

Procedure: Other Support Documentation

Reason for the Procedure

The National Institutes of Health (NIH) is the Harvard Chan School's most frequent sponsor. NIH and other federal sponsors require submission of documentation listing financial resources available to researchers for their research. This document clarifies the School's interpretation of sponsor guidance and the School's expectation of the maintenance and accuracy of other support documentation.

NIH reviews other support documents to evaluate:

- All financial resources support an individual's research
- Sufficient levels of effort are committed to the project
- Scientific, budgetary or commitment overlap
- The appropriateness of the application's budget

Related Documents

[SPH Effort Management Policy](#)

[NIH Other Support Guidance](#)

[NOT-OD-19-114](#)

Questions? Contact:

[Kristie Froman](#), 617-432-8141
(as guidance develops)

Procedure Summary

Other support documents should be kept up to date and reviewed regularly for changes to support and effort. Investigators are responsible for the content reported to the government. Other support documents are frequently updated during the Just-in-Time (JIT) and progress report (RPPR) stages. **When in doubt, err on the side of disclosure.**

Types of other support documents

Different sponsors have different mechanisms for reporting other support:

1. [NIH Current and Pending Other Support](#) – requested at the Just-in-Time stage for new and competing applications, this document lists current financial support in one section and pending support in a second section. A third section details any scientific or financial overlap and resolutions, if needed.
2. [NIH Current and Completed Other Support](#) – requested at the RPPR stage if changes have occurred since the last RPPR was filed. Replaces the pending section with financial support that has ended in the past year.
3. [NIH Biosketch Research Support section](#) – required for key/senior personnel for new/competing applications, and for new key/senior personnel at the RPPR stage. This section requires a selection of current and completed projects within the past three years that may be relevant to the application.

Person months and costs are not required in this section, role is required.

4. [NSF Current and Pending Support](#) – included in FastLane as a required form in an application.
5. [DOD Biosketch Previous, Current and Pending Support section](#) – applicants may use either the DOD or the NIH format, but the information must include grants that ended in the past 5 years. Required at proposal stage.
6. [EPA Current and Pending Support](#) – similar to the NSF document, the EPA uses their own format. Required at proposal stage.

What to include in Other Support documents

Dates and dollars

NIH changed the dollars reported in their latest notice ([NOT-OD-19-114](#)) from annual direct costs to total award costs, including F&A. This matches the NSF other support guidance. Depending on your role, the amount you report may differ:

- **For employees on a Harvard-based grant**, list the total costs for the competing segment, represented in GMAS as “Total Anticipated” dollars on the grant’s Segment Home page.
- **For subcontract PIs and employees on billing agreements**, report the Total Anticipated (prime should list total for the competing segment on agreement) for our agreement only. This may change if the Feds provide further guidance.

Person months

In the NIH notice, they request the number of person months per year *to be devoted* to the project. This also aligns with the NSF instructions and is slightly different than previous NIH wording. The person months on the other support page does not need to align with costing as a point in time, but it should reflect the expected effort in the coming budget period. Please see the [Effort Management Policy](#) regarding making and keeping reasonable commitments.

Positions and appointments

List all academic, professional and institutional positions and appointments held, foreign or domestic, even if they are unpaid and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). Include even if the position is not considered relevant to the science or scope of work. For research-based positions where support is reported, please indicate if the position is full or part time.

Goals of project paragraph

For ease of use in cross-org projects, the grant manager of the project should cut and paste into the GMAS Project Summary a short paragraph of the project’s goals so other grant managers can use this in their other support documents. This can be found on the Segment Home page by clicking “More details...”. This information will appear in Column I of the Current and Pending Support download from GMAS.



Remember to add other grant managers to the administrative team in GMAS to ensure access to this field and receipt of action memos

Specific sources of support

Break sources of research support into sections by affiliation (Harvard, hospital, etc.). An annotated sample other support page is included at the end of this document.

Source	Include?	Additional Guidance
Sponsored awards (except training)	Yes	Every sponsored award at every institution at which research is conducted
Harvard internal awards	Yes	Examples include Milton Fund, Dean's Initiatives, etc.
In-kind resources	Yes	May include office space, equipment or personnel at another institution. Report on Other Support if not already included in the Resources section of the application
High value materials	Yes	Materials should not be freely available. These include biologics, chemicals, model systems, technology, etc.
Financial support for lab personnel	Yes	Grants and other sources of support for lab personnel
Consulting	Depends	Yes if connected to individual's research, either paid or unpaid
Start-Up, Faculty Agreements	Depends	Yes if provided by entity other than SPH
Royalties	Depends	Yes if put into account that directly supports individual's research
Gifts, Endowments, Prizes	Depends	Yes if used to support of individual's research or in support of lab personnel
Collaborations	Depends	Unfunded collaborations with other investigators, especially foreign, where resources are exchanged
Training awards	No	
Service centers	No	Service centers should provide a service only, never collaborative research
Teaching/Institutional Support	No	

Treatment of overlap

Scientific or budgetary overlap isn't necessarily a bad thing, but must be explained. If more than one funding source supports a project (matching funds or sponsored cost sharing) tie the funding sources together in this section.

Commitment overlap is considered overcommitment and must be addressed. Detail regarding what will be reduced and by how much is important to resolution, not a vague statement of possible reduction. Keep in mind where the employee is key (see the GMAS research team for Key status), and seek prior approval if needed.

Initial Rollout

The NIH notice references many types of support that have historically not been included on Other Support pages; it will take some time for universities and other institutions to fully comply. Federal guidance, currently not comprehensive, may emerge. It is not necessary or recommended to require other institutions to follow our procedures.

