



NIH: OTHER SUPPORT  
SFU RESEARCH SERVICES



# NIH: OTHER SUPPORT OVERVIEW OF UPDATES AFTER JANUARY 25, 2022

- IF YOU INTEND TO APPLY TO NIH/SUBMIT JUST-IN-TIME (JIT) REQUESTS OR RESEARCH PERFORMANCE PROGRESS REPORTS (RPPRS), PLEASE NOTE NIH POLICY NOTICES [NOT-OD-21-073](#) AND [NOT-OD-21-010](#) REGARDING THE DISCLOSURE OF CURRENT AND PENDING SUPPORT AVAILABLE TO RESEARCHERS THAT ARE APPLICABLE FOR ALL JUST-IN-TIME REQUESTS AND RESEARCH PERFORMANCE PROGRESS REPORTS (RPPRS) DUE **ON OR AFTER JANUARY 25, 2022**
- AS OF JANUARY 25, 2022, PLEASE NOTE THAT INVESTIGATORS ARE REQUIRED TO:
  - **ELECTRONICALLY SIGN** THEIR RESPECTIVE **NEW** OTHER SUPPORT FORM PRIOR TO SUBMISSION WITH THE CERTIFICATION THAT THE STATEMENTS ARE TRUE, COMPLETE, AND ACCURATE; **AND**
  - SUBMIT **SUPPORTING DOCUMENTATION** IN RELATION TO FUNDING/RESEARCH SUPPORT, INCLUDING COPIES OF CONTRACTS AND GRANTS.
  - ALSO, **IMMEDIATE NOTIFICATION OF UNDISCLOSED OTHER SUPPORT IS REQUIRED**. WHEN A RECIPIENT ORGANIZATION DISCOVERS THAT A PI OR OTHER SENIOR/KEY PERSONNEL ON AN ACTIVE NIH GRANT FAILED TO DISCLOSE OTHER SUPPORT INFORMATION OUTSIDE OF JUST-IN-TIME OR THE RPPR, AS APPLICABLE, THE RECIPIENT MUST SUBMIT UPDATED OTHER SUPPORT TO THE GRANTS MANAGEMENT SPECIALIST NAMED IN THE NOTICE OF AWARD AS SOON AS IT BECOMES KNOWN.

# WHO NEEDS TO PROVIDE OTHER SUPPORT INFORMATION?

- ALL INDIVIDUALS DESIGNATED IN AN APPLICATION AS SENIOR/KEY PERSONNEL, **EXCEPT**
  - PROGRAM DIRECTORS, TRAINING FACULTY, AND OTHER INDIVIDUALS INVOLVED IN THE OVERSIGHT OF TRAINING GRANTS
  - INDIVIDUALS CATEGORIZED AS OTHER SIGNIFICANT CONTRIBUTORS
- ALL SENIOR/KEY PERSONNEL, EXCLUDING CONSULTANTS, IN PROGRESS REPORTS WHEN THERE HAS BEEN A CHANGE IN ACTIVE OTHER SUPPORT, **EXCEPT**
  - PROGRAM DIRECTORS, TRAINING FACULTY, AND OTHER INDIVIDUALS INVOLVED IN THE OVERSIGHT OF TRAINING GRANTS

# WHEN DOES OTHER SUPPORT INFORMATION NEED TO BE DISCLOSED?

- AS PART OF:

- 1) APPLICATION PROCESS;

- 2) JIT PROCEDURES; AND/OR

- 3) ANNUAL/FINAL PROGRESS REPORTING (RPPRS); UPDATED FORM NEEDS TO BE SUBMITTED ONLY IF THERE IS A CHANGE TO THE **ACTIVE** SUPPORT DISCLOSED IN THE PREVIOUSLY SUBMITTED FORM

**IMMEDIATELY** NOTIFY SFU RESEARCH SERVICES OF UNDISCLOSED OTHER SUPPORT (I.E., INFORMATION THAT WAS MISSING FROM A PROPOSAL, JIT OR RPPRS). PLEASE NOTE THAT SFU IS REQUIRED TO SUBMIT UPDATED OTHER SUPPORT TO THE GRANTS MANAGEMENT SPECIALIST NAMED IN THE NOTICE OF AWARD **WITHIN 30 DAYS AS IT BECOMES KNOWN.**

# WHAT INFORMATION NEEDS TO BE INCLUDED IN THE OTHER SUPPORT FORM?

**OTHER SUPPORT** INCLUDES ALL RESOURCES MADE AVAILABLE TO A RESEARCHER IN SUPPORT OF AND/OR RELATED TO ALL OF THEIR RESEARCH ENDEAVORS, REGARDLESS OF WHETHER OR NOT THEY HAVE MONETARY VALUE AND REGARDLESS OF WHETHER THEY ARE BASED AT THE INSTITUTION THE RESEARCHER IDENTIFIES FOR THE CURRENT GRANT.

