



**OFFICE OF
GRANTS AND CONTRACTS**

**OTHER SUPPORT DOCUMENT
NATIONAL INSTITUTES OF HEALTH (NIH)
SPONSORED RESEARCH PROPOSALS**

The purpose of this guidance is to assist faculty with the completion of the NIH Other Support section of their sponsored research proposals. NIH has provided instructions and the information found here does not supersede any guidance from any sponsor, federal or non-federal.

NATIONAL INSTITUTES OF HEALTH (NIH)

Typically, NIH collects the Other Support documents as part of the Just-in-Time (JIT) process, and with the annual progress report (if significant changes have been made). Investigators provide information about other active and pending support to “ensure there is no scientific, budgetary, or commitment overlap.” Investigators should be particularly mindful of being transparent with regard to foreign collaborations and ensuring that funds and resources are disclosed. “NIH has long required full transparency for all research activities both domestic and foreign.”

Per the [NIH Grants Policy Statement](#), other support includes 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. This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.). Other support does not include training awards, prizes, or gifts.

Below are examples of common types of support at Villanova broken into two categories: Institutional and External. Both tables list the type of resource and then address generally whether it would be included as reportable support to the NIH.

INSTITUTIONAL FUNDS			
TYPE OF SUPPORT	DESCRIPTION	WHERE TO DISCLOSE	WHEN TO DISCLOSE
Appointments	Any titled academic, professional, or institutional position (foreign ⁺ and domestic) paid or unpaid; whether full-time, part-time, voluntary, adjunct, visiting, guest, consulting, honorary, etc.	Appointment section of the Biosketch	Proposal, Research Performance Progress Report (RPPR)
Internal Awards and other Villanova funds where effort has been committed	Funds provided by the university directly to a faculty member, where effort has been committed, even if there is no salary support	Other Support	JIT, RPPR (if new)
University resources including office/lab space, equipment, supplies, employees, students, etc	Resources provided by the University to support research activities of research faculty	Facilities, Equipment and Other Resources	Proposal

EXTERNAL FUNDS			
TYPE OF SUPPORT	DESCRIPTION	WHERE TO DISCLOSE	WHEN TO DISCLOSE
Sponsored Research Grants and Contracts*	May be awarded through Villanova or another institution, including cost share commitments	Other Support, (May also be disclosed in the personal statement of the Biosketch as appropriate)	JIT, RPPR (if new)
Income, salary, consulting fees, and honoraria	Funds provided by other institutions, companies, etc. in support of the individual's research endeavors	Other Support	JIT, RPPR (if new)
In-kind contributions	Contributions from domestic and foreign institutions or governments that support research activities	Other Support	JIT, RPPR (if new)
All resources and other support, domestic and foreign ⁺	For on-going research projects, including those conducted at a different institution	Other Support	JIT, RPPR (if new)
Post-doc, student, or visiting scholar supported by a foreign ⁺ government or institution	Resources provided by another institution to support research activities of research faculty	Other Support	JIT, RPPR (if new)
Foreign ⁺ component on an NIH-funded research project	Performance of a significant part of the NIH project, whether or not funds are expended – prior approval is required	Foreign Component section	Proposal, RPPR
Participation in a foreign ⁺ talent or similar-type program	Compensation provided by the foreign state to a specific individual in exchange for the individual transferring knowledge and expertise to the foreign country	Other Support	JIT, RPPR (if new)

RESPONSIBILITY

* The Deployed Research Administrator (DRA) is responsible for updating and maintaining the *Sponsored Research Grants and Contracts* section of the Other Support document, provided Investigators allow sufficient time to prepare (see [Recommended Proposal Timeline](#) on the OG&C website).

Each Investigator is responsible for updating and maintaining information about all other types of support/resources with support from the Chair, Associate Dean/Dean, College Finance, College-specific Director of Grant Development. Given the government's interest in transparency, it is recommended that Investigators err on the side of disclosure.

+ SUPPORTING DOCUMENTATION FOR FOREIGN ACTIVITY:

Each Investigator must provide copies of contracts specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. If they are not in English, recipients must provide translated copies. Supporting Documentation should be provided as a PDF following the Other Support form.