When are Other Support Documents Required?

• **Just in Time (JIT) Requests**
  ◦ An NIH Grant’s Management Specialist (GMS) will send us a request for Other Support Documents for all Key Personnel

• **Research Performance Progress Report (RPPR)**
  ◦ New Senior/Key Personnel
  ◦ Changes in Other Support:
    ◦ Has there been a change in the **active** other support of senior/key personnel since the last reporting period?
    ◦ Only required for the PD/PI and for those individuals considered by the grantee to be key to the project for whom there has been a change in other support.
    ◦ Do not include other support information for Other Significant Contributors

• **Funding Opportunity Announcements (FOAs)**

• **Prior Approval Requests**
Prior Approval is Required for a change in status of the PD/PI or senior/key personnel named in the NoA:

- A significant change in the status including but not limited to withdrawal from the project;
- Absence for any continuous period of 3 months or more
- Reduction of the level of effort devoted to project by 25 percent or more from what was approved in the initial competing year award
  - Example of a 25% Reduction: a proposed change from 40 percent effort to 30 percent or less effort or in calendar months a change from 4.8 to 3.6 calendar months

Things to Keep in Mind:

- Reductions are cumulative
  - i.e., the 25% threshold may be reached by two or more successive reductions that total 25% or more.
- Once agency Prior Approval has been given from the GMO for a significant change in the level of effort, then all subsequent reductions are measured against the approved adjusted level.
What should you do if Other Support Information Changes?

• Contact your OCGA Team
  ◦ [https://ocga.research.ucla.edu/contact-us/](https://ocga.research.ucla.edu/contact-us/)

• Immediate notification of undisclosed Other Support:
  ◦ When a recipient organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known. (NOT-OD-21-073)

• NIH Other Support FAQ:

  10. What if NIH determines that an institution is not complying with NIH policies for transparency and disclosure of all Other Support?

  NIH takes the issue of protecting the integrity of U.S. biomedical research seriously. When issues of noncompliance are identified, NIH will take action as outlined in the NIH Grants Policy Statement, Section 8.5. This may include withdrawing approval of the Program Director/Principal Investigator or other researchers contributing to the NIH award, imposing specific award conditions, disallowing costs, withholding future awards including the possibility of suspending or terminating the award.
Guide to Reviewing Other Support

• **Obtain Other Support Documents**
  ◦ Use PI Portal to generate OS; or
  ◦ Use SciENcv when new system is available

• **Make sure all Active and Pending Projects including In-Kind Support are listed**

• **Make sure all Effort is Accurate**

• **Consider the following effort amounts:**
  ◦ Original Proposal
  ◦ RPPR:
    ◦ Budget for upcoming period
  ◦ Reminder to review your FOA
  ◦ Prior Approval Requests
Calculating Effort for a JIT Request

- **Calculate Effort using Excel Document**
  - Add up all Active Effort

- **Look for potential issues with Effort amounts:**
  - Are any effort amounts unaccounted for?
    - Ex: Teaching/Lecture time commitments
  - Does Active Support exceed 12 Calendar Months?
  - If we know a specific Pending Project is to be awarded, will the Current Effort Level exceed 12 Calendar Months?

- **Address potential issues in the Overlap Statement**

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Types of Overlap

1. **Scientific Overlap:**
   - Occurs when:
     1. Substantially the same research is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration
     2. A specific research objective and the research design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source.

2. **Budgetary Overlap:**
   - Occurs when duplicate or equivalent budgetary items (e.g., equipment, salaries) are requested in an application but already are provided by another source.

3. **Commitment Overlap:**
   - Occurs when an individual's time commitment exceeds 100 percent (i.e., 12 person months), whether or not salary support is requested in the application.
Why is Overlap Important?

NOT-OD-03-029 says the goals in identifying and eliminating overlap are to ensure:

• That sufficient and appropriate levels of effort are committed to the project;

• That there is no duplication of funding for scientific aims, specific budgetary items, or an individual's level of effort

• Only funds necessary to the conduct of the approved project are included in the award

NIH Other Support Instructions:

• After listing all support, summarize for each individual 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.
NIH Resources

- NIH NOT-03-029 – Reminder to Applicants about Requirement to Submit Complete and Up-to-Date Other Support Information
- NIH NOT-OD-21-073 – Upcoming Changes to the Biographical Sketch and Other Support Format Page for Due Dates on or after May 25, 2021
- NOT-OD-21-110 – Implementation of Changes to the Biographical Sketch and Other Support Format Page
- NIH Other Support FAQs
- NIH COVID-19 FAQs
- NIH Grants Policy Statement – Prior Approvals
- NIH 424 Guide – Other Project Information Form
- NIH Other Support Grants.gov Page
- NIH Protecting U.S. Biomedical Intellectual Innovation
Questions?

othersupporthelp@research.ucla.edu