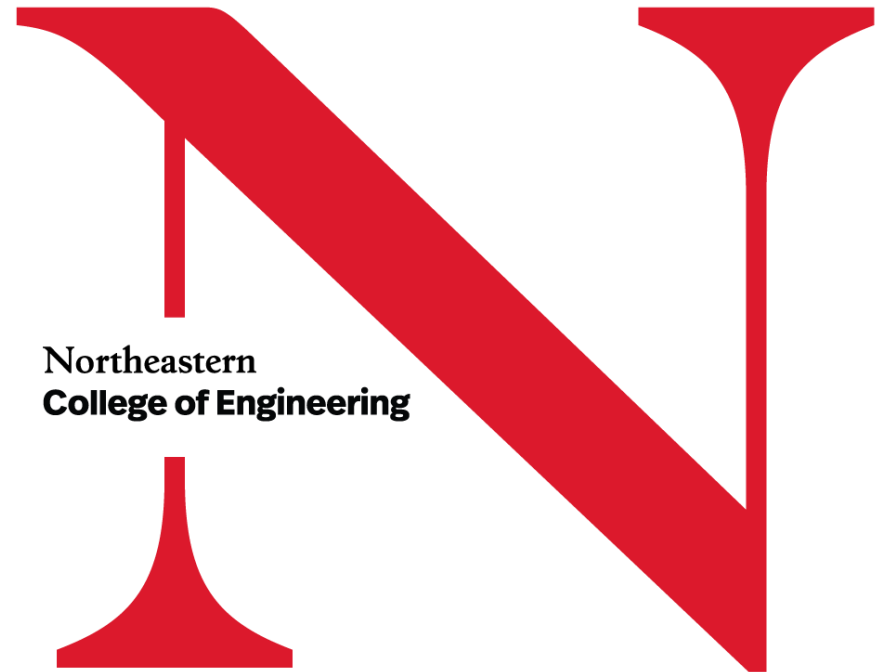


# Support Documents-What should be included and where can I find what I need?

Kayla Portillo - Linda Gladu Ennis -Natalia Szulc - Joan Cyr



# Why are the documents needed?

- When applying for funding, agencies want to know:
  - What other commitments an investigator has or may have at the time of award
    - determines if there is commitment, budgetary, or scientific overlap with other research endeavors
  - Whether the investigator is qualified to conduct the proposed research
  - Whether there are any collaborations they may have with other researchers who may be chosen to review applications so as to eliminate any conflicts

# How can we help?

- As grant administrators, we help our investigators collect and combine the information required by the funding agency for a successful submission
  - What needs to be included in the proposal's support documents
  - What resources are available to help pull it all together?

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# Agenda

- Agencies Registrations for Investigators
  - eRA Commons
  - ORCID
  - SciENCv
- NIH Biosketch
- NSF Biosketch
- NSF Synergistic Activities
- NSF Current and Pending Support
- NSF Collaborators and Other Affiliations
- NIH Other Support
- NASA Other Support
- DOE Other Support
- Other Support information management at Northeastern University

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**eRA Commons ID**

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# eRA Commons ID- Investigator/Admin

---

*Effective on January 25, 2024, missing eRA  
Commons ID prevents NIH proposal submission*

- Principal investigator (PI), co-PI, trainee, researcher, post-doctoral student, or Administrator cannot create their own eRA Commons account
  - Only a signing official or other administrator at the institution can create an account
- Submit a request to NU-RES to register for an eRA Commons ID
- NU-RES will create the account, and assign the appropriate roles based on the request



