DIRECTIONS FOR OTHER SUPPORT

1. Follow directions provided in the Other Support Format Page and include a section for all key personnel named in the proposal.

2. If you use the format page, delete the top part containing the instructions and prepare using the format suggested in the format page.

3. For each person, put the name of the PI in parentheses “(PI Name)” and, if the PI name is other than the person being reported, include the role of that person in the project. For example, for Anderson, RR where Dr. Baker is the PI, put in a role description for Dr. Anderson.

4. Make sure each citation has a brief description of the major goals (specific aims) of the active or pending award.

5. Make sure to include all active and pending award information. If none, say so.

6. There must be a scientific/budgetary OVERLAP statement for both the Active and the Pending awards. If no overlap, say so.

7. Where there are multiple key personnel listed, be sure to format the entire Other Support uniformly for ease of review.

8. If the award/pending proposal is a subcontract of another institution’s prime grant, the agency name should be the name of the institution from whom the funds are awarded. For example, if the University of Kansas is awarding UCLA a subaward under an NSF prime proposal, then the UCLA PI shows University of Kansas as the agency and indicates NSF as the prime. The PI of the subaward from U of Kansas will be the UCLA person, and the PI of the NSF prime will be the PI from Kansas.

9. Effort is now expressed in person-months, not %. Please convert % effort to person-months for all key personnel. Add up the effort and make sure no one exceeds 100%. Note whether the person-months are calendar, academic, or summer months.

10. Use an acceptable font and font size – Arial 11 is easy to read.

11. Send the finished document to your grant analyst at OCGA for review and approval.

12. THE PI SHOULD UPLOAD THE OTHER SUPPORT IN THE NIH COMMONS ONLY AFTER OCGA APPROVAL OF THE INFORMATION. If the PI wishes, the grant analyst may upload the file instead. Only the signing official (grant analyst or officer) can submit the JIT material via the Commons.