- THIS INCLUDES BUT IS NOT LIMITED TO:

- a. RESOURCES AND/OR FINANCIAL SUPPORT** FROM ALL FOREIGN **AND** DOMESTIC ENTITIES, THAT ARE AVAILABLE TO THE RESEARCHER.

- THIS INCLUDES BUT IS NOT LIMITED TO, FINANCIAL SUPPORT FOR LABORATORY PERSONNEL, AND PROVISION OF HIGH-VALUE MATERIALS THAT ARE NOT FREELY AVAILABLE (E.G., BIOLOGICS, CHEMICAL, MODEL SYSTEMS, TECHNOLOGY, ETC.).

- INSTITUTIONAL RESOURCES, SUCH AS CORE FACILITIES OR SHARED EQUIPMENT THAT ARE MADE BROADLY AVAILABLE, SHOULD NOT BE INCLUDED IN OTHER SUPPORT, BUT RATHER LISTED UNDER FACILITIES AND OTHER RESOURCES.

- b. CONSULTING AGREEMENTS:** CONSULTING ACTIVITIES THAT INVOLVE RESEARCH AND FALL OUTSIDE OF AN INDIVIDUAL'S APPOINTMENT, SEPARATE FROM INSTITUTION'S AGREEMENT, MUST BE DISCLOSED AS OTHER SUPPORT.

- NON-RESEARCH CONSULTING ACTIVITIES ARE NOT OTHER SUPPORT.

# WHAT INFORMATION NEEDS TO BE INCLUDED IN THE OTHER SUPPORT FORMAT?

**C. IN-KIND CONTRIBUTIONS**, E.G. OFFICE/LABORATORY SPACE, EQUIPMENT, SUPPLIES, OR EMPLOYEES OR STUDENTS SUPPORTED BY AN OUTSIDE SOURCE. IF THE TIME COMMITMENT OR DOLLAR VALUE OF THE IN-KIND CONTRIBUTION IS NOT READILY ASCERTAINABLE, THE PI MUST PROVIDE REASONABLE ESTIMATES.

- IF IN-KIND CONTRIBUTIONS **ARE INTENDED FOR USE ON THE PROJECT BEING PROPOSED TO NIH**, THAT INFORMATION MUST BE INCLUDED AS PART OF THE FACILITIES AND OTHER RESOURCES OR EQUIPMENT SECTION OF THE APPLICATION AND NEED NOT BE REPLICATED ON THE OTHER SUPPORT FORM.
- IN-KIND CONTRIBUTIONS **NOT INTENDED FOR USE ON THE PROJECT/PROPOSAL BEING PROPOSED TO NIH** MUST BE REPORTED IN OTHER SUPPORT FORM.

# WHAT INFORMATION NEEDS TO BE INCLUDED IN THE OTHER SUPPORT FORMAT?

- OTHER SUPPORT INFORMATION SHOULD ONLY INCLUDE **CURRENT AND PENDING** RESOURCES; PAST AND RECENTLY COMPLETED SUPPORT SHOULD NOT BE INCLUDED. THE LIST OF PENDING PROPOSALS SHOULD INCLUDE A COMPLETE LIST OF PROPOSALS SUBMITTED TO DATE, I.E. THOSE WHICH HAVE NOT YET BEEN FORMALLY REJECTED OR AWARDED.
- OTHER SUPPORT **DOES NOT INCLUDE TRAINING AWARDS, PRIZES, OR GIFTS**. GIFTS ARE RESOURCES PROVIDED WHERE THERE IS NO EXPECTATION OF ANYTHING (E.G. TIME, SERVICES, SPECIFIC RESEARCH ACTIVITIES, MONEY, ETC.) IN RETURN. AN ITEM OR SERVICE GIVEN WITH THE EXPECTATION OF AN ASSOCIATED TIME COMMITMENT IS NOT A GIFT AND IS INSTEAD AN IN-KIND CONTRIBUTION AND MUST BE REPORTED AS SUCH.