eRA Commons  
Reg Form



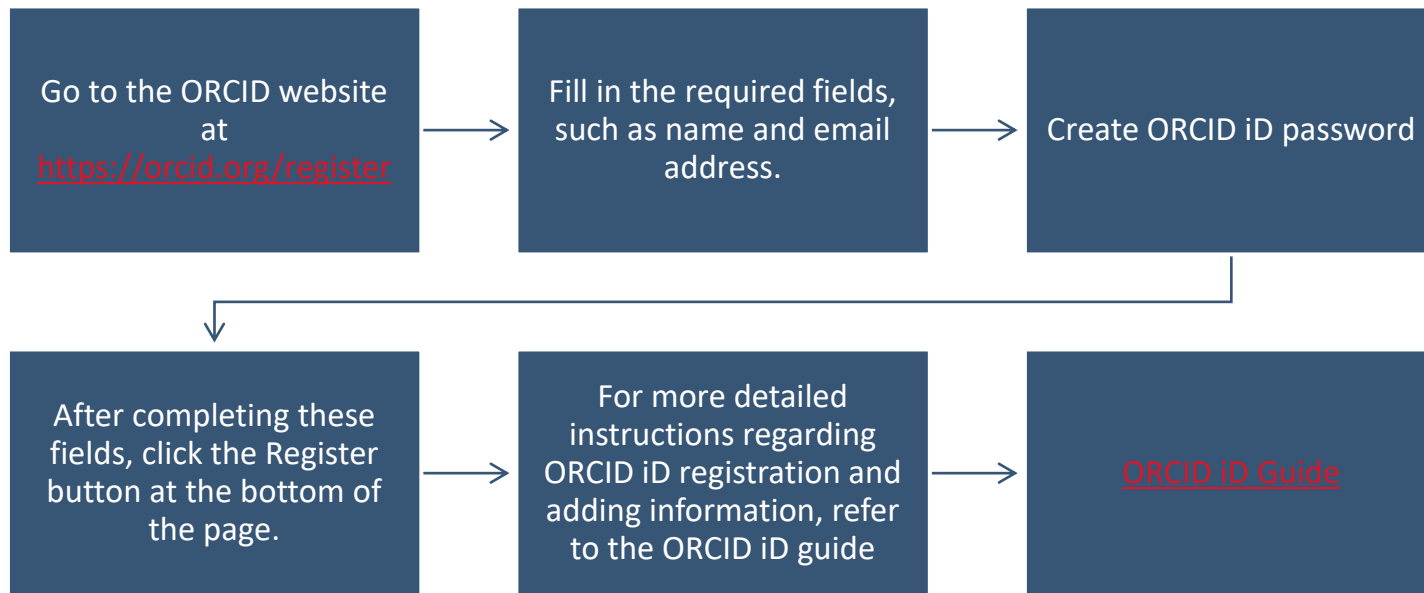
**ORCID**

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# Register for an ORCID iD

---

- *Originally required by NIH; will be required on the Common Form*
- *Required by NSF effective in fall of 2023 for publication purposes*
- *Will be required by most Federal Agencies By 2027 (NSPM-33)*



**SciENcv:  
National Center for  
Biotechnology  
Information (NCBI)  
Profile**

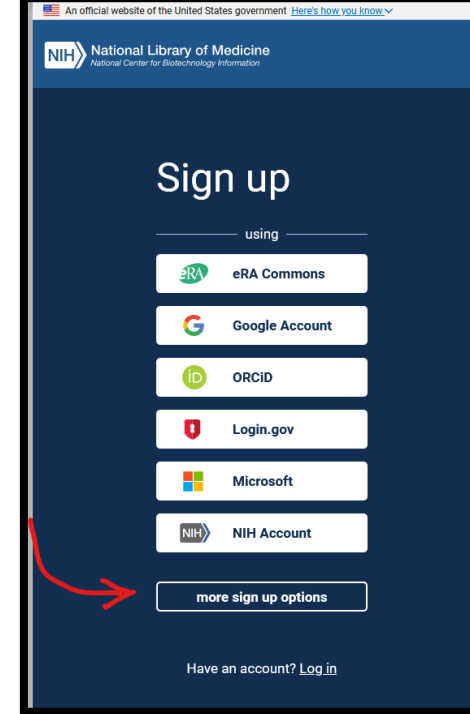
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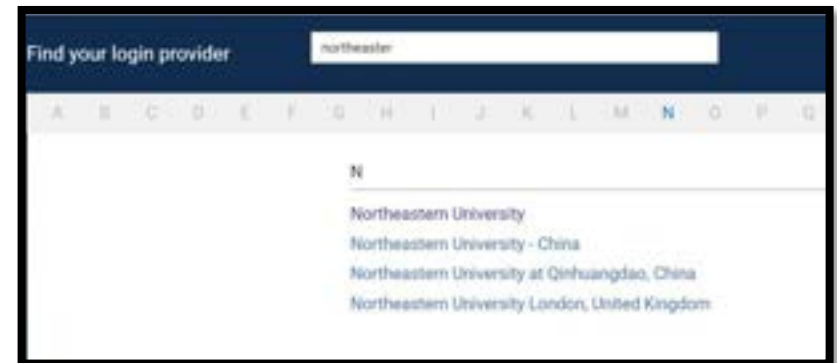
# Register for a new NCBI account

1. Register here:  
<https://www.ncbi.nlm.nih.gov/account/signin/>
2. Select “more sign up options” and search for Northeastern University
3. Select Northeastern University and sign in with NEU credentials.

1. →



2. ↑



# Register for a new NCBI account (continued)

---

- You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have.


**Signed in to NCBI via a Partner Organization**

Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have.

Please choose one of the following options:

Create a new NCBI account

Username:  @northeastern\_university

E-mail:  k.portillo@northeastern.edu  Email entered is valid.

