

- **Institutional Certification for Human Genomic Data Sharing.** If the proposed project involves a genomic data sharing plan for the generation of human genomic data, investigators must submit an Institutional Certification, or, in some cases, a Provisional Institutional Certification. Institutional certification forms and directions for completing them are available on the NIH GDS: http://gds.nih.gov/Institutional_Certifications.html. This certification should be submitted as a “Genome Data Sharing Certification” in the eRA Commons Just-in-Time module.
- **SBIR Funding Agreement Certification.** For SBIR applicants, provide only upon request the SBIR Funding Agreement Certification described in [Part III Section 2.18](#). This certification is available in fillable format on the SBIR/Forms website: https://grants.nih.gov/grants/forms/manage_a_small_business_award.htm. This should be submitted as an “Other Upload” in the eRA Commons Just-in-Time module.
- **STTR Funding Agreement Certification.** For STTR applicants, provide only upon request the STTR Funding Agreement Certification described in [Part III Section 2.19](#). This certification is available in fillable format on the SBIR/Forms website: https://grants.nih.gov/grants/forms/manage_a_small_business_award.htm. This should be submitted as an “Other Upload” in the eRA Commons Just-in-Time module.
- Other Information Requested by the Awarding IC: Additional JIT information (i.e., revised budgets, changes to the human subjects, or vertebrate animal sections of the application) may be requested by NIH Institutes and/or Centers on a case-by-case basis. These should be submitted as an “Other Upload” file.

Applicants will be notified (primarily by e-mail) when Just-in-Time information is needed. This notification is not a Notice of Award nor should it be construed to be an indicator of possible funding. Applicants should only submit this information when requested. In some circumstances the GMO may ask for information in addition to the descriptions above. Information must be submitted electronically using the Just-in-Time feature in the eRA Commons. For information on the Commons see: <https://commons.era.nih.gov/commons/index.jsp>.

The requirement for applicants to verify the accuracy and validity of all administrative, fiscal, and programmatic information extends to information submitted through the Just-in-Time process. Applicants are responsible for promptly notifying NIH of any substantive changes to previously submitted Just-in-Time information up to the time of award. This includes items such as Other Support changes that could lead to budgetary overlap, scientific overlap, or commitment of effort greater than 12 person-months for the PD/PI(s) or any Senior/Key Personnel; or any changes in the use or approval of vertebrate animals or human subjects. Similar to the NIH public policy requirements, applicants are responsible for establishing and maintaining the necessary processes to monitor its compliance and informing NIH of any problems or concerns. Failure to address changes to Just-in-Time submissions prior to award does not diminish the applicant’s responsibility to address changes post-award by submitting a prior approval request to NIH.

1.8 Other Support

Except for mentored Career Development Award applications, do not submit information on Other Support with the application beyond that required in the biographical sketch. See [1.7 Just-in-Time Policy](#).

Information on Other Support is required for all applications that are to receive grant awards, except Program Directors, training faculty and other individuals involved in the oversight of training grants. NIH will request complete and up to date information from applicants at an appropriate time *after peer review*. The Institute/Center scientific program and grants management staff will review this information prior to award.

Do not confuse Research Support with Other Support, they are distinctly different. As part of the biosketch section of the application, Research Support highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each individual’s qualifications for a specific role in the proposed project, as well as to evaluate the overall qualification of the research team. In

contrast, Other Support information is required for all applications that are selected to receive grant awards and includes detailed financial information. NIH staff will request complete and up-to-date “Other Support” information *after* peer review. This information will be used to check that the proposed research is not already funded through other sources.

Information on Other Support is also required in the progress report for all senior/key personnel, excluding consultants, when there has been a change in active other support. Other Support is not required in progress reports for Program Directors, training faculty, and other individuals involved in the oversight of training grants.

Other Support Policy

Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual’s research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts are not included.

Information on Other Support assists awarding agency staff in the identification and resolution of potential overlap of support. Overlap, whether scientific, budgetary, or commitment of an individual’s effort greater than 100 percent (i.e., 12 person months), is not permitted. 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; and that only funds necessary to the conduct of the approved project are included in the award.

Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salary) are requested in an application but are already provided for by another source.

