I. Where to find more information. How to submit updated Other Support. Process-related questions.

1. Where do I submit my updated Other Support?  
   **Answer:** Please submit your updated Other Support to other-support-reporting@umich.edu.

2. When is my updated Other Support due?  
   **Answer:** Please submit your updated Other Support by January 20, 2020.

3. Are there examples of Other Support documents that include everything that should be reported by PIs?  
   **Answer:** Please see https://orsp.umich.edu/other-support-reporting for an Other Support form template and examples.

4. What format should the document be in? (Excel, Word, PDF)  
   **Answer:** Preferably Word, but any standard format will be accepted.

5. Do I need to retrospectively update all the sources of support I have received over the course of my NIH grant(s), even if the support is no longer available, OR do I need to only update my current Other Support?  
   **Answer:** We are requesting that you review your Other Support for any needed updates, specifically looking back to July 2019. Your updated Other Support must include all resources in support of and/or related to all of your research endeavors since July 2019. Specifically, your updated Other Support must include any previously undisclosed resources that were received over the course of your current active NIH grants and over the course of any NIH grants that were active since July 2019. Examples:

   (i) Currently active grant: If your current NIH grant began in August 2017, your updated Other Support should include any resources received August 2017-present.
(ii) July 2019 active grant: If you also had an NIH grant that began in June 2016 and ended in October 2019, your updated Other Support should also include any resources that were received June 2016 to October 2019.

(iii) Pre-July 2019 grant: If you also had an NIH grant that began in April 2015 and ended in January 2019, that grant falls outside the scope of this request.

6. The email from UMOR requesting updated Other Support said investigators should update their Other Support going back to October 2019 but ORSP’s website says to go back to July 2019 in some places and repeats October 2019 in others. Which date is correct?

Answer: The October 2019 date specifically refers to the effective date of the new NIH Grants Policy Statement (GPS). The UMOR request for retrospective review applies to all active NIH awards as of July 2019.

7. The instructions say to include all resources in support of and/or related to all of your research endeavors since July 2019. If the project has since ended, should we still enter the grant on the Other Support form? Would it be under Active or should we include a heading that says “Completed” as well?

Answer: Yes, the expired grant should be listed on the Other Support form. It would be most helpful to note closed projects as being “Completed.”

8. Do we have to submit Other Support individually by project? Or should we be submitting Other Support by faculty?

Answer: One form per PI will suffice, as long as the NIH-funded projects to which the Other Support applies are identified.

9. Faculty often have multiple NIH awards. Are you expecting to see every award number listed in the subject of the email or do you want multiple submissions for each award?

Answer: One email submission for multiple awards is fine, as long as all of the award numbers are included in the body of the email.

10. For projects involving more than one unit on campus, should the lead unit be collecting the documents for all investigators and submitting them together? Or does each individual submit their own?

Answer: Each individual submits his/her own Other Support.

11. Do you want the U-M award number (e.g., AWD123456) or the NIH award number (R01GM123456) in the email I send to Other-Support-Reporting@umich.edu?

Answer: Either is acceptable.

12. Will these revised Other Support documents be submitted to NIH or only go into a UM repository?

Answer: The revised Other Support documents will be used by U-M to disclose Other Support to NIH.

13. Do you anticipate the submission of Other Support documents this way to be a one-time process, or will this be a new, ongoing process?
**Answer:** The comprehensive submission of Other Support documents to U-M will be a one-time process, but similar submissions will be required going forward for grant proposals and performance reports.

14. **Using the new template provided by ORSP, if I have nothing to list in a section, do I list the heading and then say “N/A” or do I not even need to include the heading?**

**Answer:** There is no need for a heading if you have nothing to report.

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### To whom this request for updated Other Support applies

**15. Who needs to review their Other Support for any needed updates?**

**Answer:** All NIH-funded PIs and senior/key personnel who are/were required to submit Other Support as part of the JIT or RPPR process.