Link to an existing NCBI account

[Continue](#)

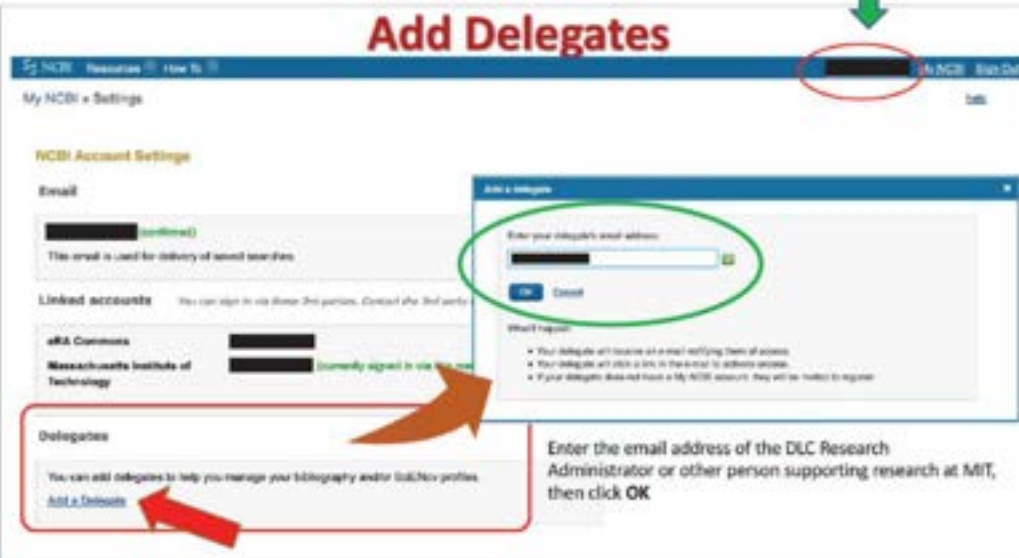


# Adding Delegates to SciENcv

- Delegates can create, modify, delete documents in the investigators SciENcv account.

To Add a Delegate:

1. Click your username in the upper right corner of the menu bar to open NCBI Account Settings.



**Add Delegates**

My NCBI Account Settings

Enter your delegate's email address

OK Cancel

What's new?

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will have a link in the e-mail to access access.
- If your delegate does not have a My NCBI account, they will be asked to register.

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

[Add a Delegate](#)

Enter the email address of the DLC Research Administrator or other person supporting research at MIT, then click OK

2. In the Delegates section of the NCBI Account Settings screen, click Add a Delegate.
3. On the pop-up window, enter the Delegate's email address then click the 'Ok' button. A System email will notify the delegate with a link to accept delegation.

Delegates

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
(Awaiting confirmation)	[redacted]			✖
robertap1	[redacted]	🔗	🔗	✖

[Add a Delegate](#)

In the 'Delegates' section, investigators can modify access or remove delegates

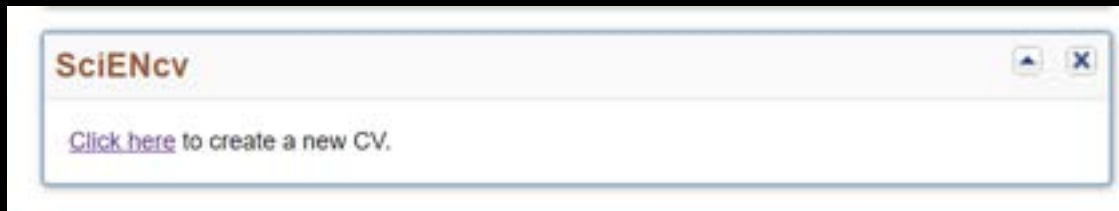
**Completing NIH  
Biosketch**

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# Creating a NIH SciENcv Biosketch:

---

- Sign into NCBI and click on the hyperlink “click here to create a new CV”
- Three ways to create a professional profile:
  1. Manually entering information into a SciENcv template
  2. Making a duplicate of an existing Biosketch
  3. Through an automated data feed from an external source



For more detailed instructions on creating and adding information please see the link below:

[Creating a NIH Biographical Sketch](#)



# Items required on NIH Biosketches

1. Education and Training
  - Begin with the baccalaureate or other initial professional education
2. Personal Statement
  - Enter a brief personal statement and up to four publications that highlight your work experience and qualifications
3. Positions, Scientific Appointments and Honors
  - List in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments.
4. Contributions to Science
  - All senior/key persons should complete the “Contributions to Science” section except candidates for research supplements to promote diversity in health-related research who are high school students, undergraduates, and post-baccalaureates.
  - Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations.

EDUCATION/TRAINING [ Done ]

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

Show in this profile	INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY	Delete	edit
<input checked="" type="checkbox"/>	University of California, Berkeley, CA, USA	BACHELOR OF SCIENCE	05 / 1993	Physiology	Delete	edit
<input checked="" type="checkbox"/>	University of California, Davis, CA, USA	DOCTOR OF VETERINARY MEDICINE	06 / 1997	Large animals - equine	Delete	edit
<input checked="" type="checkbox"/>	University of California, Davis, CA, USA	Resident	12 / 2000	Equine surgery emphasis	Delete	edit

[add another degree/training](#)

A. Personal Statement [ Edit statement ]

You have not yet provided a personal statement.

*Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.*

[ Select citations ]

My Bibliography ORCID

Sort by: Update date | Select: None | 0 item(s) selected | Add citations | Go to My Bibliography | unchecked entries are hidden from display

Publication date

Amor... G. Role of Apelin in Glioblastoma Vascu... on and Invasion after Anti-VEGF Therapy: What Is the Impact on the Immune...  
May 1,79(9):2104-2106. PubMed PMID: 31043429; NIHMSID: NIHMS1034611; PubMed Central PMCID: PMC6601607.