# OTHER SUPPORT FORM

- FOLLOW THE **FORMAT** AND INSTRUCTIONS OUTLINED IN **NIH GUIDANCE**.
- DISCLOSE **ALL** ACTIVE AND PENDING SOURCES OF OTHER SUPPORT
- FOR ACTIVE/PENDING SPONSORED PROJECTS, PUT TOTAL AWARD AMOUNT (DIRECT + INDIRECT COSTS)
  - **NOTE:** FOR SUBAWARDS, ONLY THE TOTAL *SUBAWARD* AMOUNT NEEDS TO BE INCLUDED.
- ALL INVESTIGATORS REQUIRED TO SUBMIT OTHER SUPPORT FORM MUST ALSO ***ELECTRONICALLY*** SIGN THEIR RESPECTIVE DOCUMENTS.
  - **NOTE:**
    - A TYPED NAME IS NOT AN ELECTRONIC SIGNATURE AND IS NOT ACCEPTABLE.
    - WET (INK) SIGNATURES ARE NOT ACCEPTABLE.
    - FLATTEN** OTHER SUPPORT FORM AFTER SIGNATURE.



# SUPPORTING DOCUMENTATION

- TOGETHER WITH THE OTHER SUPPORT FORM, **SUPPORTING DOCUMENTATION** IN THE FORM OF ENGLISH-LANGUAGE VERSIONS OF ANY OTHER SUPPORT FROM ENTITIES OUTSIDE THE UNITED STATES, INCLUDING, BUT NOT LIMITED TO:
  - CONTRACTS
  - GRANTS, AND
  - ANY OTHER AGREEMENTS SPECIFIC TO APPOINTMENTS, AFFILIATIONS, AND/OR EMPLOYMENT WITH AN INSTITUTION OR ENTITY OUTSIDE THE U.S.

**NOTE:**

- GOOGLE TRANSLATIONS, OR SIMILAR, ARE ACCEPTABLE BUT CERTIFIED TRANSLATIONS MAY BE REQUIRED UPON REQUEST.
- SFU RESEARCHERS ARE NOT REQUIRED TO SUBMIT COPIES OF THEIR EMPLOYMENT AGREEMENTS WITH SFU.

# SUPPORTING DOCUMENTATION

## --SFU RESEARCH SERVICES PROCEDURE--

- IF YOU ARE REQUIRED TO SUBMIT OTHER SUPPORT FORM AS PART OF THE PROPOSAL, JIT REQUESTS OR RPPRS, PLEASE CONTACT RESEARCH SERVICES ASAP TO SEEK ASSISTANCE WITH COMPILING THE LIST OF YOUR AGREEMENTS AND GRANTS TO BE SHARED WITH NIH.
- IF YOU DECIDE TO COMPILE AGREEMENTS AND CONTRACTS **WITH** THE ASSISTANCE OF RESEARCH SERVICES, PLEASE SEND THE DRAFT OF THE OTHER SUPPORT FORM AND COPIES OF THE APPLICABLE AGREEMENTS TO [ORS@SFU.CA](mailto:ORS@SFU.CA) **NO LATER THAN 15 BUSINESS DAYS** BEFORE THE SUBMISSION DATE.
- IF YOU DECIDE TO COMPILE AGREEMENTS AND CONTRACTS **WITHOUT** THE ASSISTANCE OF RESEARCH SERVICES, PLEASE SEND THE COMPLETED AND SIGNED OTHER SUPPORT FORM AND SUPPORTING DOCUMENTATION FOR ALL SENIOR/KEY PERSONNEL LISTED ON THE APPLICATION/THE AWARD LETTER TO [ORS@SFU.CA](mailto:ORS@SFU.CA) **AT LEAST 5 BUSINESS** DAYS PRIOR TO THE PROPOSAL APPLICATIONS, JIT REQUESTS, AND RPPRS DUE DATE.

