

National Institutes of Health Other Support Checklist (for Department Grant Specialists)

Please fill out this checklist as you review Other Support for all Senior/Key Personnel involved in the grant (**either for Just-in Time, RPPR submission or as changes arise**). You **must** return this completed checklist, along with a final Other Support document (one combined PDF including Other Support for ALL Senior/Key Personnel), to the SPA Grants and Contracts Specialist assigned to your grant. Please complete only **ONE** checklist per submission.

Other Support documents must be completed for ALL senior/key personnel on a grant except:

- Program Directors, training faculty, and other individuals involved in the oversight of training grants
- Individuals categorized as [Other Significant Contributors](#)

<u>Other Support</u>	
All items to be included in an Other Support Document:	
	<p>Does Other Support document include each of the following required sections: "Active", "Pending", and "In-Kind"?</p> <p><i>Note: All Other Support documents must include each of these three sections, regardless of whether there is anything to report. If nothing to report, you can list "N/A" or "Nothing to Report".</i></p>
	Are all budget amounts updated based on the total project period?
	Have you verified that the project period dates for all projects listed match the most recent NGA?
	<p>Are all pending projects, including the one under JIT review, listed?</p> <p><i>Note: Projects under JIT must be listed as Pending with the proposed effort listed.</i></p>
	Have you verified that the effort commitments (including the proposal under JIT review) do not exceed 12 months?
	<p>If the effort commitment is over the 12 person month limit, is a detailed Overlap Statement explaining how effort will be adjusted included?</p> <p><i>Note: If no overlap is present, please include a brief Overlap Statement confirming this fact, such as "No scientific or budgetary overlap".</i></p>
	Do all projects have a grant number provided?

	<p>Are all activities, foreign or domestic, listed which 1) are conducted within the scope of an investigator's appointment at their institution of employment and/or 2) provides funding or requires a commitment of time/effort.</p> <p><i>Note: Commitments are regular obligations of time (part of an investigator's regular activities), not short-term obligations, such as attending a meeting or making a presentation. All activities where the investigator has a commitment (effort), but is not receiving salary support from the commitment, is reported under "In-Kind."</i></p>
	<p>Are all applicable Consulting Activities listed? <i>You must list all consulting projects wherein the investigator will be involved in the design, conduct, and/or reporting of research as part of the consulting activities. If a consulting agreement does <u>NOT</u> involve research activities, it does not need to be included in Other Support. Note consulting activities do not count toward effort limits. The total being paid to the consultant should be listed for that project with no effort noted.</i></p>
	<p>Is all participation/collaboration in, or affiliation with, a foreign talent or similar-type program listed?</p>
	<p>Are all clinical trials included? <i>Note: Estimate senior/key personnel effort on the clinical trial in person months.</i></p>
	<p>If applicable, is the appropriate Supporting Documentation attached?</p> <p><i>Note: For all Foreign appointments, affiliations, and/or employment with a foreign institution, you must include accompanying foreign contracts, grants or any other agreements specific to the foreign appointment listed? Copies must be provided as part of the PDF following the Other Support format page.</i></p> <p><i>If they are not in English, you must provide translated copies.</i></p>
	<p>Are all projects in No-cost Extension (NCE) included, with the Project Period End date of the NCE?</p>
	<p>Are all incoming subawards included?</p> <p><i>Note: For subawards, the total subaward amount, the project number of the prime grant, Name of PD/PI on the prime grant, and source of Support for the overall project is included.</i></p>
	<p>Are all applicable In-Kind Contributions listed? <i>You must list all In-Kind Contributions from any entity (either domestic or foreign) in support of any of an investigator's research endeavors including, but not limited to: Personnel (e.g., visiting scholars, visiting students, supported by a non-UCI entity), Space, Equipment, Materials, or Supplies.</i></p> <p><i>For in-kind resources with no time commitment, list zero effort, but provide estimated dollar value. The effort and dollar value cannot both be zero.</i></p>
	<p>Has the Senior/Key Person reviewed the Other Support document and demonstrated their approval via Digital Signature?</p> <p><i>Note: A typed name is not an electronic signature and is not acceptable.</i></p> <p><i>Note: Wet (ink) signatures are not acceptable.</i></p>
	<p>Has the document been saved as a flattened PDF?</p>

Items NOT to be included:	
	Projects that have expired (project end date is in the past)
	Awards resulting from internally-funded competitions. Examples include: <ul style="list-style-type: none"> • Training awards • Gifts, prizes, endowments
	In-kind contributions intended for use on the project/proposal that was submitted to NIH, and that have no associated time commitment. (Report instead in Facilities and Other Resources)
	Start-up packages from the researcher's home institution . You MUST include start-up packages from other entities.
	One-time travel to present at a conference at an international organization
	Consulting or professional services where no research is performed
	Home institution salary
	Unfunded research collaborations conducted as part of an investigator's home institution appointment. This comment does not refer to projects that are pending.
	I confirm that the above items are NOT included in the Other Support document for any Key Personnel.

Related Links:

[NIH Other Support Instructions](#)

[NIH Other Support Sample](#)

[NIH Notice of Updates to Other Support \(NOT-OD-21-073\)](#)

[NIH Other Support FAQ](#)

[NIH Pre-Award and Post-Award Disclosures](#)

By checking this box, I, _____, confirm the following:

1. I have reviewed all Other Support documents for each individual Senior/Key Personnel involved in this project.
2. All Other Support documents have been completed in compliance with the above checklist.
3. All Other Support documents for all Senior/Key Personnel have been combined into ONE continuous, flattened PDF.