**16. Do I have to submit an updated Other Support if nothing is changing to my Other Support based on this policy?**

**Answer:** No.

**17. If a faculty member has no NIH funding, but does have funding from other federal agencies, is updated Other Support needed?**

**Answer:** This request is limited to NIH-funded key personnel.

**18. Does this request apply to AHRQ-funded investigators or only NIH-funded PIs and senior/key personnel?**

**Answer:** This request only applies to NIH-funded PIs and senior/key personnel.

**19. For a multi-PI project where the other PI is at another institution, are we required to provide updated Other Support for the non-UM-PI?**

**Answer:** No. This request only applies to U-M’s NIH-funded key personnel. We are not at this time requesting updated Other Support for key personnel from other institutions, though this may change. In the multi-PI circumstance described above, we expect collaborating institutions to manage their own Other Support reporting as necessary. It is important to note that as the grant recipient, U-M still has an obligation to provide updated Other Support for third parties that qualify as senior/key personnel on a U-M grant. We expect collaborating institutions with senior/key personnel on a U-M grant to notify us of any Other Support updates through the normal JIT and RPPR processes.

**20. For an NIH-funded project where U-M is the prime recipient and a pass-through entity to a subrecipient, do we need to submit updated Other Support for the subrecipient site key personnel? For example, I have an R01 grant where part of the work is being done at the University of Kansas through a subcontract. Do they have to update their Other Support using the same requirements?**

**Answer:** No. This request only applies to U-M’s NIH-funded key personnel. We are not at this time requesting updated Other Support for key personnel from other institutions (though we reserve the right to require updates in the future). We expect collaborating institutions with subcontracts from U-M to notify us of any Other Support updates through the normal JIT and RPPR processes. It is important to note that as the grant recipient, U-M still has an obligation to provide updated Other Support for third parties that qualify as senior/key personnel on a U-M grant.

**21. For pending proposals, do PIs need to submit updated Other Support if Just-In-Time materials have NOT yet been submitted?**
Answer: An updated Other Support form is not required for a proposal that is pending with NIH and for which Just-In-Time materials (including Other Support) have NOT yet been submitted. Note, any future submissions of Other Support (including future Just-In-Time materials that will be submitted for currently pending proposals) must meet the Other Support reporting requirements identified in the latest version of the NIH Grants Policy Statement effective October 1, 2019.

22. For pending proposals, do PIs need to submit updated Other Support if the Just-In-Time materials have already been submitted to NIH?

Answer: If the Just-In-Time materials have already been submitted to NIH, a new Other Support form needs to be provided if there are updates from what was originally submitted to NIH.

23. An emeritus faculty member in our department has a modest partial appointment at UM. He also has a faculty appointment at another university. Do we need to provide an Other Support document for him since his funding here is from NIH? If yes, do we also need to list the Other Support related to his research at the other university or only related to his U-M research activities?

Other Support is needed for both his research activities at U-M and the other university.

III. Reporting financial sources of support as Other Support

24. Is this request specific to foreign Other Support or to all Other Support?

Answer: This request is for all Other Support, domestic and foreign.

25. Should U-M startup support be reported as Other Support?

Answer: No. U-M startup support does not need to be reported as Other Support

26. Should U-M gifts be reported as Other Support?

Answer: No, U-M gifts are not included in Other Support.

27. Do we report endowment funds as Other Support? One of our NIH-funded faculty holds an endowed Chair in the department. If yes, do I report the total value of the endowment or just the annual allocation that is available for him to use?

Answer: No, U-M endowed funds do not need to be reported as Other Support.

28. Should U-M discretionary funds be reported as Other Support?

Answer: Generally, no. U-M's position is that U-M discretionary funds generally fall into the same category of research support as internally funded start up packages, which are excluded from Other Support.

Like U-M funded start up packages, U-M discretionary accounts such as are provided through faculty incentive programs have no mandated line-item budget restrictions, scopes of work, specific aims, deliverables, effort commitments, start/end dates, or requirements for when funds must be expended.

Do note, however, that in the unlikely event a U-M discretionary account were to have any of the characteristics described above (i.e., mandated line-item budget restrictions, scopes of work, specific aims, deliverables, effort commitments, start/end dates, or requirements for when funds must be expended) and was separately accounted for the purpose of carrying out the so-called project, then it would need to be reported as Other Support.
Also note, any access to non-U-M discretionary funds (including any discretionary funds or start-up funds at any other institution) should be reported.

29. The template provided by ORSP includes a place to enter the total award amount. Does that amount include Facilities and Administrative (F&A) costs as well or just the Total Direct Costs (TDC)?

