

NIH Requirements for Biographical Sketch and Other Support

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

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

Together these announcements outline required implementation of formatting changes for applications, Research Performance Progress Reports (RPPR), and Just-In-Time requests. The updates promote transparency and full disclosure of all resources (both foreign and domestic) that directly support an individual's research endeavors.

NIH expects applicants and recipients to use the updated Biosketch and Other Support format for applications, Just-in-Time (JIT) Reports, and Research Performance Progress Reports (RPPRs) as of May 25, 2021. NIH will require the use of the updated format pages for the previously mentioned submissions for anything on and after January 25, 2022. ***Failure to comply with updated formatting requirements on or after January 25, 2022 may cause NIH to withdraw applications from or delay consideration of funding.***

Key changes:

- **Key changes to NIH Other Support:**
 - **Signature block added.** The Program Director (PD)/Principal Investigator (PI) and Other Senior/Key Personnel must electronically sign the other support form to certify its accuracy.
 - **Supporting documentation.** If Other Support includes foreign activities or resources, the PI/PD or Other Senior/Key personnel must attach copies of contracts, grants, or any other agreement specific to their foreign appointments and/or employment with a foreign institution, as well as for all foreign activities and resources reported in Other Support. If these documents are not in English, they must provide translated copies.
 - **Immediate notification of undisclosed Other Support.** As soon as it becomes known to UCSC that a PI/PD or Other Senior/Key personnel on an active NIH grant failed to disclose Other Support information when submitting the Just-in-Time information or RPPR, as applicable, UCSC must submit updated Other Support to the Grants Management Specialist named in the Notice of Award.
 - Even accidental oversight may have individual and/or institutional reputational consequences. Therefore, PIs/PDs and Other Senior/Key Personnel must take great care to ensure that Other Support is properly and completely disclosed.
 - **Format.** NIH reorganized the Other Support page to separate funded projects from in-kind contributions.

[FAQs for NIH Other Support and Foreign Components](#)

- **Key changes to NIH Biosketches:**
 - NIH renamed Section B “Positions and Honors” to be “Positions, Scientific Appointments, and Honors” and updated the instructions to read (specific changes are in bold italics):
 - List in *reverse* chronological order *all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary)*. High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.
 - As applicable, all applicants may include details about ongoing and completed research projects from the past three years to which they want to draw attention within the personal statement, Section A (previously known as research support)
 - Removed:
 - Section D for non-Fellowship Biosketch
 - “Research Support” from Section D for Fellowship Biosketch

[FAQs for NIH Biosketches](#)

The Office of Research strongly encourages PI's set up their [SciENcv](#) accounts and regularly update relevant information. Utilizing this resource to create Biosketch documents at the time of submission ensures compliance with current requirements, avoiding the risk of non-compliance due to inadvertent use of outdated templates. Additionally, NIH has committed to finalizing the SciENcv template for Other Support and anticipates that the template will be available in early FY 2022.

[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 resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available.

NIH applicants must:

1. List all positions and scientific appointments both domestic and foreign held by senior/key personnel that are relevant to an application including affiliations with foreign entities or governments.

2. Report all resources and other support for all individuals designated in an application as senior/key personnel – including for the program director/principal investigator (PD/PI) and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation.
3. Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g. office/laboratory space, equipment, supplies, employees). All research resources must be reported.
4. Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior/key personnel involved.

NIH requires recipients to determine whether activities it supports include a foreign component, defined as: The existence of any “significant scientific element or segment of a project” outside of the United States. In other words:

1. Performance of work by a researcher or recipient in a foreign location, whether or not NIH grant funds are expended and/or
2. Performance of work by a researcher in a foreign location employed or paid for by a foreign organization, whether or not NIH grant funds are expended.

If a recipient determines that a portion of the project will be conducted outside of the U.S., the recipient then will need to determine if the activities are considered significant. If both criteria are met, then there is a foreign component.

If an activity does not meet the definition of foreign component because all research is being conducted within the United States, but there is a non-U.S. resource that supports the research of an investigator and/or researcher, it must be reported as other support.