

Common Form Implementation Guidance

Creating a Current and Pending (Other) Support Document

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Guidance provided by [RASP](#) on implementation. Last updated 3/3/26

See [NOT-OD-26-018](#) for full implementation details and [NIH CP\(O\)S](#) page for downloadable instructions.

Create a New CP(O)S

- From the [SciENcv](#) home page, click “ + New Document”
- Add a document name that will only be used to identify it (i.e., “2026 support for Jan proposal”)
- Select the Document Type
 - Critical to choose the option ending in ‘**Common Form**’

The screenshot displays the NIH SciENcv interface. At the top, the NIH logo and 'National Library of Medicine' are visible. Below this, the 'SciENcv' logo and 'My Profile' link are shown. A blue button labeled '+ NEW DOCUMENT' is highlighted with an orange box. The bottom section shows a list of document types, with 'NIH Current and Pending (Other) Support Common Form' highlighted by an orange box.

Use Existing or Start Blank Document

1. The first time a support document is created, select “Start with a blank document”
2. Any older version can be use to create a new common form version.
 - Documents can only be copied within their profile
 - Select the document to copy from the drop down
 - The [XML](#) option is rare.
3. Click Create

Create a New Document

Asterisks () indicate required fields.*

Document Name *
2026 support for Jan proposal

Document type *
NIH Current and Pending (Other) Support Common Form

Data source *

☐ Use an existing document in SciENcv

☐ Upload an XML file

☒ Start with a blank document

CANCEL CREATE

Common Form Sections and Changes

Identifying Information, Organization and Location

Information in this section is displayed from your SciENcv profile and NCI account. If information here cannot be changed, try going to the SciENcv profile (from the home page) or the NCI account settings (from clicking your username). The home institution and main appointment will display here.

Proposals and Active Projects

- Follow links in that section for the NIH definition of [current and pending support](#), and how they classify ‘current’ and ‘pending’
- Add all awards and proposals that include financial support and/or committed (paid) effort
 - If the source of the award is foreign, you must also provide the contract in English as supporting documentation).
- Add a dollar value of the total award (or subaward, if part of larger project).
- Add effort in total person months
 - If separate summer and academic-year months were calculated, report the total
 - If the project does not include paid effort, use “0.01” as the annual person months, and clarify in “overall objectives” that the true person months committed are 0.00 (newly released [FAQ from NIH](#))
- Do not include projects not yet submitted (or re-submitted) to a sponsor.
- For internal sources of support, only include if the internal award or proposal includes paid effort.

In-Kind Contributions

- Include all foreign in-kind contributions, regardless of total value (and provide the contract in English as supporting documentation).
- Only include domestic or internal in-kind contributions valued over \$5,000.

- In-kind contributions from a domestic entity of less than \$5,000 do not need to be reported on in Other Support, but they must still be entered into JHU's e-Disclose.
- Add all awards and proposals that include financial support and/or committed (unpaid) effort
 - If a resource has no associated effort, use "0.01" as the annual person months, and clarify in "overall objectives" that the true person months committed are 0.00 (newly released [FAQ from NIH](#))
- If a resource has no dollar value *and* no committed effort, consider that it may instead belong in Facilities & Other Resources (NIH) document.

Supporting Documentation

- If any source of support is foreign, the contract (in English) must be included as supporting documentation

Adding Funded Support (Proposals and Active Projects)

1. Click 'Add Proposals and Active Projects'

- These should be copied well from older versions
- All fields except award number are required
- Total should be in \$USD and reflect the JHU award total
 - i.e., if JHU is subawarded \$10k from a \$50k prime award, the value here is \$10k.
- Person months should be labeled by the *ending* budget year
 - If the project's first budget year runs Oct 2026 – Sept 2027, list here as "2027"
 - Include all known future years
 - Do not include any prior years
 - Use "0.01" if not effort
- 'Overall Objectives' now has a character limit of 1,500. This will be a hard stop
 - Identify true effort of 0.00 months for any marked 0.01
- Statement Potential Overlap can be "none" – OR –
 - describe overlap in terms of scope, budget, and person-months committed.