Answer: Per NIH guidance at [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html), “Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior/key personnel involved.”

30. In the case where U-M is the subrecipient on an NIH award to another university, should we name the other university that is directly receiving the funds? For example, if a grant was awarded to the University of Wisconsin, and U-M was a subrecipient, should we list the granting agencies as UW/NIH?

Answer: Yes, identifying the originating sponsor and the pass-through entity from whom U-M is receiving a subaward is helpful.

31. I don’t understand the category of “Other Grants, Contracts, Cooperative Agreements & Funds Not to U-M.” If no funds are coming to U-M, how is there effort for the PI? And where do the dollar amounts come from?

Answer: You are right to wonder how this would work! And we hope there are very few, if any, awards to report in this category, as it would be a case where our faculty are senior/key personnel, with or without committed effort, on grants that have been awarded to another institution without a subcontract or subaward through U-M.

32. The email requesting updated Other Support states, “This requirement applies regardless of the source of support, the official recipient of the source of support...” Elsewhere it states, “Other support does not include training awards, prizes, gifts or startup support from the U.S. based institution [e.g. internal U-M startup support, lab space or training funds do not require disclosure].” Which is correct?

Answer: The latter is correct. It is most accurate to state, “With the exception of U-M training awards, prizes, gifts, and U-M startup support, this requirement applies regardless of the source of support or the official recipient of the source of support.”

33. Do I need to report as Other Support grants or contracts where I may be Co-I but have no effort?

Answer: NIH has emphasized that reporting is required for all resources that support or are related to all of your research endeavors. Serving as Co-I on a grant or contract would be part of your research endeavors.

34. Should U-M funds used for covering the NIH salary cap be reported as Other Support?

Answer: No.

35. If a postdoc is supported by an institutional NIH T32 is that considered Other Support?

Answer: No. Training awards from NIH are excluded from the definition of Other Support.

36. Do Rackham fellowships for grad students or U-M training grants for graduate students count as Other Support?
Answer: Yes. Training awards from organizations other than NIH must be reported as Other Support if they support your research.

37. One of the FAQs states that U-M training awards are an exception to required Other Support and a different FAQ states that the only NIH-funded training awards are excepted. Which is correct?

Answer: U-M interprets the NIH GPS as exempting ALL training awards from being reported as Other Support. That said, while a training award needn’t be reported, a Graduate Student Research Assistant (GSRA) who is supported by the training award and is working in an NIH-funded key person’s lab should be disclosed as an in-kind source of Other Support.

38. We have an NIH-funded center that provides "seed" grants to help early stage projects collect preliminary data. These projects do not allow PI effort but they are supporting the research of the investigators that receive the funding. Is it safe to assume these seed grants are reportable as Other Support? If yes, how should these grants be listed on the Other Support form?

Answer: Yes, the seed grant PI needs to report the seed grant as Other Support. The presence or absence of committed effort on the part of the senior/key person is not determinative in whether a grant should be included in Other Support. The entry should list the particulars of the seed grant PI, including a reference to NIH and the center grant as the sponsor.

IV. Reporting visitors to U-M who are not funded by U-M as Other Support

39. I have a student working in my lab pursuing a two-year independent educational and research project. No research funds or other forms of support are provided to the laboratory to support the student’s research activities. The student’s living costs and limited travel costs are provided directly to the student by her home institution. Does this arrangement need to be reported as Other Support?

Answer: Yes. Please see the Other Support form template and examples at https://orsp.umich.edu/other-support-reporting for guidance on how to report this Other Support.

40. I have a visiting professor that will be doing a year-long sabbatical in my laboratory starting this spring. She has full funding from her home university for her salary as well as money for research reagents. Although I will not directly be receiving any external funds, she will be using her institutional funding for research purposes and collaborative research projects while she is here in my laboratory. Does this arrangement need to be reported as Other Support?

Answer: Yes. Please see the Other Support form template and examples at https://orsp.umich.edu/other-support-reporting for guidance on how to report this Other Support.

41. A visiting scholar is not receiving funding through U-M and is not associated with UM other than rotating for a few months in my research lab. Does this arrangement need to be reported as Other Support?

