

**National Institutes of Health
Biographical Sketch and Other Support Checklists**

<u>Biographical Sketch</u>	
All academic, professional, scientific, and institutional appointments. Include the following:	
	<ul style="list-style-type: none"> • Any titled academic, professional, scientific, or institutional position regardless whether or not remuneration is received
	<ul style="list-style-type: none"> • All full-time, part-time or voluntary positions
	<ul style="list-style-type: none"> • All adjunct, visiting or honorary appointments
	<ul style="list-style-type: none"> • All appointments at foreign institutions – even if labeled as “guest”
	<ul style="list-style-type: none"> • Unpaid appointments at foreign institutions
	<ul style="list-style-type: none"> • Domestic appointments
	<ul style="list-style-type: none"> • Foreign appointments
	<ul style="list-style-type: none"> • Affiliations with foreign entities or governments
	<ul style="list-style-type: none"> • Affiliations or appointments likely to be cited in sponsor-funded publications
	<ul style="list-style-type: none"> • Advisor to foreign institution on their program of research
	<ul style="list-style-type: none"> • Scientific or medical advisory board positions (if appointed and ongoing)
	<ul style="list-style-type: none"> • Leadership/management/fiduciary roles (e.g., CEO, President, Vice President, or Director), Board of Director Member/Officer, etc.
Items NOT REQUIRED to be included in BioSketch:	
	<ul style="list-style-type: none"> • Data and Safety Monitoring Board
	<ul style="list-style-type: none"> • Grant Reviewer
	<ul style="list-style-type: none"> • Editorial Positions
	<ul style="list-style-type: none"> • Speaking Engagements

	<ul style="list-style-type: none"> • Teaching a Class/Course (not part of an appointment)
	<ul style="list-style-type: none"> • Expert Witness or other Legal Consulting

Other Support - Just in Time (JIT)

All items to be included in an Other Support Document:

	<ul style="list-style-type: none"> • Income or salary outside U-M in support of an investigator's research endeavors
	<ul style="list-style-type: none"> • External consulting when an investigator will be involved in the design, conduct, or reporting of research as part of the consulting activities (e.g., work that may result in publication in an academic journal, designing a protocol, data analysis, serving on a steering committee for a clinical trial)
	<ul style="list-style-type: none"> • Participation in a foreign talent or similar-type programs
	<ul style="list-style-type: none"> • All resources and other support, both domestic and foreign, for ongoing research projects, including those conducted at a different entity (e.g., grants, contracts, cooperative agreements, subawards/subcontracts).
	<ul style="list-style-type: none"> • In-kind (i.e., non-monetary) resources from any entity (either domestic or foreign) in support of any of an investigator's research endeavors including, but not limited to: <ul style="list-style-type: none"> o Personnel (e.g., visiting scholars, visiting students, supported by a non-UM entity) o Space o Equipment o Materials o Supplies

All items NOT REQUIRED to be included in an Other Support Document:

	<ul style="list-style-type: none"> • Training awards
	<ul style="list-style-type: none"> • Gifts, prizes, endowments
	<ul style="list-style-type: none"> • In-kind contributions intended for use on the project/proposal being submitted to NIH and that have no associated time commitment. (Report instead in Facilities and Other Resources.)
	<ul style="list-style-type: none"> • Start-up packages from U-M
	<ul style="list-style-type: none"> • One-time travel to present at a conference at an international organization
	<ul style="list-style-type: none"> • Consulting or professional services where no research is performed

	<ul style="list-style-type: none"> • U-M salary
	<ul style="list-style-type: none"> • Unfunded research collaborations conducted as part of an investigator's U-M appointment

Other Support - Research Performance Progress Reports (RPPR)	
The following items must be included in an RRPR if they are new and were not submitted previously:	
	<ul style="list-style-type: none"> • Performance of any significant part of a project outside of the U.S., whether or not funds are expended THIS REQUIRES PRIOR APPROVAL IF NOT STATED IN THE PROPOSAL
	<ul style="list-style-type: none"> • Income or salary outside U-M in support of an investigator's research endeavors
	<ul style="list-style-type: none"> • External consulting when an investigator will be involved in the design, conduct, or reporting of research as part of the consulting activities (e.g., work that may result in publication in an academic journal, designing a protocol, data analysis, serving on a steering committee for a clinical trial)
	<ul style="list-style-type: none"> • Participation in a foreign talent or similar-type programs
	<ul style="list-style-type: none"> • All resources and other support, both domestic and foreign, for ongoing research projects, including those conducted at a different entity (e.g., grants, contracts, cooperative agreements, subawards/subcontracts).
	<ul style="list-style-type: none"> • In-kind (i.e., non-monetary) resources from any entity (either domestic or foreign) in support of any of an investigator's research endeavors including, but not limited to: <ul style="list-style-type: none"> o Personnel (e.g., visiting scholars, visiting students, supported by a non-UM entity) o Space o Equipment o Materials o Supplies

Questions? Email other-support-reporting@umich.edu

See: https://orsp.umich.edu/sites/default/files/u-m_nih_biosketch_other_support_checklist.pdf