Nia... pping Physical Tumor Microenvironment and Drug Delivery. Clin Cancer Res. 2019 Apr 1;25(7):2024-2026. PubMed PMID: 30633023; NIHMSID: NIHMS1518172; PubMed Central PMCID: PMC6445672.

B. Positions, Scientific Appointments and Honors

Positions and Scientific Appointments [ Done ]

Select: All None | 3 item(s) selected | unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2007 - present	Veterinary and Equine surgery specialist, Large Animal Clinic, University of California, Davis, CA, USA	Delete	edit
<input checked="" type="checkbox"/>	2007 - present	Associate Professor, University of California, School of Veterinary Medicine, Davis, CA, USA	Delete	edit
<input checked="" type="checkbox"/>	2001 - 2006	Veterinarian, Large Animal Clinic, University of California, Davis, CA, USA	Delete	edit

[add another entry](#)

# Example NIH Biosketch

OMB No. 3025-0001 and 3025-0002 (Rev. 12/2010) Approved Through 4/20/2020

## BIOGRAPHICAL SKETCH

Provide the following information for the Secretary, principal and other significant contributors.  
Provide the format for each person. **DO NOT EXCEED FIVE PAGES.**

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 dates first as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	BS	05/2003	Psychology
University of Vermont	PhD	05/2009	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/2013	Public Health and Epidemiology

### A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with substance use disorders. 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 substance use disorders. As PI or co-investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to older people with substance use disorders, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. 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, expertise, and motivation necessary to successfully carry out the proposed research project.

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

R01 DA042367

Hunt (PI)

09/01/16-09/31/21

Health trajectories and behavioral interventions among older people with substance use disorders

R01 MH022731

Morlock (PI), Role: co-investigator

12/15/17-11/30/22

Physical disability, depression, and substance use among older adults

R21 AA098075

Hunt (PI)

01/01/19-12/31/21

Community-based intervention for alcohol abuse

Citation:

- Morlock, R.J. & Hunt, M.C. (2015). Independent living, physical disability and substance use among older adults. *Psychology and Aging*, 30(4), 10-22.
- Hunt, M.C., Jensen, J.L. & Crenshaw, W. (2018). Substance use and mental health among community-dwelling older adults. *International Journal of Geriatric Psychiatry*, 34(9), 1124-1135.
- Hunt, M.C., Morlock, R. & Morlock, R. (2019). Predicting the substance use treatment needs of an aging population. *American Journal of Public Health*, 109(2), 236-245. PMID: PMC682292
- Morlock, R. & Hunt, M.C. (2020). Randomized clinical trial of cocaine in older people with nicotine use disorder. *Age and Aging*, 48(2), 9-23. PMID: PMC6902364

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

#### Positions and Scientific Appointments

2021–Present Associate Professor, Department of Psychology, Washington University, St. Louis, MO  
 2020 – Present Adjunct Professor, McGill University Department of Psychology, Montreal, Quebec, Canada  
 2018 – Present NIH Risk, Adult Substance Use Disorder Study Section, member  
 2015 – 2017 Consultant, Coastal Psychological Services, San Francisco, CA  
 2014 – 2021 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO  
 2014 – 2015 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer  
 2014 – Present Board of Advisors, Senior Services of Eastern Missouri  
 2013 – 2014 Lecturer, Department of Psychology, Middlebury College, Middlebury, VT  
 2011 – Present Associate Editor, *Psychology and Aging*  
 2009 – Present Member, American Geriatrics Society  
 2009 – Present Member, Gerontological Society of America  
 2009 – 2013 Fellow, Intramural Research Program, National Institute on Drug Abuse, Baltimore, MD  
 2006 – Present Member, American Psychological Association

#### Honors

2020 Award for Best in Interdisciplinary Ethnography, International Ethnographic Society  
 2019 Excellence in Teaching, Washington University, St. Louis, MO  
 2018 Outstanding Young Faculty Award, Washington University, St. Louis, MO

### C. Contributions to Science

- My early publications directly addressed the fact that substance use 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 found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging concerns about a substance use disorder. These publications document this emerging concern and guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the behavior, and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for older adults with substance use disorders and will continue to *improve substance use*. In relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
- Groopman, J., Shalt, B.M., Morlock, R., & Hunt, M.C. (2013). Community based participatory research with late-life substance use disorder. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.

**Completing NSF  
Biosketch**

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# Items required on NSF Biosketches

## 1. Professional Preparation

- Provide a list of the senior/key person's professional preparation (e.g., education and training), listed in reverse chronological order by start date.

## 2. Appointments and Positions

- Provide a list, in reverse chronological order by start date, of all the senior/key person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location).

## 3. Products

- Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project.