Answer: Yes. Please see the Other Support form template and examples at https://orsp.umich.edu/other-support-reporting for guidance on how to report this Other Support.

V. Reporting materials, supplies, equipment and in-kind resources as Other Support

42. Do we have to list reagents obtained via MTAs such as transgenic mice, antibodies, etc. as Other Support?
**Answer:** It depends. Provision of high-value materials (e.g., biologics, chemicals, model systems, technology, etc.) that are not freely available to others and in-kind services and resources (e.g., office/laboratory space, equipment, employees) that are made available to you by a non-U-M source (including domestic and foreign universities, individuals, and companies) should be reported as Other Support. For example, a reagent is a reportable source of Other Support if it is made available to you by a non-U-M entity at a far lower cost than it is available to others.

43. **Should I include in-kind items like administrative support, lab space, and departmental computing under these new Other Support guidelines?**

**Answer:** You do not need to include in-kind items provided by U-M that are related to or support your research if they have already been included in the Facilities and Other Resources section of your proposal to NIH. Note, any in-kind items provided by an entity other than U-M that are related to or support your research should be included.

44. **Do we have to list equipment as Other Support?**

**Answer:** It depends. Provision of high-value materials (e.g., biologics, chemicals, model systems, technology, etc.) that are not freely available to others and in-kind services and resources (e.g., office/laboratory space, equipment, employees) that are made available to you by a non-U-M source (including domestic and foreign universities, individuals, and companies) should be reported as Other Support. For example, equipment is a reportable source of Other Support if it is made available to you by a non-U-M entity at a far lower cost than it is available to others.

45. **Can you define what is a “high value” material?**

**Answer:** No, unfortunately NIH has not clarified what counts as a “high value” material. Our interpretation of what NIH has shared on the topic is that NIH is interested in seeing equipment/materials that have been made available to your faculty by a third party at a cost/ rate that is unavailable to other researchers.

VI. Reporting affiliations and outside activities/interests as Other Support

(Note, collaborations involving activities conducted outside the U.S. may constitute Foreign Components requiring prior NIH Approval. For more information on Foreign Components, see: https://orsp.umich.edu/announcements/requirements-identifying-foreign-collaboration-proposals-nih)

46. **I have an appointment at another university. Should I report this as Other Support?**

**Answer:** Yes, appointments at another university should be reported as Other Support, including titled academic, professional, and institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

*Question 3 of NIH’s Other Support FAQ* describes a similar scenario requiring Other Support reporting in which an NIH-funded PI has an unpaid appointment at a foreign university that allows her access to lab space, research materials, and staff. Per the NIH FAQ, “While the researcher is not receiving monetary compensation, the lab space, materials, and staff are resources made available to them in support of and/or related to their research efforts. Other payments, such as travel or living expenses must also be reported.”

Note, an appointment at another university, even if unpaid, should be reported in M-Inform. Start-up funding, as well as salary, should be included in the value reported.
47. Do we need to list a faculty member’s U-M appointment as Other Support, or only appointments outside of their primary U-M appointment?

Answer: You only need to report non-UM appointments.

48. I have a 9-month appointment at U-M. I spend two months at another institution during the summer conducting research under an award to that institution. Should I report this as Other Support?

Answer: Yes. Please see the Other Support form template and examples at https://orsp.umich.edu/other-support-reporting for guidance on how to report this Other Support. As described in Question 5 of NIH’s Other Support FAQ, “available resources in support of and/or related to an investigator’s research endeavors should be disclosed even if they relate to work that is performed outside of a researcher’s appointment period.”

Note, time spent in academic or research endeavors at another university should be reported in M-Inform. Start-up funding, salary (if applicable), should be included in the value reported. If you are named in an award to the other institution, report the award in a separate disclosure. Email coi.support@umich.edu for detailed instructions.

49. I serve as coordinating PI for multiple ongoing multicenter international clinical trials that are funded by Pharma. As the coordinating PI, I have a consulting agreement and I report this in M-Inform. Do I need to report my role as the coordinating PI on multicenter trials where I also serve as a consultant? I may or may not have effort at UM on these trials.

Answer: NIH has emphasized that reporting is required for all resources that support or are related to all of your research endeavors. Serving as coordinating PI on a clinical trial would be part of your research endeavors.

