HS SPPO Contacts Meeting
December 8, 2021
Agenda

• UC San Diego & HS SPPO Updates & Reminders
  • Holiday Greeting from Erika Wilson
  • HS SPPO Winter Break Closure & Early January 2022 Submission Timelines
  • Last-Minute Submissions & Other Items
  • Upcoming RCI Hot Topics & Training Program: NIH NOT-OD-023-71: Changes in Biographical Sketch and Other Support Format Page
  • HS SPPO Newsletter Raffles: August & November
• NIH Updates & Reminders
  • NIH Operating Under a Continuing Resolution
  • Switching from Forms F to Forms G
  • NOT-OD-21-109: Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel
  • Review of Upcoming Changes to Biographical Sketches & Other Support
UC San Diego & HS SPPO Updates & Reminders

- Rachel A. Cook, HS SPPO Senior Grant Analyst, Supervisor
I would like to thank everyone for another productive and successful year, even though it has been challenging with all the new systems. Wishing everyone a Happy Holidays and a Happy New Year!!!

- Erika
**Winter Break Closure & Early January 2022 Submission Timelines**

HS SPPO will be closed for the winter break starting on Thursday, December 23, 2021, and reopening on Monday, January 3, 2022.

Please use the following timeline for proposals due in early January 2022. If you have a proposal due in late December, please contact your HS SPPO Analyst to discuss the timeline for that specific proposal.

- **NIH Non-SNAP Progress Reports (RPPR) due January 1st:**
  - If you are working on a progress report with a budget component, please prepare the RPPR & Kuali PD Record for review and route to your HS SPPO Analyst by December 15th for submission prior to December 22nd.

- **AIDS and AIDS-Related Application Proposals due January 7th:**
  - Proposals routed in Kuali PD for initial review before 4:30pm on December 22nd will receive a full review.
  - Proposals routed in Kuali PD for initial review after 4:30pm on January 5th will be submitted as-is, no review.
  - Please refer to the HS SPPO webpage, for more information on Submission Timelines.
As a courtesy, HS SPPO is requesting to be emailed no later than 10:00am if you have something urgent to go out that day. Examples include last-minute application submissions, Just-in-Time submissions as well as any other information and/or documentation requested by NIH that has a specific date and time deadline.
Upcoming RCI Hot Topics & Training Program: NIH NOT-OD-023-71: Changes in Biographical Sketch and Other Support Format Page

RCI will be hosting a second session on the upcoming changes to the NIH Biographical Sketch and Other Support Format Pages, required for due dates on or after January 25, 2022. Speakers will once again be HS SPPO’s Erika Wilson & Rachel Cook. There will be an open Q&A session after the presentation.

- Date: January 12, 2022
- Title: NIH 023-71: Changes in Biographical Sketch and Other Support Format Page (follow up)
- Time: 11:00am. to 12:30pm
- Click [here](#) to register on UC Learning

To view the video from the previous session on the upcoming changes held on November 10, 2021, please see the following links:

- [Video](#)
- [PPT](#)
HS SPPO Newsletter Raffle for August Newsletter

1. Vivie Truong
2. Trace Sinclair
3. Yolanda Boyd
4. Robyn Austin
5. Marianne Clark
6. Keiko Scott
7. Bianca Joya
8. Linyi Huntington
9. Caryl Finch
10. Michael Brown
11. Brianne Decker

...and the WINNER IS....

https://www.miniwebtool.com/random-name-picker/
HS SPPO Newsletter Raffle for November Newsletter

1. Marianne Clark
2. Julie Wilkes
3. Angie Robles
4. Kimberly Kruse
5. Colleen Reich
6. Jessica Sun
7. Lauren Wilkes
8. Amanda Tafoya
9. Brianne Decker

…and the WINNER IS….

https://www.miniwebtool.com/random-name-picker/
NIH Updates & Reminders

- Rachel A. Cook, HS SPPO Senior Grant Analyst, Supervisor
Congress has passed a second Continuing Resolution to fund the government, including NIH, through February 18, 2022.

