

From: [Office of Culture, Ethics and Compliance](#)
To: nihinvestigators-l@mymailists.usc.edu
Subject: NIH Update to USC Faculty and Staff
Date: Thursday, October 21, 2021 9:01:17 AM

TO: NIH PIs and co-PIs

SUBJECT: Important Changes from NIH: Updated Biographical Sketch and Other Support Format Page for all Key Personnel

The National Institutes of Health (NIH) has updated its application forms and instructions to support the need for applicants and recipients to provide full transparency and disclosure of all research activities, foreign and domestic. [Use of the updated format pages is recommended now but will be required for applications and Research Performance Progress Reports \(RPPRs\) submitted for due dates on or after **January 25, 2022.**](#)

The key changes from the NIH [notice](#) are as follows:

- Each PD/PI or senior/key personnel must personally sign their Other Support form prior to submission.
- The Other Support page has been re-organized to separate funded projects from in-kind contributions.
- For Other Support that includes foreign activities, appointments or resources, the university is required to provide copies of any agreements, including consulting agreements that involve research, appointment letters, grants or contracts. If the agreements are not in English, recipients must provide translated copies.
- Section B of the Biographical Sketch page has been renamed "Positions, Scientific Appointments, and Honors". Formerly, Section B was titled "Positions and Honors". The purpose for this change is to make clear that NIH expects disclosure of all scientific appointments. 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).
- Any failure to disclose Other Support information must be corrected immediately by submitting an updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

Researcher Responsibilities

- Update your biosketch on an ongoing basis so that it includes all positions and appointments.
- Ensure that you obtain a **written** agreement for all foreign appointments including consulting that involves research.
- Carefully prepare and review your Other Support form at the time of proposal submission to ensure it is accurate prior to signing it.

- If you receive additional other support after the time of proposal submission, promptly notify DCG and the Office of Culture, Ethics and Compliance so that your Other Support form can be updated.

Reminders

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.

Updated Biosketch resources, including FAQs and sample Biosketch format pages can be found [here](#).

Updated Other Support resources, including FAQs and sample Other Support format pages can be found [here](#).

USC Resources

Please visit the Office of Culture, Ethics and Compliance website for additional guidance and information related to international collaborations and the disclosure requirements that USC researchers must follow [here](#).

Questions? If you have any questions, please contact your [DCG Officer](#) or [Office of Culture, Ethics and Compliance](#).

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