



Worker Training Program Awardee Meeting and Workshop

May 17, 2022

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New Requirements

Biosketch and Other Support

Other Support and Biosketches

- Guide Notices NOT-OD-21-073 and NOT-OD-21-110 update the format pages and instructions for the Biographical Sketch (Biosketch) and Other Support
- New Other Support and Biosketch formats are required for all applications **submitted** on or after **January 25, 2022**
- Other Support documents must be digitally signed (a scanned signature or typed signature is not sufficient)
- Instructions for Other Support are now the same for competing and noncompeting applications
- If an individual has foreign support in their other support, they will be required to submit copies of the contracts

Biosketch

- Must list **all current** positions and scientific appointments both domestic and foreign, 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)
- Historical information is not required
- Positions, Scientific Appointments, and Honors must be listed in reverse chronological order

Other Support

- Must include
 - 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
 - All current and pending support
 - Total award amount (including indirect costs) for each project
 - In-kind contributions (if not contributing to the grant we are awarding)
 - Electronic signature required
 - Copies of contracts, grants, other agreements for foreign (in English)
 - <https://grants.nih.gov/news/contact-in-person/seminars.htm>



Microsoft Word
Document

Frequently Asked Questions

- **Should consulting activities included in Other Support display calendar months effort, or is N/A appropriate for effort, when serving as a consultant?**
 - Consulting should be estimates for the amount paid, rather than time and effort reflected in calendar months. Therefore, it will not count towards the 12 calendar months of effort.
- **What should I do if I'm not sure if something needs to be included as Other Support?**
 - In the interest of full transparency, recipients should err on the side of disclosure. Researchers should consult with their institutional officials for guidance to ensure compliance with institutional and NIH policies. NIH requires complete and accurate reporting of all sources of research support, financial interests and affiliations, both foreign and domestic.
- **On Mentored Career Awards, mentors/co-mentors are required to submit Current and Pending Support in competing applications. NOT-OD-21-073 indicates that other support must include signatures. Do mentors need to sign the form when reporting current and pending support?**
 - Yes. Attachments should be submitted as a flattened PDF, after all signatures are obtained. Applicants and recipients must maintain the original electronic signature and make it available upon request.
- **For in-kind resources that do not have any associated effort, can researchers enter zero effort?**
 - Yes, for in-kind resources with no associated time commitment, researchers can list zero effort, but must provide the estimated dollar value of the in-kind resource. The effort and dollar value cannot be both be zero.

Frequently Asked Questions continued

- **What types of foreign contracts are applicants and recipients required to submit with Other Support?**
 - NIH requires researchers to provide foreign contracts, grants or any other agreements specific to senior/key-personnel foreign appointments, affiliations, and/or employment with a foreign institution. Copies must be provided as part of the PDF following the Other Support format page.
- **Does this include employment contracts for fellows or students working in the lab?**
 - No. Personal service contracts for lab staff do not need to be provided. Only contracts, grants and any other agreements specific to the PD/PI or other senior/key personnel's appointments and employment are required. However, NIH continues to reserve the right to request additional information, as necessary.



Carryover, Unobligated Balance and FFRs

Unobligated Balance:

The amount of funds authorized under a Federal award that the non-Federal entity has not obligated.

The Grantee Institution's written financial policies dictate what is considered by the institution to be an "obligation."

Unobligated balances are the amounts of budget authority that have not yet been committed by contract or other legally binding action by the government.

Unliquidated Obligations:

Unliquidated obligations are commitments of the recipient and are considered to be obligations and, therefore, should not be reported as unobligated balances.

Unliquidated obligations could include (and are not limited to):

- Signed Contracts that have not yet been fully paid out
- Un-invoiced services that have already been rendered
- Subaward agreements that have not yet been fully paid out



Prior Approval - Carryover

Carryover – When Do You Request?

- There is an immediate *bona fide** need
- Only after the FFR has been accepted by NIH OFM

NOTE: The *bona fide* needs rule is one of the fundamental principles of appropriations law: A fiscal year appropriation may be obligated only to meet a legitimate, or *bona fide*, need arising in, or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation was made.

Order of Request for Use of Grant Funds

- Use the money available in the current budget period **first**
- Ask for carryover of unobligated funds from the previous budget period **next**
- Carryover Requests must be submitted at least 60 days prior to end of budget period

Carryover – How Do you Request?

- Cover Letter
 - Reason that the funds requested for carryover were not expended in the year they were awarded
 - Description of the immediate need and explanation why the requested costs cannot be covered by rebudgeting out of your current year's award
 - Description of activities to be supported
 - How will the work be impacted if the funds are not carried over?
 - Total amount of funds requested for carryover, with a breakdown of direct and indirect cost

Why Might A Carryover Request Be Disapproved?

- Does not demonstrate a bona fide need
- FFR has not been accepted
- Consists of duplicative or questionable costs
- Insufficient justification
- Cannot reasonably obligate requested funds in current budget period
- Costs have already been incurred
- Out of scope



Prior Approval - Rebudgeting

Rebudgeting

- Funds may be re-budgeted between individual budget categories within each program to the extent allowed by the NIH Grants Policy Statement.
 - Program costs may not be re-budgeted to another program without prior NIEHS approval.
- COVID-19 funds may **not** be rebudgeted for any purpose other than COVID work

NIH Grants Policy Statement

- 8.1 - NIH prior approval is not required to rebudget funds for any direct cost item that the applicable cost principles identify as requiring the Federal awarding agency's prior approval, unless the incurrence of costs is associated with or is considered to be a change in scope.



COVID Supplements Reporting

COVID-19 Reporting

- All grantees who received COVID-19 funding must report on those funds separately.
- As indicated in the terms of the Notice of Award, you need to submit a separate Federal Financial Report (FFR) (SF 425)
- FFRs are now submitted through the Payment Management System
- If you have COVID funds remaining from a previous budget period that you want to have carried forward, the FFR should be marked “Annual.”

*Read NOA carefully all information is listed there.



RPPR User Guide

RPPR User Guide

- Updated User Guide Just Released last week
 - A new visual appearance coming for the Research Performance Progress Report (RPPR) module in eRA Commons on Thursday, June 23, 2022
 - Any RPPR in Process that includes budget must be submitted by June 22 or budget will have to be redone due to an upcoming release by eRA on June 23 (if you can postpone the RPPR until after June 23rd, that is recommended)
 - https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf



Section: Communication

Communication

- Institutional Resources – **FIRST**, utilize the expertise of your organization's Office of Sponsored Programs. They should be familiar with NIH policies and, more importantly, are familiar with your institution's policies and procedures

Grant-Specific Questions

- Administrative – The **Signing Official** (**Not the PI**) should contact the assigned Grants Management Specialist (**ALWAYS include the grant number in all correspondence**) – Please CC the Program Officer
 - GMS assignment is listed in your eRA commons account
 - James Williams is the GM program coordinator and will generally address questions that pertain to WTP as a whole
- Scientific/Programmatic - Contact the designated Program Official/Director
- Review Questions - Contact the assigned Scientific Review Officer

Resources

- Your Notice of Award (NOA) - you can find it in the Commons
- NIH Grants Policy Statement:
<https://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm>
- COVID-19 Frequently Asked Questions:
<https://grants.nih.gov/faqs#/covid-19.htm>
- Regional Training Seminars
<https://grants.nih.gov/news/contact-in-person/seminars.htm>



Questions?

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