- Consistent with NIH practices during the CRs of FY 2006-2021, NIH ICs may, at their discretion, issue non-competing research grant awards at a level below that indicated on the most recent NOA. Upward adjustments to awarded levels will be considered after FY 2022 appropriations are enacted.
- All legislative mandates that were in effect in FY 2021 remain in effect under this CR, as well as the NIH Salary Cap and the NRSA predoctoral and postdoctoral stipend levels and tuition/fees.
Reminder: Switching from Forms F to Forms G in January

For all NIH & AHRQ (FDA too!) applications due on or after January 25, 2022, please use the new Forms G for all application submissions.

- For more information, please see NOT-OD-21-169: New NIH "FORMS-G" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2022.

- Key Changes:
  - Transition from DUNS # to UEI #
  - Required use of the new Biographical Sketch & Other Support forms pages and instructions
  - Requirements of an eRA Commons ID for all Senior/Key Investigators in applications and RPPRs

- Updated Forms G Instructions can be found here and more details on the high-level changes can be found here.
### When do you use Forms F vs. Forms G?

<table>
<thead>
<tr>
<th>If your intended due date is...</th>
<th>You must use...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On or before January 24, 2022, including:</strong></td>
<td><strong>FORMS-F Application Package</strong></td>
</tr>
<tr>
<td>• Applications submitted for due dates on or before January 24, 2022.</td>
<td></td>
</tr>
<tr>
<td>• Applications submitted under the <a href="#">NIH Late Policy</a> 2-week window of consideration for intended due dates on or before January 24, 2022.</td>
<td></td>
</tr>
<tr>
<td>• Applications submitted by February 1, 2022, under NIH <a href="#">Continuous Submission Policy</a> for the January 7, 2022 AIDS intended due date.</td>
<td></td>
</tr>
<tr>
<td><strong>On or after January 25, 2022, including:</strong></td>
<td><strong>FORMS-G Application Package</strong></td>
</tr>
<tr>
<td>• Applications submitted for due dates on or after January 25, 2022.</td>
<td></td>
</tr>
<tr>
<td>• All application types (New, Resubmission, Renewal, Revision).</td>
<td></td>
</tr>
<tr>
<td>• Applications submitted early for intended due dates on or after January 25, 2022.</td>
<td></td>
</tr>
</tbody>
</table>
Reminder: NOT-OD-21-109: Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel

Per NOT-OD-21-109, for all applications due on or after January 25, 2022, an eRA Commons ID must be entered in the “Credential, e.g. agency login” field for all Senior/Key Personnel listed on the R&R Senior/Key Person Profile (Expanded) Form.

• An eRA system validation will be implemented to check for a valid eRA Commons ID.
• For multi-project applications, this requirement also applies to the individual components of the application and not to just the Overall component.

Process in HS SPPO to obtain an eRA Commons account or to add a role, provide the following information below in your email to Nicole Ketchum or Rachel Cook. For More information, go here.

• First Name, Middle Name or Initial (optional), Last Name
• Email Address
• Role (PI, Postdoc, ASST)
• Preferred username (6-20 characters of letters, numbers, &,/or the following special characters: hyphen -, underscore _, period ., or at sign @)
Options for those that do not have eRA Commons IDs

What if you have a consultant on your application and they do not have an eRA Commons ID?

- If they do not have an eRA Commons ID, then you will not be able to include them in the R&R Senior/Key Person Profile (Expanded) Form. You can, however, insert their NIH compliant Biographical Sketch behind their Letter of Support on the Research Plan tab. In most cases, there is no page limits for this section of the application.

What Are the Options for Obtaining an eRA Commons Username (Commons ID) For a Senior/Key Person Who Isn’t Affiliated With a Registered Organization?