Proposals and Active Projects

Asterisks (*) indicate required fields.

Proposals and Active Projects Title *

Status of Support *

☐ Current ☐ Pending

Proposals and Active Award Number (if ...)

Source of Support *

Primary Place of Performance *

Total Anticipated Proposals and Project...

Enter as USD. (Include Indirect Costs)

Proposals and Active Projects Start Date *

Proposals and Active Projects End Date *

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the Proposal/Active Project

Year *

Person Months *

+ ADD YEAR

Overall Objectives *

Statement of Potential Overlap *

CANCEL SAVE & ADD ANOTHER ENTRY SAVE DRAFT

2. Click 'Save Draft' or click 'Save & Add Another Entry' until you have added all proposals and active projects

Adding In-Kind Support

Note: Internal policies around disclosures have not changed. All external contributions must be disclosed in JHU's e-Disclose. Those that have an estimated value of over \$5,000, and those from foreign sources, will *also* be disclosed in the Current and Pending (Other) Support document.

1. Click 'Add In-Kind Contribution'

- Title will be 'Summary of Contribution'
- Source of Support may be internal or external
 - If external, it must also be disclosed in e-Disclose
- Estimated dollar value in \$USD is required
- The month/year of initial support is required, but no end date is required.
- Person-months are required on each entry
 - Label with the *ending* budget year ('2027' for a 26-27 budget)
 - Include all known future years
 - Do not include any prior years
- 'Overall Objectives' now has a character limit of 1,500. This will be a hard stop
- Statement Potential Overlap can be "none" – OR –
 - describe overlap in terms of scope, budget, and person-months committed.

In-Kind Contribution

Asterisks (*) indicate required fields.

Summary of In-Kind Contribution *

Ex: Laboratory space, supplies, employee or student resources, etc.

Status of Support *

☐ Current ☐ Pending

Source of Support *

U.S. Dollar Value of In-Kind Contribution *

Enter as USD. (Include Indirect Costs)

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the In-Kind Contribution *

Year * Person Months *

[+ ADD YEAR](#)

Overall Objectives *

Statement of Potential Overlap *

[CANCEL](#) [SAVE & ADD ANOTHER ENTRY](#) [SAVE DRAFT](#)

2. Click 'Save Draft' or click 'Save & Add Another Entry' until you have added all in-kind contributions.

Viewing the Draft CP(O)S Document

- Click 'View Draft' to view and download the document in its current form.
- You can save and email this PDF document.

Certifying the CP(O)S Documents

Each senior personnel must log into their account to certify and print. **No delegates or anyone else can certify these documents on another's' behalf.**

The 'Download PDF' button will remain gray/inactive until all required fields are complete.

Once the 'Download PDF' button is blue/active, a delegate can use it send an email notification, or to print the certified version if already completed.

Once the 'Download PDF' button is blue/active, and the individual certifying is logged into their own account, the certification screen will appear.

Click 'Download PDF' and review carefully.

Clicking 'Certify' will create a digitally certified PDF.

At this point, the only allowable change is to the file name. **Do not flatten the PDF** or append any other documentation. Some sources have reported issues with changing the file name on a mac computer, in which case the original file name should be used.

After certification is complete, you can print a copy using the 'download PDF' button.

Certification Required

The PI/co-PI or Other Senior/Key Person must certify this document in order for you to generate a PDF.

Each PI/co-PI or Other Senior/Key Person must electronically certify their Biographical Sketch and Current and Pending (Other) Support documents prior to submission. Delegates are not able to perform this step, but may download documents once they are certified.

You can send an email to the Senior/Key Person (jeski@.edu) asking them to certify this document by selecting "Send Notification" below.

[CANCEL](#)

[SEND NOTIFICATION](#)

Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party to a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

[CANCEL](#)

 [CERTIFY](#)