

NIH Biosketch & Other Support Quick Reference Guide

At various points in the lifecycle of a project sponsored by the National Institutes of Health (NIH), senior/key personnel are required to provide detailed information in the form of: 1) Biographical Sketches (Biosketches) outlining investigators' research experience in the context of the proposed project, and 2) Other Support listing all the resources (financial and non-financial) available in support of any of their research endeavors. Effective January 25, 2022, NIH has implemented new requirements for the information that must be included in these two documents and how they are formatted.

Proposal Application — Biosketch

Each member of the project's senior/key personnel is required to submit a Biosketch as part of an initial proposal to NIH. Things to keep in mind while creating or updating your Biosketch:

1. Make sure you're using the most up-to-date version of NIH's Biosketch [template](#).
2. Section B — Positions, Scientific Appointments, and Honors:
 - ◆ In **reverse** chronological order, list **ALL** current positions and scientific appointments, both domestic and foreign:
 - * Including all affiliations with entities or governments outside the US,
 - * Including all titled academic, professional, or institutional appointments,
 - * Regardless of whether or not remuneration is received,
 - * Regardless of whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary, etc.).

Just-In-Time (JIT) — Other Support

NIH uses Just-In-Time (JIT) procedures for certain programs and awards to allow specific elements of an application to be submitted later in the application process, including documentation of Other Support from senior/key personnel. Things to keep in mind while creating or updating your Other Support document:

1. Make sure you're using the most up-to-date version of NIH's Other Support [format](#).
2. List **ALL active** and **pending** sources of support, split into two sections:
 - ◆ Projects/Proposals, including:
 - * Projects **not** routed through U-M, and those conducted as part of a non-UM appointment,
 - * External **consulting agreements** that involve the **design, conduct, or reporting of research**.
 - ◆ In-Kind (non-financial) resources, including:
 - * Personnel (e.g., visiting scholars or visiting students) supported by a **non-UM** entity,
 - * Space (e.g., office space, lab space) provided by a **non-UM** entity,
 - * Equipment, materials, supplies, etc.
3. Supporting documents must be provided for sources of Other Support that are **not** routed through U-M and are with a **foreign** entity. Documents should be submitted in their original language and, if applicable, with an English-language translation (e.g., using Google Translate). Examples include, but are not limited to: foreign grants, foreign contracts, and other agreements specific to appointments, affiliations, and/or employment with an institution or entity outside the U.S.
4. Your Other Support must include a statement describing any scientific, budgetary, or commitment overlap in any projects, or stating that none exists.
5. Electronically sign your Other Support document using a digital signature software application like [SignNow](#).
6. [Flatten](#) the PDF version of your Other Support document before submitting to the NIH.

NIH Biosketch & Other Support Quick Reference Guide (cont.)

Annual RPPR — Other Support

NIH requires annual Research Performance Progress Reports (RPPRs) to document grantee accomplishments and compliance with the terms of an award. They describe scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year. When completing the RPPR, you'll need to:

- ◆ Upload Biosketches and other support for all **new** senior/key personnel, and
- ◆ Submit complete Other Support if there have been any changes to your **active** sources of support. Be sure to annotate this information (e.g., through highlighting) so it's clear to NIH what's changed from the previous submission.

Throughout the Award — Previously Undisclosed Other Support



Immediately contact Other.Support.Questions@umich.edu if you become aware of previously undisclosed Other Support that should have been reported at JIT or in an RPPR, but was not. Undisclosed sources of Other Support that should have been reported at JIT or in the RPPR, but were not, need to be reported to NIH within 30 days.

Because the discovery may impact multiple projects, a comprehensive plan for disclosure to all sponsors on all impacted projects will be necessary. The team at Other.Support.Questions@umich.edu can help navigate and create a plan for you and your team to follow.

Reminder — Outside Activity Disclosures in M-Inform

- ◆ You must disclose outside activities or interests with an external entity/organization that relies upon or utilizes the same professional expertise you provide to U-M.
- ◆ Disclose in [M-Inform](#) within 30 days of the start of an activity or any change to the activity, and annually.
- ◆ Refer to the Outside Activity Disclosure [Guidance](#) for more information on what should and shouldn't be disclosed.
- ◆ Many documents uploaded in M-Inform as part of disclosure may be used for Other Support "supporting documents."

Additional Resources

- ◆ [UMMS Other Support Resources Page](#) — Answers to most common questions and local UMMS resources
- ◆ [U-M Disclosure Matrix](#) — Outlines what to disclose in Biosketch, Other Support, and/or M-Inform
- ◆ [U-M Other Support Reporting Page](#) — Broad information on all aspects of requirements, federal guidance, and U-M expectations, including checklists, templates, and examples.

Requesting Help

Email: Other.Support.Questions@umich.edu for assistance with Biosketches, Other Support, supporting documentation, etc.

Email: COI.Support@umich.edu for questions about outside interests/disclosures and potential conflicts of interest.