## 4. Certification

- Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch

\* Please note that synergistic activities has been moved to a separate document in the new NSF 24-1 PAPPG\*

**A. PROFESSIONAL PREPARATION** [ Done ]

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

Show in this profile	INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR	
<input type="checkbox"/>	University of California	Berkeley, CA, USA	Physiology	BACHELOR OF SCIENCE	1993	Delete edit
<input checked="" type="checkbox"/>	University of California	Davis, CA, USA	Veterinary Medicine - Large animals	DOCTOR OF VETERINARY MEDICINE	1997	Delete edit
<input checked="" type="checkbox"/>	University of California	Davis, CA, USA	Equine surgery emphasis	Resident	2000	Delete edit

[add another degree/training](#)

**B. APPOINTMENTS AND POSITIONS** (see PAPPG Chapter II.D.2.b.(1a)) [ Done ]

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

Select: 00 items | 2 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2007 - present	Veterinary and Equine Surgery Specialist, University of California, Davis, Large Animal Clinic, Davis, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2007 - present	Professor, University of California, School of Veterinary Medicine, Davis, CA, USA	Delete edit

[add another entry](#)

**C. PRODUCTS**

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal, book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

**A** PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [ Select citations ]

**B** OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [ Select citations ]

**Certification** [ X ]

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. 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.

[Agree](#) [Cancel](#)

# Example NSF Biosketch

Effective 07/26/2024 NSF BIOGRAPHICAL SKETCH ID#B-1143-0278

## IDENTIFYING INFORMATION:

NAME: Dvolder, Christine Marie  
 POSITION TITLE: Hostess  
 PRIMARY ORGANIZATION AND LOCATION: Swan Club, Roslyn, NY, USA

## Professional Preparation:

ORGANIZATION AND LOCATION	DEGREE (if applicable)	RECEIPT DATE	DEGREE TITLE
University of Scranton, Scranton, PA, USA	PHD	05/2018	Pharmacy
Northeastern University, Boston, MA, USA	DPM	06/2014	Podiatry
University of Scranton, Scranton, PA, USA	BS	06/2010	Health Administration
University of Scranton, Scranton, Pennsylvania, United States	MED	06/2012	Electrical Engineering

## Appointments and Positions

2012 - present Hostess, Swan Club, Roslyn, NY, USA  
 2014 - present Clerical, Cornelius, New York, NY, USA  
 2007 - present Clerical, MRF, Spout, NY, USA

## Products

### Products Most Closely Related to the Proposed Project

- Dangol P, Sibte E, Ramozani A. Control of Thruster-Assisted, Bipodal Legged Locomotion of the Happy Robot. *Front Robot AI*. 2021;8:770714. PubMed Central PMCID: [PMC3733594](#).
- Tian Y, Liu X, Xu S, Carotenuto A, Ma Y, Wang Z, Chen F, Yang R, Liu J, Mims ME, Zhong Y. Recyclable and Efficient Ocean Biomass-derived Hydrogel Photothermal Evaporator for Thermally-localized Solar Desalination. *Desalination*. 2022; 523(C):115449.
- Chakraborty M, Kettle J, Dahiya R. Electronic Waste Reduction through Devices and Printed Circuit Boards designed for Circularity. *IEEE Journal on Flexible Electronics*. 2022. Available from: DOI: 10.1109/JFLEX.2022.3199258
- Bemwal A, Ganguly P, Aliyana A, Khushfwal G, Dahiya R. Screen-printed Graphene-carbon ink based disposable Humidity Sensor with Wireless Communication. *Sensors & Actuators - B*. 2023; 374. Available from: DOI: 10.1016/j.snb.2022.132731
- San X, Li Q, Cao D, Wang V, Anderson A, Zhu H. High Surface Area N-Doped Carbon Fibers with Accessible Reaction Sites for All-Solid-State Lithium-Sulfur Batteries. *Small*. 2022 Feb;18(6):e2105678. PubMed PMID: [34851029](#)

### Other Significant Products, Whether or Not Related to the Proposed Project

- Kramer AF. How to Better Study the Associations Between Physical Activity, Exercise, and Cognitive and Brain Health. *JAMA News Open*. 2021 Mar 14;3(1):e215133. PubMed PMID: [33787914](#)
- Hoseini ES, Derin S, Ganguly P, Dahiya R. Biodegradable Materials for Sustainable Health Monitoring Devices. *ACS Appl Bio Mater*. 2021 Jan 18;4(1):163-194. PubMed Central

PMCID: [PMC3022337](#)

- Liu X, Tian Y, Wu Y, Carotenuto A, Chen F, Cai S, DeGiorgio JA, Wan Y, Zhong Y. Seawater Desalination Derived Entirely from Ocean Biomass. *Journal of Materials Chemistry*. 2021; 9(39):22313.
- Prakash RS, Fountain-Zaragoza S, Kramer AF, Samiriy S, Wegman J. Mindfulness and Attention: Current State-of-Affairs and Future Considerations. *J Cogn Enhanc*. 2020 Sep;4(3):340-367. PubMed Central PMCID: [PMC3021294](#).
- Sibte E, Kelly P, Ramozani A. Computational Structure Design of a Bio-Inspired Armoring Mechanism. *IEEE robotics and automation letters*. 2020 October; 5(4):5929-5936. DOI: 10.1109/LRA.2020.3010217

