

Important Changes to NIH Biographical Sketch and Other Support Documents – a Summary

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. These changes will go into effect as of January 25, 2022. All resources made available to a researcher in support of and/or related to their research, regardless of whether or not the resources have monetary value, must be disclosed as other support.

Please note that the NIH will require each PD/PI or senior/key personnel to personally certify to the accuracy of the Other Support form in connection with grant submissions.



Updates to Other Support Disclosure Requirements

Other support includes all resources made available to researchers or senior key personnel in support of their research endeavors, regardless of whether the resources have monetary value. This includes but is not limited to:

- Resources and/or financial support (from foreign and domestic entities).
- Scientific appointments, including 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).
- In-kind support (e.g., high value materials that are not freely available, external financial support for lab personnel, use of office or lab space at another university, etc.).

The format has changed to include three separate sections to accommodate disclosure of the expanded categories of other support noted above: Active Projects, Pending Projects, and In-Kind Contributions. 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. Other support does not include training awards, prizes, or gifts.

The PI must also provide copies of agreements that reflect foreign activities, including consulting agreements that involve research, appointment letters, grants or contracts. If the agreements are not in English, recipients must provide translated copies.

Also, each PD/PI or senior/key personnel must personally certify to the accuracy of their Other Support form prior to submission.

Updated Other Support resources, including FAQ's and sample Other Support format pages can be found here: <https://grants.nih.gov/grants/forms/othersupport.htm>

In the event an Other Support submission does not disclose all reportable other support, an updated Other Support declaration must be submitted to the Grants Management Specialist named in the Notice of Award as soon as it becomes known. This must be done through USC DCG.



Updates to BioSketch Disclosure Requirements

The BioSketch must also contain all current scientific appointments and positions (both foreign and domestic), whether or not remuneration is received, whether full time, part time, or voluntary (including adjunct, visiting, or honorary) which includes:

- Affiliations with foreign entities and governments.
- Titled academic appointments
- Titled professional appointments
- Titled institutional appointments
- Positions on boards
- Consulting positions

The PI is responsible for updating their BioSketch any time there is a significant change. These changes will be submitted to the NIH via DCG and the Grants Management Specialist assigned to the proposal or award.

Section B has been renamed to “Positions, Scientific Appointments, and Honors”

Updated BioSketch resources, including FAQ's and sample BioSketch format pages can be found here: <https://grants.nih.gov/grants/forms/biosketch.htm>

ADDITIONAL 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.

Questions? If you have any questions, please contact the Office of Culture, Ethics, and Compliance.