Consider applying this guidance with the next JIT request, application or RPPR that has enough lead time for grant manager and investigator to work together to produce an accurate and complete Other Support document. Work on a comprehensive master document from which all others can be tweaked for the particular submission.

Roles and Responsibilities

- **Investigators are solely responsible** for the inclusion or absence of sources of support and the accuracy of all information as not all sources are visible to research administration staff. Investigators should review the document carefully with grant managers/pre-award grant preparers before submission to ensure all information is correct, and instruct the grant manager on any necessary corrections or instances of overlap and resolution.
- Departmental grant managers preparers are responsible for maintaining the documents, updating as needed with information from the Investigator and GMAS. At the direction of the investigator, grant managers must ensure overlap is thoroughly addressed.
- Sponsored Research Administrators in SPA are responsible for ensuring Other Support pages are submitted at the appropriate times, apparent conflicts of commitment are sufficiently addressed and effort does not exceed 12 calendar months (or 10.8 CM for junior/senior faculty and 9.6 CM for department chairs).

Special Note on Foreign Components

NIH requires that foreign component be disclosed and approved in advance. Please make sure you identify if the proposal has a foreign component as defined by NIH below:

The performance of any significant scientific element or segment of a project outside of the United States, either by the recipient or by a researcher employed by a foreign organization, whether or not grant funds are expended. Activities that would meet this definition include, but are not limited to,

- the involvement of human subjects or animals,
- extensive foreign travel by recipient project staff for the purpose of data collection, surveying, sampling, and similar activities, or
- any activity of the recipient that may have an impact on U.S. foreign policy through involvement in the affairs or environment of a foreign country.

Examples of other grant-related activities that may be significant are:

- collaborations with investigators at a foreign site anticipated to result in co-authorship;

- use of facilities or instrumentation at a foreign site; or
- receipt of financial support or resources from a foreign entity.

Revision history

- 03/09/20: First publication.
- 03/10/20: Removed reference to Column Q in GMAS' Pending and Current Support report as source of Total Anticipated dollars. (What to include – Dates and Dollars section)

Example Format for NIH

Anderson, Laurie

Other Support

Harvard T.H. Chan School of Public Health (.75 FTE/9 CM)

- Professor of Health Economics
- Chair of the Department of Health
- Director of the Biological Sciences Ph.D. Program
- Chair, IRB Committee

Include a section for each appointment receiving disclosable support, the FTE of the appointment, and any titles

ACTIVE

Research Awards

R01 HL00000 (Anderson) 3/1/2017 – 2/28/2022 3.60 CM
NIH/NHLBI \$786,529
Chloride and Sodium Transport in Airway Epithelial Cells
The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.
Role: Principal Investigator

R000 (Faber) 9/1/2018 – 8/31/2021
Cystic Fibrosis Foundation \$43,123 (subcontract only)
Gene Transfer of CFTR to the Airway Epithelium
The major goals of this project are to identify and isolate airway epithelium progenitor cells and clone human CFTR in airway epithelial cells.

Differentiate partial award dollars for subs and billing agreements

Other

Investigator Award (Anderson) 9/1/2015 – 8/31/2022
Howard Hughes Medical Institute \$281,317
Gene Cloning and Targeting for Neurological Disease Genes
This award supports the PI's program to map and clone the gene(s) implicated in the development of Alzheimer's disease and to target expression of the cloned gene(s) to relevant cells. This award supports 100% of the investigator's salary.

This section can list support that does not have effort, a specific value, role or other information requested in the grants section

Maarselok University 3/1/2017 – present
3,780 sq.ft. laboratory featuring an X-ray fluorescence spectrometer, a triple-quadrupole mass spectrometer, a gas chromatography-mass spectrometer (GCMS) and a MALDI-TOF mass spectrometer. Thirteen staff include six post-docs, one lab manager and six research associates. This lab will not be used in the performance of this award.

17PRE33661262 8/1/2019 – 7/31/2021
American Heart Association \$100,000
Salary support for Jane Smith, a post-doctoral fellow in Dr. Anderson's lab. Major goals include...

PENDING

R01 DK000000 (Zimmerman) 9/1/2015 – 8/31/2019
NIH/NIDDK \$387,265 (total award)
Cystic Fibrosis Related Diabetes and Lung Function
The major goals of this project are to determine how CFRD contributes to lung function.
Role: Co-Investigator

Role plus this note may signal to NIH that the Co-I is only getting a portion, but is not a subcontractor

No Award Number 3/1/2020 – 2/28/2022 0.60 CM
Milton Fund (Harvard Internal) \$86,529
Chloride and its Interactions

This internal award supports exploratory work in science that may lead to future grant applications.

Brigham and Women's Hospital (.25 FTE/3 CM)

- Chair of the Department of Integrative Medicine
- Physician
- Senior Researcher

ACTIVE

R01 HL00002 (Anderson) 3/1/2017 – 2/28/2022 1.60 CM
NIH/NHLBI \$986,529

Chloride and Sodium Transport in Airway Epithelial Cells

The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

OVERLAP

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

Potential commitment overlap for Dr. Hernandez between 5 R01 CA 00000-07 and the application under consideration. If the application under consideration is funded with Dr. Hernandez committed at 3.60 person months, Dr. Hernandez will request approval to reduce her months on the NCI grant.

Current Additional Positions, Appointments and Affiliations

- 2017- Board Member, American Heart Association
- 2011- Physician, Doctors Without Borders
- 2010- CEO, California Medical Implants
- 2000- Distinguished Adjunct Professor, Maarselok University

These overlap statements are guidance directly from NIH

Formatted to match Biosketch section, for easy cut and paste