



Office of Contracts & Grants Administration

December 9, 2021

Other Support Updates

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Reminder: NIH Other Support

- Effective January 25, 2022, significant changes to NIH Other Support reporting become mandatory for PIs and all other key personnel
- Failure to follow the appropriate formats for proposals and RPPRs that are due on or after January 25, 2022, may cause NIH to withdraw applications or delay consideration of funding
- The updates are designed to support NIH's requirement to disclose 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**

Reminder: Significant Changes to NIH OS

- All senior/key personnel must electronically sign their Other Support forms to certify the accuracy of the information submitted
 - (UCLA requires the use of DocuSign)
- All senior/key personnel must report appointments and/or employment with a foreign institution (including resources provided)
 - Submission of English translations of contracts, grants or any other agreements specific to foreign appointments, employment or activities reported in Other Support
- Reporting of total award amount, including indirect costs (previously only annual direct costs were reported)
- For all active awards, reporting actual person months effort for the current budget period and estimated effort for outyears

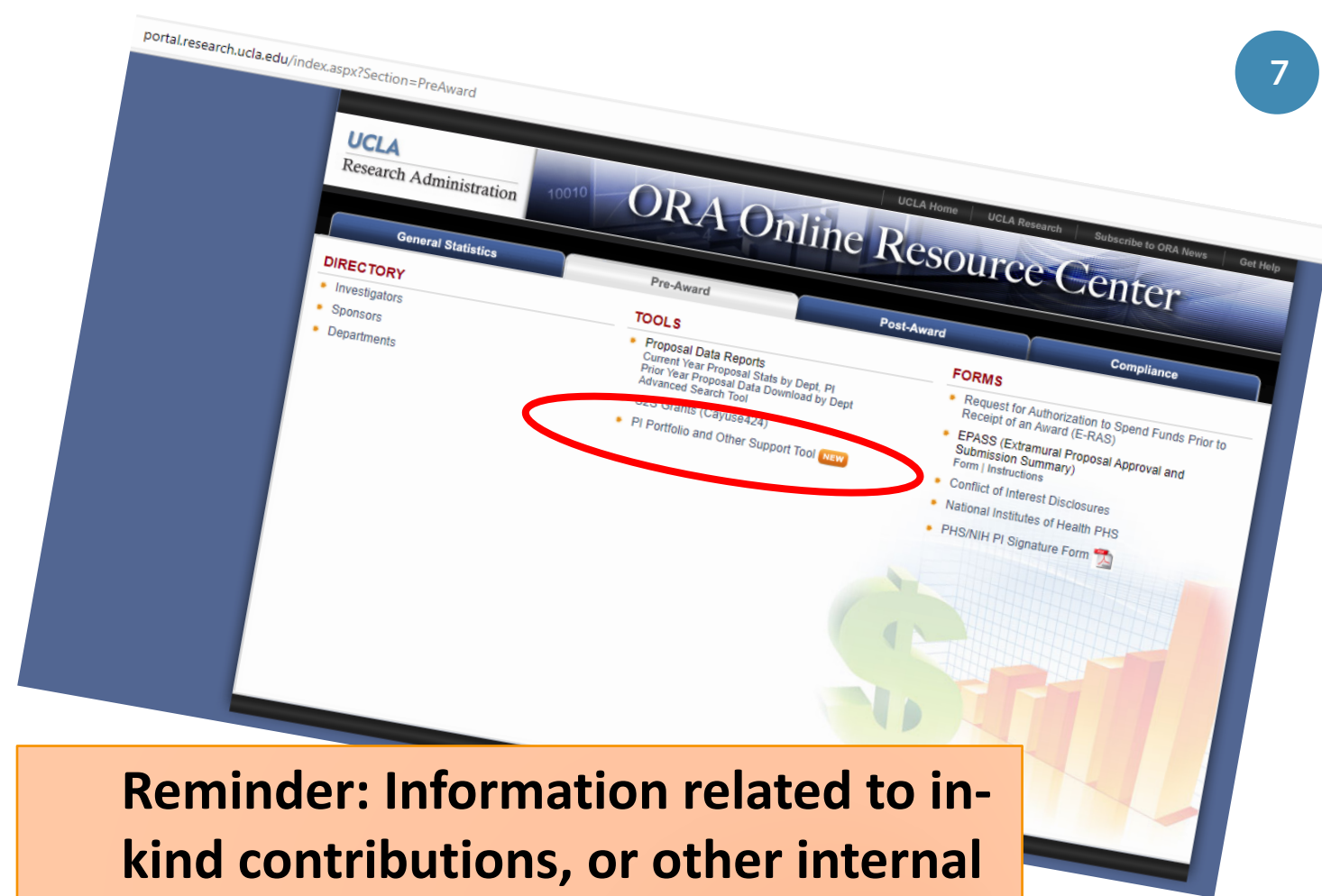
Reminder: Significant Changes to NIH OS

- Separation of funded projects from in-kind contributions with additional clarifications on what should be reported as in-kind.
 - In-kind contributions include financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemicals, model systems, technology, etc.)
- In-kind contribution **not** intended for use on the project being proposed should be included in **Other Support**.
- In-kind contributions intended for **use in the project being proposed** should be included in the **Facilities and Other Resources or Equipment** section.

In addition to the updates to Other Support, NIH now requires that if UCLA discovers that PI or other key personnel on an active NIH grant failed to disclose Other Support information with submission of Just in Time or the RPPR, UCLA must immediately submit updated Other Support to the Grants Management Specialist

NIH OS and NSF C&P Reports

- Updated pre-populated NIH and NSF reports are available in the ORA Portal
- Data source
 - ORA's Proposal and Award Tracking System (PATS)
 - PATS provides data for entries originating from OCGA, CTC&SR, and TDG



Reminder: Information related to in-kind contributions, or other internal or external sources that support research endeavors must be added manually

ORA Online Resource Center

- General Statistics
- Pre-Award
- Post-Award
- Compliance

PI Portfolio and Other Support Tool

SEARCH

CLEAR