- The individual’s organization can register in eRA Commons and provide a Commons ID for them.
- The applicant organization can create an eRA Commons account for the individual and assign a role that is solely used for reporting purposes.
- The individual can register themselves as an organization using NIH’s Special Instructions for Unaffiliated/Independent Applicants. This is a good option for independent consultants or other individuals who are not affiliated with an organization.

What if you had a Post Doc work 1 person month on your NIH grant, but they are no longer at UC San Diego or in country. You are working on the RPPR and need an eRA Commons ID to report their effort. What do you do?

- In this situation, report the post doc in Section D. - Participants, but select "Other" as the role and enter "postdoc who left institution without Commons ID."
Effective January 25, 2022, the National Institutes of Health (NIH) will update its application forms and instructions to support the need for applicants and recipients to provide full transparency and disclosure of all research activities, foreign and domestic. This Notice outlines the following key changes:

• Biosketch and Other Support
• Other Support Certification
• Supporting Documentation
• Immediate Notification of Undisclosed Other Support

Reminder: Review of Upcoming Changes to Biographical Sketches & Other Support

Biosketch Format Changes
Non-Fellowship Biosketches Changes

Section A ‘Personnel Statement’ may now include details on ongoing and completed research projects from the past three years that they want to draw attention to, along with still highlighting up to four publications.

Section B ‘Positions, Scientific Appointments, and Honors’ renamed from ‘Positions and Honors.’
- List only current positions and scientific appointments.
- All “Positions, Scientific Appointments, and Honors” should be listed in reverse chronological order.

Section D ‘Research Support’ has been removed.

### BIOGRAPHICAL SKETCH
Provide the following information for the Semiockey personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED FIVE PAGES.

- NAME:
- eRA COMMONS USER NAME (credential, e.g., agency login):
- POSITION TITLE:

**EDUCATION/Training**: (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>Start Date MM/YYYY</th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

A. Personal Statement
B. Positions, Scientific Appointments and Honors
C. Contributions to Science

UC San Diego Health
Non-Fellowship Biographical Sketch Example

**BIOGRAPHICAL SKETCH**

Provide the following information for the Biographical Sketch:

- **NAME:** Hunt, Morgan Casey
- **eRA COMMONS USER NAME (credential, e.g., agency login):** huntmc1
- **POSITION TITLE:** Associate Professor of Psychology

**EDUCATION/TRAINING**

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add additional row as necessary.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (applicable)</th>
<th>COMPLETION DATE (MM/YYYY)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California, Berkeley</td>
<td>BS</td>
<td>05/2003</td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>05/2005</td>
<td>Experimental Psychology</td>
</tr>
<tr>
<td>University of Vermont</td>
<td></td>
<td>08/2013</td>
<td>Public Health and Epidemiology</td>
</tr>
</tbody>
</table>

**A. Personal Statement**

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with addiction. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. As PI or co-investigator on several university- and NIH-funded grants, I have conducted important studies of drug use and addiction. I have also conducted research in collaboration with other researchers, and produced several peer-reviewed publications from such projects. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2015-2016, my career was disrupted due to family obligations. However, upon returning to the field, I immediately resumed my research projects and collaborations and successfully completed for NIH support. In summary, I have the expertise, leadership, training, experience, and motivation necessary to successfully carry out the proposed research project.

**Key Personnel**

Ongoing and recently completed projects that I would like to highlight include:

- **R01 DA042367**
  - Hunt, PI
  - Health trajectories and behavioral interventions among older substance abusers

- **R01 MH827371**
  - Monroe, PI: co-investigator
  - Psychosocial, depression, and substance abuse in the elderly