## Certification:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

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. §§ 283, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

Certified by Dvolder, Christine Marie in SciENcv on 2024-05-30 15:19:16

For more detailed instructions on creating and adding information please see the link below:

[NSF Biosketch](#)



**NSF Synergistic  
Activities**

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# Synergetic Activities

- In the new NSF 24-1 PAPPG, synergistic activities has been removed from the biosketch (effective from May 20<sup>th</sup> 2024)
  - (align with the new Common Form)
- Each individual identified as a senior/key person must provide:
  - a document of up to one-page
  - includes a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities
  - focussed on the integration and transfer of knowledge as well as its creation
- Do not list multiple activities in one line, each item must be specific
- This document is 1 page/pp and is uploaded as a separate document in Research.Gov

## Synergistic Activities -

### Content Instructions for Synergistic Activities:

- The document must conform to PAPPG instructions
- Please refer to the [Format of the proposal \(PAPPG\)](#) for all margin, spacing, font type and size requirements
- File cannot exceed one page

[Synergistic Activities \(PAPPG\)](#)

### File Instructions for Synergistic Activities:

- Only one file can be uploaded
- Your file should not contain page numbers, as they will be added automatically by the system
- Accepted file types include: PDF
- Maximum file size permitted is 10 MB

Browse for file to upload

 SynergisticActivities.pdf



**Completing the  
NSF Current &  
Pending (Other)  
Support**

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# Items required on NSF CPS

## 1. Identifying Information, Organization and Location

## 2. Project/Proposal Summary

- Project or Proposal Title
- Status of Support (current or pending) [A]
- Proposal or award number (if available)
- Source of support -NSF or other support source [B]
- Project/proposal primary place of performance
- The project/proposal total award amount is the award provided or requested for the entire project/proposal period and it should include indirect costs [C]
- Project/proposal start and end dates as proposed or approved for funding support
- Information regarding the number of staff committed to the project for each year is required [D]
- Overall objectives. Required. [E]
- List other pending proposals which may overlap in scope, budget, or staff time allocation. If there is no potential overlap, enter N/A [F]

The image shows a screenshot of the NSF CPS (Current and Pending Support) form. The form is titled "Project/Proposal" and contains several sections. Annotations A through F are placed over various fields to indicate required information:

- A:** Status of Support (Current or Pending)
- B:** Source of Support (National Science Foundation)
- C:** Total award amount (370,000)
- D:** Person Month(s) Per Year Committed to the Project (2.0 for 2023, 3.0 for 2024, 2.0 for 2025)
- E:** Overall Objectives (Beta database February 2024)
- F:** Statement of Potential Overlap (Enter information on other pending proposal which may overlap scope, budget, or staff time allocation)

At the bottom of the form, there are three buttons: "CANCEL", "SAVE & ADD ANOTHER ENTRY", and "SAVE".

# Certification by the Investigator

---

- After the four sections of the NSF Current and Pending Support document are complete and the document is ready, a window will display asking the investigator to agree to the certification statement in order to proceed and print the document:

**Certification**

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. §§ 6605. 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.

For details on the NSF CPS Policy, please see the link below:

[NSF CPS Policy](#)





# Review by Delegate

---

- The NSF Biographical Sketch and Current and Pending (Other) Support documents can be viewed as a draft for review or can be downloaded in a PDF format that is NSF compliant



- Investigators can grant access to other persons (delegates) to view and manage their SciENCv biosketches. The delegates will then be able to create, modify or delete the information in the SciENCv account to which they have been granted access





# Example NSF CPS

SI-MNH-0000004      NSF DAPDS      0985-149-0079

---

**CURRENT AND PENDING (OTHER) SUPPORT INFORMATION**  
Provide the following information for the Seniority personnel and other significant contributors. Follow this format for each person.

---

\*NAME: Purtilo, Kayla Lynn

---

\*POSITION TITLE: Science Researcher

---

\*ORGANIZATION AND LOCATION: Harvard University, Cambridge, Massachusetts, United States

**Proposed/Active Projects**

\*Proposed/Active Project Title: CAREER: Investigating AI in Education

\*Status of Support: Current

Proposed/Award Number: 2142030

\*Source of Support: DOE

\*Primary Place of Performance: Northeastern University

\*Proposed/Active Project Start Date: (MM/YYYY): 01/0026

\*Proposed/Active Project End Date: (MM/YYYY): 06/2030

\*Total Anticipated Proposed/Project Amount: \$450,777

\* Person Months per budget period Devoted to the Proposed/Active Project:

Year	Person Months
2026	0.13
2027	0.13
2028	0.13
2029	0.13
2030	0.13

\*Overall Objectives: To investigate how AI affects Education in the classroom.

