact departmental administration to remove investigator’s effort in HRTS on the expired project.
- If the InfoEd application is late, contact GCO for clarification if OK to include.

**B. Investigator % effort included in HRTS but not in InfoEd**

Is the project still active in InfoEd?

In situations where Investigator's effort is charged (i.e., included in HRTS) but he/she is not listed in InfoEd, please do include on OS page. If he/she is charged, that means he/she is involved in the project.

C. Investigator % effort included in InfoEd but not in HRTS

Check with the Investigator and ask if he/she is actively involved in the project.

- If yes, the investigator is involved, include the project on the OS page AND

Solution #1: Process HRTS transaction

Speak with administrator regarding processing salary source transaction.

Solution #2: Confirm Cost Share

Check InfoEd if this is a cost share. Investigator will be listed with % effort but no \$s.

- If no, the investigator is not involved, do not include this project on OS page. Confirm prior approval was either not required for removal or, if required, was requested and received.

D. Investigator as PI in InfoEd but no % effort in HRTS

When an investigator is the PI of a project, he/she must have this project listed on the OS page unless the project does not meet NIH definition for Other Support.

Solution #1: Process HRTS transaction

Speak with administrator regarding processing a salary source transaction to add the PI with effort/salary in HRTS.

Solution #2: Confirm Cost Share

Check InfoEd if this is a cost share. Investigator will be listed with % effort but no \$s.

Step 5 - Add active projects to Investigator's OS page according to [OS Checklist](#). If the cumulative effort is more than 95% / 11.4 calendar months including the JIT grant, you need to address this with specific plans in the overlap section of the OS page. Please refer to the Notes tab of the [OS Checklist](#), which includes suggested template language for different types of overlap.

Step 6 - Check Info Ed - Project Status: "Pending"

If you have access to the department's monthly pending reports or any of the other resources detailed in section IV.B above, you may wish to refer to that for standard administrative and budget information rather than InfoEd.

Project Status: Pending

Selecting "Pending" in the Project Status yields "pending" and "to be funded" project results.

In the "Additional Search Fields" section, in the "Key Personnel" field, begin typing the person's name. Then Click on "Locate."

Figure 4 – Search Info Ed > Key Personnel Pending Studies

If you have found pending grants in InfoEd that you are aware will not be funded or will be awarded, please do notify the GCO by sending an email to [grants@msm.edu](mailto:grants@msm.edu). This will expedite the Other Support page review process at the GCO. For an awarded grant, please do forward the award notice as well.

Step 7 - Prepare or update [IOST](#) with pending projects.

Step 8 - Add pending grants to Investigator’s OS page according to [OS Checklist](#).

Step 9 – The JIT grant is not included on the OS page. Add the JIT grant to a master OS page so you have one complete and up to date document. Use the master OS page as a starting point for the next time you need to submit an OS page.

## VII. Submission Process

Please find out from your designated [GCO Grants Specialist](#) if he/she prefers to receive the Other Support pages by email to review first prior to your uploading them on [eRA Commons](#). The Other Support page is one of the documents the PI submits to the NIH on eRA Commons as part of the [Just In Time process](#).

Step 1 - The PI or a person with the “ASST” role for the PI uploads the Just in Time documentation, including the Other Support pages, in [eRA Commons](#). Please review the [eRA Commons Instructions for the JIT module](#) for more information.

Step 2 - Please notify your designated [GCO Grants Specialist](#) that the JIT documentation is uploaded so he/she can review.

Step 3 - After the Grants Specialist reviews, he/she will notify your designated [Authorizing Organization Representative](#) to submit the JIT documentation on eRA Commons.

### VIII. Investigators with Other Than Full Time Appointments and K Awardees

This section provides additional guidance for investigators with other than full time appointments or K awards. Also, please review the Notes tab in the [Other Support Checklist](#) for suggested template language to include in the Overlap section.

- Joint University and Department of VA Appointments / Multiple Research Appointments  
List projects by appointment type.  
Example: Icahn School of Medicine at Mount Sinai active and pending sections  
James J Peters VA Medical Center active and pending sections  
Report on person months globally such that the combined total commitment of active projects and the JIT award does not exceed 12 CM.
- Part-Time Appointments  
Report on person months.  
Example: A person with a half time Sinai appointment (6 CM) spending 50% of his/her time working on research grants has a total commitment of 3 CM. Calendar months effort cannot exceed calendar months appointment.
- K Awardees  
The OS page of investigators may appear to be over 12 CM. K awards generally cover between 9 and 12 CM of an Investigator's time in order to provide protected time to engage in research and other activities in support of a research career such as training and grant writing. K award effort includes but is not restricted to the individual project described in the K award. Effort spent on other research projects may be subsumed within the K award if they fall within the broad scope of the K.

Or, the sponsored project may be considered outside the scope of the K award and not be considered part of the K award commitment. The PI will need to make a determination whether the sponsored project is within or outside the scope. Once a determination is conveyed to the NIH, it should not be changed. Be sure to use the term "subsumed" (is or is not) in the overlap section. See NIH Notice [NOT-OD-17-094](#) for more information.

### IX. Resources

#### GCO

- [Other Support Checklist](#)
- [Investigator Other Support Tracker \(IOST\)](#)
- [Other Support RPPR Instructions](#)
- [GCO Helpful Hints – Summertime and NIH Other Support page](#)
- [InfoEd Logon](#)

#### NIH

- [Other Support Resource Page](#)
- [Other Support Policy](#) (section 2.5.1 of NIH Grants Policy Statement)
- [Just in Time Process](#)
- [eRA Commons JIT Module Instructions](#)
- [eRA Commons Log In](#)
- [NIH Reporter](#)
- [Sample Other Support Page \(.pdf\)](#)
- [Sample Other Support page \(.doc\)](#)

Other Federal Resources

- [Federal Reporter](#)