**R21 AA958975**
- Hunt, PI
- 01/01/16-12/31/21
- Community-based intervention for alcohol abuse

**Citations**


**B. Positions, Scientific Appointments, and Honors**

**Positions and Scientific Appointments**

- **2021 – Present**
  - Associate Professor, Department of Psychology, Washington University, St. Louis, MO
- **2015 – 2017**
  - Consultant, Coastal Psychological Services, San Francisco, CA
- **2014 – 2016**
  - NIH Peer Review Committee: Psychology of Aging, ad hoc reviewer
- **2014 – Present**
  - Board of Advisors, Senior Services of Eastern Missouri
- **2013 – 2014**
  - Lecturer, Department of Psychology, Midwestern College, Midland, VT
- **2011 – Present**
  - Associate Editor, Psychology and Aging
- **2009 – Present**
  - Member, Gerontological Society of America
- **2006 – 2015**
  - Fellow, Division of Inherent Research, National Institute of Drug Abuse, Bethesda, MD
- **2008 – Present**
  - Member, American Psychological Association

**Honors**

- **2020**
  - Award for Best in Interdisciplinary Ethnography, International Ethnographic Society
- **2018**
  - Excellence in Service Award, Washington University, St. Louis, MO
- **2016**
  - Outstanding Young Faculty Award, Washington University, St. Louis, MO

**Contributions to Science**

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications focused on older adults appear in a variety of primary care settings or under mental health providers. To deal with emerging addiction problems, our publications document the emerging problem and guide primary care providers and mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and clinical approaches, this body of work has shifted the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
Non-Fellowship Biographical Sketch Example


2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also addresses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.


3. Methadone maintenance has been used to treat narcotic addicts for many years, but I led research that has shown that over the long-term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotic users were shown in carefully constructed ethnographic studies to be especially responsive to limited social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.


Complete List of Published Work in My Bibliography:

C. Contributions to Sciences Reminder: up to five contributions are allowed, with a max of four publications/products each. The Biosketch will be non-compliant if more.

D. 'Research Support' has been removed. Section D is solely present on the fellowship version of the Biosketch, and no longer includes research support due to duplication of effort with Other Support & to harmonize format with NSF.
New Fellowship Biosketch Format Pages

Fellowship Biosketches Changes

Section A ‘Personnel Statement’ may now include details on ongoing and completed research projects from the past three years that they want to draw attention to, along with still highlighting up to four publications.

Section B ‘Positions, Scientific Appointments, and Honors’ renamed from ‘Positions and Honors.’
- List only current positions and scientific appointments.
- All “Positions, Scientific Appointments, and Honors” should be listed in reverse chronological order.

Section D ‘Scholastic Performance’ has been updated to remove ‘Research Support.’

Updated Section B to capture ALL scientific positions and appointments, other foreign and domestic as well as both paid and not-paid.
B. List in reverse chronological order all 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). Past positions do not need to be listed.

C. Contributions to Science

2. High School Research: I spent two summers doing research in the laboratory of Dr. Indre Ziai at the University of Chicago. Dr. Ziai has been awarded a Howard Hughes Medical Institute Research Support grant. My research involved studying the role of calcium in cellular signaling pathways, which is relevant to a project I am currently working on in collaboration with my mentor. I hope to submit this work for publication in the near future.

D. Scholastic Performance

updated to remove ‘Research Support’ has been removed. Section D is solely present on the fellowship version of the Biosketch, and no longer includes research support.
Other Support Form Changes
NIH scientific program and grants management staff review Other Support information to ensure that:

- All resources, domestic or foreign, directly supporting the individual's research endeavors have been reported
- Sufficient levels of effort are committed to the project
- There is no scientific, budgetary, or commitment overlap
- Only funds necessary to the approved project are included in the award (example is subawards or multi-project awards)
- Any foreign resources that meet the definition of a foreign component have received appropriate prior approval
Other Support Format Page Changes

There is now **only one Other Support Format Page** for all types of submissions to NIH.

The format page has been re-organized to separate pending and funded projects from in-kind contributions. You do not list completed projects.

**In-kind Resources vs Gifts in Updated Forms**

**Expectations for Reporting In-Kind Resources**

- In-kind contributions, e.g. office/laboratory space, equipment, supplies, employees, students.
- If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, the recipient must provide reasonable estimates.

**Definition of Gift**

Gifts are resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return. Gifts are not reported to NIH in Other Support.
Other Support Format Page & New Changes

This specific form is mandatory to use as it provides information on all domestic & foreign active and pending funded & unfunded support for personnel on NIH funded projects as well as in-kind contributions.