# OTHER SUPPORT: NON/COMPLIANCE

## [NIH FAQs PAGE](#)

### [11. WHAT IF NIH DETERMINES THAT AN INSTITUTION IS NOT COMPLYING WITH NIH POLICIES FOR TRANSPARENCY AND DISCLOSURE OF ALL OTHER SUPPORT?](#)

NIH TAKES THE ISSUE OF PROTECTING THE INTEGRITY OF U.S. BIOMEDICAL RESEARCH SERIOUSLY. WHEN ISSUES OF NONCOMPLIANCE ARE IDENTIFIED, NIH WILL TAKE ACTION AS OUTLINED IN THE NIH GRANTS POLICY STATEMENT, [SECTION 8.5](#). THIS MAY INCLUDE WITHDRAWING APPROVAL OF THE PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR OR OTHER RESEARCHERS CONTRIBUTING TO THE NIH AWARD, IMPOSING SPECIFIC AWARD CONDITIONS, DISALLOWING COSTS, WITHHOLDING FUTURE AWARDS INCLUDING THE POSSIBILITY OF SUSPENDING OR TERMINATING THE AWARD.

### [12. IF AN INSTITUTION IDENTIFIES A RESOURCE THAT WAS NOT REPORTED IN JUST-IN-TIME OR AT THE TIME OF THE RPPR, HOW SHOULD THE INSTITUTION NOTIFY NIH?](#)

IF AN ORGANIZATION DISCOVERS THAT A PI OR OTHER SENIOR/KEY PERSONNEL ON AN ACTIVE NIH GRANT FAILED TO DISCLOSE OTHER SUPPORT INFORMATION OUTSIDE OF JUST-IN-TIME OR THE RPPR, AS APPLICABLE, THE INSTITUTION MUST SUBMIT UPDATED OTHER SUPPORT TO THE GRANTS MANAGEMENT SPECIALIST NAMED IN THE NOTICE OF AWARD AS SOON AS IT BECOMES KNOWN.

### [15. NOT-OD-21-073 REQUIRES IMMEDIATE NOTIFICATION WHEN A RECIPIENT ORGANIZATION DISCOVERS THAT PI OR OTHER SENIOR/KEY PERSONNEL ON AN ACTIVE NIH GRANT FAILED TO DISCLOSE OTHER SUPPORT INFORMATION OUTSIDE OF JUST-IN-TIME OR THE RPPR. WHAT DOES NIH CONSIDER "IMMEDIATE NOTIFICATION" TO MEAN?](#)

THE NIH POLICY REQUIRES NOTIFICATION AS SOON AS IT BECOMES KNOWN ([NOT-OD-21-073](#)). HOWEVER, IT IS EXPECTED THAT RECIPIENTS WILL REPORT FAILURES TO DISCLOSE WITHIN NO LATER THAN 30 DAYS AFTER IT BECOMES KNOWN, IN LINE WITH NIH'S REQUIREMENTS FOR PRIOR APPROVALS OUTLINED IN SECTION 8.1.3 OF THE NIH GPS.

# UPCOMING CHANGES TO NIH GRANT POLICY STATEMENT

## UPDATED REQUIREMENTS FOR NIH NOTIFICATION OF REMOVAL OR DISCIPLINARY ACTION INVOLVING PROGRAM DIRECTORS/PRINCIPAL INVESTIGATORS OR OTHER SENIOR/KEY PERSONNEL

THE NIH GRANTS POLICY STATEMENT [SECTION 4](#) OUTLINES THAT NIH RECIPIENT INSTITUTIONS ARE EXPECTED TO PROVIDE SAFE AND HEALTHFUL WORKING CONDITIONS FOR THEIR EMPLOYEES AND FOSTER WORK ENVIRONMENTS CONDUCIVE TO HIGH-QUALITY RESEARCH, REGARDLESS OF THE RECIPIENT INSTITUTION.

EFFECTIVE **JULY 9, 2022**, SFU WILL BE REQUIRED TO NOTIFY NIH WHEN INDIVIDUALS IDENTIFIED AS PD/PI OR OTHER SENIOR/KEY PERSONNEL IN AN NIH NOTICE OF AWARD ARE REMOVED FROM THEIR POSITION OR ARE OTHERWISE DISCIPLINED BY THE RECIPIENT INSTITUTION DUE TO CONCERNS ABOUT HARASSMENT, BULLYING, RETALIATION OR HOSTILE WORKING CONDITIONS.

RESEARCH SERVICES WILL REACH OUT TO PIS TO COLLECT THE NECESSARY CONFIRMATIONS TO ENSURE COMPLIANCE WITH THE NEW NIH REQUIREMENTS.

# Q&A

SFU RESEARCH SERVICES  
[ORS@SFU.CA](mailto:ORS@SFU.CA)