UID	Investigator Name	Department Code	Department Name	New PILOT Instructions	New PILOT NIH Support Report	NIH Support Report	New PILOT NSF Other Support Report	NSF Other Support Report
[REDACTED]	[REDACTED]	1559	MEDICINE-HEMATOLOGY-ONCOLOGY					

1 record(s) matched your search.

From mid-January 2022, old format reports will no longer be available

Access to OS Tool

- Access Request Form will be available on ORA Portal website from Friday 10th December
- Chair approval required
- Access limited to reports for investigators within the department that the authorizing Chair oversees
 - Controlled using UCLA single sign on

UCLA Instructions & Checklist for Completing NIH Other Support

Overview

Other Support includes all resources made available to researchers or senior key personnel 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 search identifies for the current grant. See: <https://grants.nih.gov/grants/forms/othersupport.htm> for more information.

The pre-populated information in UCLA's NIH Other Support form is from the Office of Research Administrations (ORAs) Proposal and Award Tracking System (PATS). PATS only provides data for entries originating from OCGA, CTC&SR, and TDG. It does not include data for, in-kind, or other internal or external sources that support research endeavors.

The investigator and department should work together to:

- Provide actual and projected effort (in person months) for the current budget period.
- Add complete information for all other support received from any source, including internal or external sources that support research endeavors.

Active Awards & Pending Proposals

Include:

- ✓ Consulting agreements, when the PD/PI or other senior/key personnel will be conducting consulting activities (e.g., work that may result in publication in an academic journal, designing a protocol, data analysis, serving on a steering committee for a clinical trial, etc.)
 - Consulting should be estimates for the amount paid, rather than time and effort, in calendar months.
- ✓ The total award amount, including indirect costs for the competitive segment (for the current budget period), and proposed total costs for the period of performance).
 - For an active project, provide the level of actual effort in person months for the current budget period (even if unsalaried), for the current budget period.
 - For a pending project, indicate the level of effort in person months for the current budget period.
- ✓ Start-up support provided by an organization other than UCLA

Do not include:

- The application under consideration, nor the current PHS award.
- Non-research consulting activities
- Training awards
- Prizes
- Gifts where there is no expectation of anything in return (e.g., time, services, specific research activities, money, etc.).
- Start-up funding support provided by UCLA.