For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED PHS 398 OTHER SUPPORT

There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.

*Name of Individual: Commons ID:

*Title:

Major Goals:

*Status of Support:

Project Number:

Name of PI:

*Source of Support:

*Primary Place of Performance:

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Total Award Amount (including indirect costs):

*Person Months (Calendar/Academic/Summer) per budget period

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (M#M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. [enter year 1]</td>
<td></td>
</tr>
<tr>
<td>2. [enter year 2]</td>
<td></td>
</tr>
<tr>
<td>3. [enter year 3]</td>
<td></td>
</tr>
<tr>
<td>4. [enter year 4]</td>
<td></td>
</tr>
<tr>
<td>5. [enter year 5]</td>
<td></td>
</tr>
</tbody>
</table>

*Estimated Dollar Value of In-Kind Information:

*Overlap (summarized for each individual):

Note for Subs or Multi-Project Awards: Indicate the project number, Name of PD/PI, and source of Support for the overall project. Provide all other information (e.g. total award amount, person months) for the subproject only.

1. PI/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, frivolous, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*Signature: ________________________________

Date: _____________________________

UC San Diego Health
Other Support Example

For New and Renewal Applications — DO NOT SUBMIT UNLESS REQUESTED
PHS 398 OTHER SUPPORT

There is no "form page" for reporting Other Support; information on Other Support should be provided in the format shown below:

*Title: Chloride and Sodium Transport in Airway Epithelial Cells

- Major Goals: The major goals of this project are to delineate the biochemistry of chloride and sodium transport in airway epithelial cells and define the gene(s) involved in transport.
- Status of Support: Active
  - Project Number: 2 R01 HL 00000 - 13
  - Name of PI: Anderson, R.R.
  - Source of Support: NHLBI
  - Primary Place of Performance: University of California, Los Angeles
  - Project/Proposal Start and End Date: (MM/YYYY) (if available): 3/4/2021 - 2/28/2028

*Total Award Amount (including Indirect Costs): $1,492,232
* Person Months (Calendar/Academic/Summer) per budget period:

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (MM#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2021</td>
<td>3 F calendar</td>
</tr>
<tr>
<td>2. 2022</td>
<td>3 F calendar</td>
</tr>
<tr>
<td>3. 2023</td>
<td>3 F calendar</td>
</tr>
<tr>
<td>4. 2024</td>
<td>3 F calendar</td>
</tr>
<tr>
<td>5. 2025</td>
<td>3 F calendar</td>
</tr>
</tbody>
</table>

*Title: Lysosome Membrane Composition and Function

- Major Goals: The major goals of this project are to define biochemical properties of lysosome membrane components and maximize lysosome uptake into cells.
- Status of Support: Pending
  - Project Number: UC6 #50000
  - Name of PI: Anderson, R.R.
  - Source of Support: National Science Foundation
  - Primary Place of Performance: University of California, Los Angeles
  - Project Proposal Start and End Date (MM/YYYY) (if available): 10/1/2021 - 9/30/2023

*Total Award Amount (including Indirect Costs): $262,621
* Person Months (Calendar/Academic/Summer) per budget period:

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (MM#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2021</td>
<td>2.4 calendar</td>
</tr>
<tr>
<td>2. 2022</td>
<td>2.4 calendar</td>
</tr>
</tbody>
</table>

*Title: Ion Transport in Lungs

- Major Goals: The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.
- Status of Support: Active
  - Project Number: 6 R01 HL 00000-07
  - Name of PI: Baker, J.B.
  - Source of Support: NHLBI
  - Primary Place of Performance: University of California, Los Angeles
  - Project Proposal Start and End Date (MM/YYYY) (if available): 4/1/2017 - 3/31/2022
Example of a Paid Direct Post Doc in a research lab. This is considered In-Kind Support and must be listed on your Other Support.