To the extent that your role as a consultant makes resources available to you that support or are related to your research (e.g., access to research funding, in-kind access to lab space or staff; access to high-value materials not generally available to other researchers, etc.), it should be disclosed as Other Support.

Note, the time spent as a PI for Pharma/Industry, even if unpaid, should be reported in M-Inform.

50. Do we need to report consulting positions or scientific advisory board positions with companies in our Other Support?

Answer: Consulting and scientific advisory board positions do not need to be reported as Other Support if they do not involve your performance of research activities. For example, providing input on the design of a study that will be conducted by other individuals would not trigger Other Support reporting requirements.

To the extent that your role as a consultant makes resources available to you that support or are related to your research (e.g., access to research funding, in-kind access to lab space or staff; access to high-value materials not generally available to other researchers, etc.), it should be disclosed as Other Support.

Note, these activities even if unpaid, should be reported in M-Inform.

51. I am medical lead of a start-up company that was approved by the MEDCOI Board. I have stock options with the company. Does my role with the company or my stock options need to be reported in the Other Support?

Answer: NIH has emphasized that Other Support should include a listing of all positions and scientific appointments related to all your research endeavors, whether or not remuneration is received. NIH has also
emphasized that reporting is required for all resources made available to a researcher in support of and/or related to all of their research endeavors. Serving as medical lead of a start-up company would be part of your research endeavors.

To the extent that your role as medical lead makes resources available to you that support or are related to your research (e.g., access to research funding, in-kind access to lab space or staff; access to high-value materials not generally available to other researchers, etc.), it should be disclosed as Other Support.

Note: Having stock (or stock options) in a start-up company does not, alone, constitute Other Support. However, if you have access to resources in support of and/or related to your research endeavors with a start-up company, that support should be included in your updated Other Support.

Also note, this activity and the stock options, should be reported in M-Inform.

52. I received 20,000 shares (of >11 million issued) from a private biotech company in 2014, that are, practically speaking, worthless. Do I need to list my shares on my Other Support pages?

   Answer: No, this does not need to be included in Other Support, but it must be reported in M-Inform. For value, check the box next to the statement, “Equity Value Unknown (cannot be readily determined by public price or fair market value): “

53. I have an ongoing, longstanding research collaboration with scientists in another country. I do not make direct use of their facilities, but I publish research articles with them. In general, they carry out experimental laboratory studies and some theoretical and computer modeling studies, and I carry out some of the computational work, and I help with the writing and editing of manuscripts for journal articles and book chapters. Do these activities constitute "Other Support"?

   Answer: If the collaboration directly benefits your research, such as through your use of the collaborator’s study results or modeling, the collaboration should be reported as Other Support. It may also need to be reported as a “Foreign Component” that requires prior approval from NIH.

54. In 2019, I gave an invited talk at an NIH-funded conference. My travel expenses were reimbursed and lodging/food were provided. Should this be included in my updated Other Support?

   Answer: Reimbursed travel expenses for a talk that does not further your research do not require disclosure as Other Support. In certain circumstances, however, the travel expenses may need to be disclosed in M-Inform.

55. In 2019, I participated in NIH-funded workshops that have led to collaborations with researchers at other institutions. In this collaborative work, analysis work for a particular manuscript may be supported by trainees and/or staff at other institutions. Should this activity be included in my update Other Support?

   Answer: Analysis work or other substantive activities that are performed for the purpose of supporting a manuscript (e.g., confirmatory studies) should be reported as Other Support if they are performed as part of a collaboration that supports your research, including how your research is described in the manuscript. However, simply citing to other studies that were performed outside of a collaboration would not be considered Other Support. Note, if your collaborators were outside the U.S., it may also need to be reported as a “Foreign Component” that requires prior approval from NIH.
56. I'm involved in an international collaboration run out of a European university that involves being Co-PI on two sub-projects. They give me an annual stipend for my work (though I don't believe there's any formal appointment), and I spend about four weeks in residence in the summer as part of the intellectual community. They cover my flight costs and lodging. I lightly supervise two postdocs who don't do any work for me, though I do occasionally coauthor with them. Do I need to put anything in my Other Support?

**Answer:** Yes. Your work on the two sub-projects would be considered part of your research endeavors, and any resources that are provided in support of that work should be reported.