\*Statement of Potential Overlap: NA

---

\*Proposed/Active Project Title: Water Desalination System

\*Status of Support: Pending

Proposed/Award Number:

\*Source of Support: NSF

\*Primary Place of Performance: Northeastern University

NSF DAPDS v.2024-1

Page 1 of 3

\*Proposed/Active Project Start Date: (MM/YYYY): 01/0026

\*Proposed/Active Project End Date: (MM/YYYY): 06/2029

\*Total Anticipated Proposed/Project Amount: \$1,210,000

\* Person Months per budget period Devoted to the Proposed/Active Project:

Year	Person Months
2026	1.5
2027	1.5
2028	1.5
2029	1.5

\*Overall Objectives: To discover Water Desalination System and how it affects the environment.

\*Statement of Potential Overlap: NA

---

\*Proposed/Active Project Title: K-12: Conservation Principles, Illustrated: Analyzing the Impact of Informal Visual Learning Tools on Educational Engineering Through Comics

\*Status of Support: Pending

Proposed/Award Number:

\*Source of Support: National Science Foundation

\*Primary Place of Performance: Harvard

\*Proposed/Active Project Start Date: (MM/YYYY): 10/0023

\*Proposed/Active Project End Date: (MM/YYYY): 06/2027

\*Total Anticipated Proposed/Project Amount: \$70,000

\* Person Months per budget period Devoted to the Proposed/Active Project:

Year	Person Months
2024	0.49
2025	0.49
2026	0.49

\*Overall Objectives: This project would seek to make and evaluate the impact of learning comics for chemical engineering mass and energy balances courses to be used in 8 different universities, conducting the first study using a series of comics throughout a full undergraduate course. The diversity and industry impact of the comics, as well as their potential for learning in post-pandemic learning styles, will also be assessed.

\*Statement of Potential Overlap: There is no overlap.

NSF DAPDS v.2024-1

Page 2 of 3

For more detailed instructions on creating and adding information please see the link below:

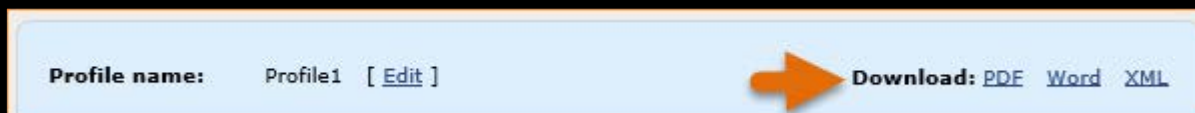
[NSF CPS](#)



# Downloading/printing SciENCv document

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- To download a SciENCv biosketch:
  1. Sign in to My NCBI. Go to the SciENCv portlet and select the biosketch that you wish to download.
  2. Click the hyperlink of the format you wish to download.



- The NSF Current and Pending Support document can be downloaded in a PDF format that is NSF compliant.



**Completing the  
NSF Collaborators  
and Other  
Affiliations (COA)**

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# NSF COA

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- Must be provided for each individual identified as senior or key project personnel.
- NSF required template must be used and not altered.
- Information includes:
  - Individuals name & organizational affiliation (last 12 months)
  - Personal, family, or business relationships
  - Ph.D advisors and all Ph.D. thesis advisees
  - Co-authors and collaborators (last 48 months)
  - Editorial board, editor-in chief, and co-editors (last 24 months)



**Completing the NIH  
Other Support  
Document**

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# NIH Other Support Policy

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- NIH will continue to use the MS Word Form. implementation of the Current and Pending (Other) Support Common Form developed by the National Science and Technology Council's Research Security Subcommittee is planned in January 2025.
- Required from all senior/key persons on the proposal.

- Other Support includes 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.
- Other support does not include training awards, prizes, or gifts. Gifts are resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return.
- Supporting documentation of foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support.
- Immediate notification of undisclosed Other Support as soon as it becomes known.



# NIH Other Support Template

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)

**PHS OTHER SUPPORT**  
**For All Application Types – DO NOT SUBMIT UNLESS REQUESTED**

*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:

**Other Support – Project/Proposal**

\*Title:

\*Major Goals:

\*Status of Support:

Project Number:

Name of PDI/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.

Year (YYYY)	Person Months (##.##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

## Notes:

Other support is prepared on the [NIH MS Word template](#).

NIH does not require disclosure of recently completed support, only current and pending resources.



# Other Support Guide for RPPR

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Requirement with the Research  
Performance Progress Report (RPPR):

Has there been a change in the active  
other support of senior/key personnel  
since the last reporting period?

- Select Yes only if active support has changed for the PD/PI(s) or senior/key personnel
  - If yes, upload updated active and pending support for senior/key personnel whose support has changed
  - List the award for which the progress report is being submitted and include the effort that will be devoted in the next reporting period
- Follow standard Other Support instructions





**Completing the  
NASA Other Support  
Document**

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# NASA Other Support Template

**TABLE OF WORK EFFORT**

Name	Role	Commitment (months per year)											
		Year 1			Year 2			Year 3			Sum		
		This Project		Other Funded Projects	This Project		Other Funded Projects	This Project		Other Funded Projects	This Project		Other Funded Projects
		NASA Support	Total		NASA Support	Total		NASA Support	Total		NASA Support	Total	
<<PI name>>	PI	0	0	0	0	0	0	0	0	0	0	0	0
<<Co-I name>>	Co-I	0	0	0	0	0	0	0	0	0	0	0	0
<<Collaborator name>>	Collaborator	0	0	0	0	0	0	0	0	0	0	0	0
<<Other name>>	<<Other >>	0	0	0	0	0	0	0	0	0	0	0	0
Sum of work effort:		0	0	0	0	0	0	0	0	0	0	0	0
Comments:													

**Notes:**

NASA [MS Word template](#) uses the old NSF format.