Overlap statement

For each individual, summarize any potential overlap with the active or pending projects and activities, other positions, affiliations, and resources and this application in terms of the science, budget, or an individual's committed effort. For further information on Overlap see the [NIH Grants Policy Statement, Section 1.1.2: Definition of Terms.](#)

Electronic Signature

Each PD/PI or other senior key personnel must electronically sign their respective Other Support form, prior to submission, using [DocuSign](#). This signature certifies that the statements are true, complete and accurate.

Support Documentation for foreign appointments, affiliations, and/or employment with a foreign institution

- ✓ Must include PDF copies of English translations of contracts, grants, or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution

not limited
individual is

Reminder: NSF Current & Pending

- NSF current and pending support document available in the Portal is **for reference only**
- Do not submit the UCLA generated document from the Portal to NSF (will result in a compliance error)
- NSF approved formats:
 - NSF fillable PDF
 - SciENcv
- NSF Approved Current & Pending Support Formats:
<https://www.nsf.gov/bfa/dias/policy/cps.jsp>

Other Updates

- **PI Communication**
- **Pilot NSF and NIH reports and guidance will be available in the PI Portal from December 10, 2022**
- **Other Support Webinar January 2022**
 - Sign up information will be sent out via ORA News
- **Questions? Email othersupporthelp@research.ucla.edu**

Preparing for the Changes

- Confirm that all reportable outside activities have been reviewed and approved as required by UC/UCLA policy
- Arrange to obtain English translations of any foreign agreement that will need to be included (Google Translate or other machine read translations are acceptable)
- Identify and quantify any reportable in-kind contributions
- Review the Pilot NIH Other Support reports
 - If necessary, email myOCGAdata@research.ucla.edu to request a status change of pending proposals that are not going to be funded
- Establish a DocuSign account

UCLA GUIDELINES FOR COMPLETING NIH OTHER SUPPORT FORMS

Need to Inform OCGA about the Status of a Pending Proposal?

Email

myOCGAdata@research.ucla.edu

Provide identifying information regarding the project and an explanation of the requested change

This email and instruction has been added to the following reports / locations

- PI Portal My Pending Proposals
- PI Portfolio Report
- Other Support NIH Instructions
- Current & pending NSF Instructions



Overview

Other Support includes all resources made available to researchers or senior key personnel 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 search identifies for the current grant. See: <https://grants.nih.gov/grants/forms/othersupport.htm> for more information.

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The investigator and department should work together to:

- Provide actual and projected effort (in person months) for active awards administered by UCLA.
- Add complete information other internal or external sources of funding that support research endeavors (including awards the PI receives at other institutions and in-kind support)
- Ensure that all information is complete, accurate, and up-to-date.
- Review the prepopulated data for accuracy.
 - If you have questions about, or updates to, any of the projects listed, contact myOCGAdata@research.ucla.edu. Provide identifying information regarding the project and an explanation of the change that is needed.
 - Please note that pending effort values represent effort recorded in the submitted proposal.

At the end of each section "Active," "Pending," "In-Kind," there is a template table that may be copied and pasted as many times as necessary to report on in-kind support and other internal or external other resources and/or financial support from all foreign and domestic entities that support research endeavors.

DocuSign Job Aid for how to sign NIH Other Support using DocuSign will be available on Portal December 10, 2021

UCLA Research Administration

How to Sign NIH Other Support Form using DocuSign

This job aid will guide you step by step through the process of signing the NIH Other Support Form using DocuSign.

Log in to DocuSign using UCLA's Single Sign-On (SSO)

1. Using an internet browser, navigate to <https://docusign.com/login>
2. Enter your official UCLA E-mail address and click **CONTINUE**

3. Enter your Single Sign-On username and password, click **SIGN IN**, and authenticate with DUO MFA

If you are a Mednet user, click **Sign in with your Mednet** username and password, and provide your MyLogin or Mednet Username and corresponding password

Note: If you experience any issues signing into your DocuSign account, or still need to sign up for a DocuSign account, please contact your local department IT.

How to Sign NIH Other Support Form using DocuSign 11/29/2021

UCLA Research Administration

Upload the NIH Other Support document into DocuSign and Sign

4. Click **START** and then click **Sign a Document**

5. Click **UPLOAD** to upload a document from your computer

6. Locate the NIH Other Support Form where you have it saved on your computer, select it, and click **Open**

7. Wait for the document to finish uploading

How to Sign NIH Other Support Form using DocuSign 11/29/2021

Thank you