Commitment overlap occurs when a person’s time commitment exceeds 100 percent (i.e., 12 person months), whether or not salary support is requested in the application. While information on other support is only requested for senior/key personnel (excluding consultants), no individuals on the project may have commitments in excess of 100 percent or 12 person months.

Scientific overlap occurs when: (1) substantially the same research is proposed in more than one application or is submitted to two or more different funding sources for review and funding consideration, or (2) a specific research objective and the research design for accomplishing that objective are the same or closely related in two or more applications or awards, regardless of the funding source. Potential scientific overlap is to be addressed by the SRG *only* by its identification in an Administrative Note in the Summary Statement.

Resolution of Overlap. Resolution of overlap occurs at the time of award in conjunction with applicant institution officials, the PD/PI, and awarding agency staff.

Other Support Information

Information on Other Support for competing applications should be submitted **ONLY** when requested by the NIH Institute/Center (IC).

There is no form page for Other Support. Use the sample format provided on the [Other Support Format Page](#). The samples are intended to provide guidance regarding the type and extent of information requested.

Follow the instructions below to complete the other support:

- **Other Support for Competing Applications:** Information on active and pending Other Support is required for senior/key personnel, excluding consultants. For individuals with no active or pending support, indicate “None.” Neither the application under consideration nor the current PHS award for this project should be listed as Other Support. Do not include Other Support for individuals listed as “Other Significant Contributors” unless their involvement has changed so that they now meet the definition of “senior/key personnel.” If the support is provided under a consortium/contractual arrangement or is part of a multiproject award, indicate the project number, PD/PI, and source for the overall project, and provide all other information for the subproject only.

- **Other Support for Progress Reports:** Information should be submitted only for the PD/PI and for those individuals considered by the grantee to be key to the project when there has been a change in active other support. Indicate what the change has been. List the award for which the progress report is being submitted and include the effort that will be devoted in the next reporting period. Do not include Other Support for individuals listed as “Other Significant Contributors” unless their involvement has changed so that they now meet the definition of “senior/key personnel.” Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously.

Instructions for Selected Items

Project Number: If applicable, include a code or identifier for the project.

Source: Identify the agency, institute, foundation, or other organization that is providing the support. Include institutional, federal, public, and private sources of support.

Major Goals: Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement.

Dates of Approved/Proposed Project: Indicate the inclusive dates of the project as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment.

Annual Direct Costs: In the case of an active project, provide the current year’s direct cost budget. For a pending project, provide the proposed direct cost budget for the initial budget period.

Percent Effort/Person Months: For an active project, provide the level of actual effort in person months (even if unsalaried) for the current budget period. Person months should be classified as academic, calendar and/or summer. For a pending project, indicate the level of effort in person months as proposed for the initial budget period. In cases where an individual’s appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

Overlap: After listing all support, summarize for each individual any potential overlap with the active or pending projects and this application in terms of the science, budget, or an individual’s committed effort.

Special Instructions for Joint University and Department of Veterans Affairs (VA) Appointments

Individuals with joint university and VA appointments may request the university’s share of their salary in proportion to the effort devoted to the research project. The individual’s salary with the university determines the base for computing that request. Signature by the Institutional official on the application certifies that: (1) the individual is applying as part of a joint appointment specified by a formal Memorandum of Understanding between the university and the VA; and (2) there is no possibility of dual compensation for the same work, or of an actual or apparent conflict of interest regarding such work. Additional information may be requested by the awarding component(s).

1.9 Graduate Student Compensation

The maximum amount NIH will award for the support of a graduate student on a research grant or a cooperative agreement is tied to the National Research Service Award (NRSA) zero-level stipend in effect at the time the grant award is issued. The schedule for NRSA stipends can be found at <http://grants.nih.gov/training/nrsa.htm>. As required by 45 CFR 75.466, the compensation of graduate students supported by research grants must be reasonable. These operating principles associated with the compensation of students performing necessary work on NIH funded research projects are described in detail in the *NIH Grants Policy Statement* at <http://grants.nih.gov/grants/policy>. The amount provided for compensation includes salary or wages, fringe benefits, and tuition remission.

These guidelines apply to graduate students at the grantee institution who are supported by NIH research grants and cooperative agreements and not to individuals supported by NRSA training grants and fellowships. NIH has