

NIH updated Requirements for Proposal Submission, JIT, and RPPR
([NOT-OD-21-073](#) & [NOT-OD-21-110](#)) effective for proposals submitted on or after January 25, 2022

● **Other Support**

- PI/PDs and Senior/Key-personnel must complete the [Supporting documentation](#), which includes providing copies of contracts/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, with the electronic signature. If the contracts/agreements are not in English, recipients must provide translated copies. (see [sample](#))
- PIs/Departments are responsible for including these attachments with their proposals. Copies of contracts/agreements that came through ORA are available in KR. Contact your Contract Administrator if you are unable to locate an agreement.
- Each PD/PI or senior/key personnel must electronically sign their respective Other Support form as a PDF prior to submission.*
- When UMD discovers that a PI/PD or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient (UMD ORA) must submit updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

***Other Support documents need to be submitted via flattened PDF documents (see below). More information on Other Support can be found [HERE](#).**

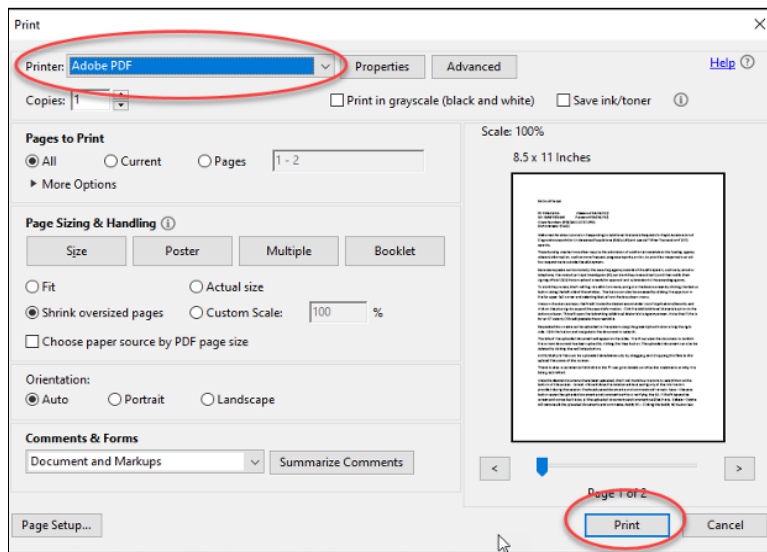
● **Biosketch** (alternative: [SciENcv](#))

[Non-fellowship Biosketch format](#) / [Fellowship Biosketch format](#) changes are:

- Section A. Personal Statement may include details on ongoing and completed research projects from the past three years that they want to draw attention to.
- Section B. 'Positions and Honors' has been renamed 'Positions, Scientific Appointments, and Honors'.
- Section D.
 - Removed from the non-Fellowship Biosketch.
 - Updated to remove 'Research Support' from the Fellowship Biosketch.

Biosketch documents need to be flattened. More information on the Biosketch can be found [HERE](#).

How to flatten the document?



A PDF that has fillable fields, electronic signatures, text boxes or images inserted, becomes layered with each of these elements representing a layer. Flattening a PDF merges these separate elements into one flat layer.

To do this, open the file, go to File>Print, select the printer option from the menu (for MAC, Destination) that has a PDF option. Click the Print button and name the file. This is the flattened document that should be included.