

Other Support Disclosure Tips

The Other Support document is to include 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 research identifies for the current grant.

All individuals included in the grant application as senior/key personnel must submit Other Support information, **except**:

- Other Significant Contributors
- Program Directors, training faculty and others involved in the oversight of training grants



WHAT TO INCLUDE

The following should always be included on disclosures. Examples are provided for each category.

Active & Pending Projects

- » Submitted proposals pending award
- » Awards directly administered to Rush
- » Subawards/subcontracts

Active & Pending In-Kind Contributions

- » Lab space, equipment, and supplies
- » Unpaid research personnel effort
- » High-value materials
- » Visiting scholars or researchers paid in whole or in part by a third party

Foreign Relationships

- » Talent programs
- » Foreign employment/consulting contracts (English version required)

Research Consulting

- » Research consulting agreements with entities outside Rush



WHAT TO EXCLUDE

The following should not be reported. Examples are provided for each category.

Training Awards

- » Training awards (e.g. NIH D43, T01, T32, T34, T35, TL1)
- » Career development awards (e.g. NIH K00, K01, K12, K99)
- » Fellowships (e.g. NIH F30, F31, F32, F33, F99)

Non-Research Consulting

- » Business or clinical consulting not tied to research

Institutional Resources

- » Core/shared facilities
- » Standard/shared equipment
- » Rush start-up funds

Personal Recognition

- » Prizes
- » Gifts
- » Honors



WHEN TO DISCLOSE BY SPONSOR

Time Point of Disclosure	Funding Agency			
	NIH	NSF	DoD	DoE
Prior to an Award				
Proposal submission	✓	✓	✓	✓
At time of funding negotiation	✓			✓
During the Award				
Annual progress report	✓	✓		
Interim progress report	✓			
Final progress report	✓	✓		
Ad-Hoc Discovery				
Within 30 days of discovering omission	✓	✓	✓	✓
New senior/key personnel		✓	✓	✓
Changes for existing senior/key personnel			✓	✓

NIH = National Institutes of Health
NSF = National Science Foundation
DoD = Department of Defense
DoE = Department of Energy



KEY COMPONENTS OF DISCLOSURE

- ☐ Name and Commons ID (if applicable)
 - ☐ Project title, goals, aims, and status (active or pending)
 - ☐ Funding source
 - ☐ Project number
 - ☐ Total award amount (direct and indirect)
- ☐ Project period (start and end dates)
 - ☐ Role and effort (person months per year)
 - ☐ In-kind support summary and estimated dollar value
 - ☐ Overlap statement (scientific, budgetary, or commitment)
 - ☐ Signature or attestation

REMINDERS

- » Applies to all domestic & foreign support
- » SPA reviews and submits Other Support to sponsors
- » Inaccurate or incomplete disclosures may result in removal from the project or loss of federal funding
- » Research Security Training (CITI) includes Other Support training and must be completed within 12 months of application submission and annually
- » See funding agency instructions for specific form guidance