The Template requires a Table of Work Effort summarizing per year this project and all other support

**Current and Pending Support**

The following information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of this proposal.

Investigator:	Other agencies (including NASA) to which this proposal has been/will be submitted:
---------------	--

Support:  Current  Pending

Project/Proposal Title:

Role:

Source of Support:

Total Award Period Covered:

Person-Months Per Year Committed to the Project:



**Completing the  
Department of  
Energy (DOE)  
Other Support  
Document**

**NORTHEASTERN  
•  
1898**

# Department of Energy Other Support

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- The majority of DOE and NASA program offices require current and pending support disclosures, but there are variations regarding the type of information that must be included in the disclosures.
- Standardizing disclosure requirements is a central theme in the NSPM-33 implementation guidance, and federal research agencies are charged with developing model financial assistance application forms and instructions.
- The information may be provided in the format approved by the National Science Foundation (NSF), which may be generated by the Science Experts Network Curriculum Vitae (SciENCv).
- The use of a format required by another agency is intended to reduce the administrative burden to researchers by promoting the use of common formats.
- In addition to current and pending support, DOE/NNSA program offices may also require disclosure of past support. This should be limited to a reasonable time period (e.g., previous five years), to be determined by the DOE/NNSA program office.



# Current and Pending (Other) Support Best Practices

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- If unsure whether something needs to be disclosed, in the interest of full transparency, err on the side of disclosure.
- Ensure to read agency-specific instructions when preparing Other Support. Requirements may differ depending on the agency.
- Investigators on *research* projects, regardless of whether they receive salary support from sponsor, must devote measurable effort.
- For NU investigators who are on an academic appointment, summer effort across active support cannot exceed 3.2 months in any year.
- NSF / NIH – Effort for the current budget period and subsequent budget periods need to be reported. Effort provided in prior years does not need to be included.
- NIH – Other Support needs to be electronically signed (see next slide)



# Current and Pending (Other) Support Best Practices

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NIH has been rejecting signatures noted on the left. Examples of acceptable forms of signature are on the right.

*John Smith*

DocuSigned by:  
*John Smith*  
1E3ED7E0E38A417...

John Smith

Digitally signed by  
John Smith  
Date: 2022.04.20  
14:19:19 -04'00'

The top example considered a "Typed" signature the lower example is a "Wet" signature. The NIH has been returning Other Support pages that include a "Typed" or "Wet" signatures.

The two examples above (DocuSigned and Adobe) are allowable as the electronic signature on an NIH Other Support document.

# Other Support Information for NEU Investigators

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- Q1: How is Other Support Information Managed and Maintained at Northeastern?
- Q2: How can I obtain Other Support information/reports for investigators?

- A1: Other Support information is managed and maintained at the department level
- A2: Generate a [current awards and pending proposals report to start](#); then, investigate and drill down to each proposal or award record to gather specific details

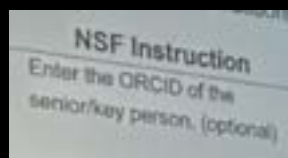


C&P Start



# Biosketch and Current and Pending (Other) Support Common Form

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[Current and Pending \(Other\) Support Common Form developed by the National Science and Technology Council's Research Security Subcommittee \(NSPM-33\).](#)

- Two Federal agencies released implementation dates, with two more acknowledging that they will incorporate the new requirements into their policies and procedures at some point in the future.
- NSF implemented for proposals submitted on, or after, May 20, 2024, using SciENcv
  - While form instructions says the ORCID of the senior/key persons is optional, that is a FORM rule; NSF will likely make it a mandatory field in the near future
- NIH will implement the new requirements in January 25, 2025 (FORMS-I) using the standard templates released with the requirements. They will then transition to SciENcv, to align with NSF, in May 2025.
  - NIH retired the eRA Commons Quick Queries page on June 3, 2024 – same data on a person's organization is available in eRA Commons
- NASA announced they will incorporate the new requirements into their Grants Policy Manual, but no date is set yet.
- DOE is currently negotiating with OSTP to implement the new requirements.





# Informational QuickCard/Links

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- [Getting an ORCID iD-adding works](#)
- [SciENcv - getting an account](#)
- [SciENcv: Link to External Accounts](#)
- [NU-RES Glossary](#)
- [NU-RES FAQ's](#)
- [NU-RES Policies and Guidelines](#)
- [NU-RES Resources](#)
- [NU-RES and College Contacts](#) *(Coming Soon)*



# Thank You!

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