

JHU NIH Proposal Preparation Instructions

March 19, 2021

Biosketch:

1. List all positions and scientific appointments both domestic and foreign held by senior/key personnel that are relevant to an application **including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).** Please note that all affiliations should be disclosed to the administrative leadership of your Schools through the processes found [here](#). Even if you have previously disclosed an appointment through eDisclose, you should follow this process.
2. Provide copies of the agreements associated with foreign appointments and attach to the Biosketch document in the submission to NIH. This includes **copies of contracts, grants or any other agreements 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 the contracts, grants or other agreements are not in English, translated copies must be included in the submission to NIH. You may use a machine translation service to translate the document.**

Other Support:

All pending support at the time of application submission and prior to award must be reported using “Just-in-Time Procedures” as described [here](#). JHU is responsible for promptly notifying NIH of any substantive changes to previously submitted Just-in-Time information up to the time of award and all changes during the life of the award, including “Other Support” changes that must be assessed for budgetary or scientific overlap. Specifically, report the following:

1. All resources and other support for all individuals designated in an application as senior/key personnel – including for the program director/principal investigator (PD/PI) and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, irrespective of whether such support is provided through the applicant organization, through another domestic or foreign organization, or is provided directly to an individual that supports the senior/key personnel’s research efforts.
2. All current projects and activities that involve senior/key personnel, **even if the**

support received is only in-kind (e.g. office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign “talents” or similar-type program, or other foreign or domestic support must be reported. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, the recipient must provide reasonable estimates. Note that any visiting post doctoral fellows or visiting scholars who are funded directly by a foreign source must be approved in advance in accordance with the [JHU Visitor’s Policy](#) and disclosed to NIH as Other Support.

3. 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.

Post-award, recipients must address any substantive changes by submitting a prior approval request to NIH in accordance with the NIHGPS section on “Administrative Requirements—Changes in Project and Budget—NIH Standard Terms of Award.”

NIH has provided a [sample Other Support form](#) for reference.

Consult updated [NIH Frequently Asked Questions \(FAQ’s\) on Other Support and Foreign Components.](#)