| PHS 2590/RPPR OTHER SUPPORT FORMAT PAGE |
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**Submit Other Support for all new senior/key personnel, and updated Other Support for all senior/key personnel for whom there has been a change since the last reporting period.**

Provide only active support for all new senior/key personnel. Provide updated Other Support for all senior/key personnel for whom there has been a change in other support. If a previously active grant has terminated and/or if a previously pending grant is now active, update by annotating accordingly.

**Other Support includes all financial resources, whether federal, non-federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

Effort devoted to projects must be reported in “person months.” NIH and other PHS agencies use the concept of “person months” as a metric for determining percent of effort. For more information about calculating person months, see NIH’s [Frequently Asked Questions on Person Months](https://grants.nih.gov/grants/policy/person_months_faqs.htm).

Use the suggested format shown below**.** See section D.2.c of the [RPPR Instruction Guide](http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf), and [NIH Grants Policy Statement, Section 2.5.1: Just-in-Time Procedures](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5_completing_the_pre-award_process.htm#Just-in-) for more information.

Format

| **NAME OF INDIVIDUAL**  ACTIVE/INACTIVE |  |  |
| --- | --- | --- |
| Project Number or Name (Contact PD/PI name)  Source of Support  Title of Project or Subproject  The major goals of this project are… | Dates of Approved/Proposed Project  Annual Direct Costs | Person Months  (Calendar/Academic/ Summer) |
| OVERLAP (summarized for each individual) |  |  |

**Instructions for Selected Items**

*Project Number:* If applicable, include a code or identifier for the project.

*Source*: Identify the agency, institute, foundation, or other organization that is providing the support. Include institutional, federal, public, and private sources of support.

*Major Goals:* Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement.

*Dates of Approved/Proposed Project:* Indicate the inclusive dates of the project as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment.

*Annual Direct Costs:* In the case of an active project, provide the current year’s direct cost budget. For a pending project, provide the proposed direct cost budget for the initial budget period.

*Percent Effort/Person Months:* Indicate calendar, academic, and/or summer months associated with each project. For an active project, provide the level of actual effort in person months (even if unsalaried) for the current budget period. Person months should be classified as academic, calendar, and/or summer. For a pending project, indicate the level of effort in person months as proposed for the initial budget period. Use either calendar months OR a combination of academic and summer months. If effort does not change throughout the year, it is OK to use only calendar months. However, you may use both academic and summer months if your institutional business process requires noting each separately even if effort remains constant. If effort varies between academic and summer months, use only academic and summer months, and do not use calendar months. In cases where an individual’s appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

*Overlap:* After listing all support, summarize for each individual any potential overlap with the active or pending projects and this application in terms of the science, budget, or an individual’s committed effort.

**Special Instructions for Joint University and Department of Veterans Affairs (VA) Appointments**

Individuals with joint university and VA appointments may request the university’s share of their salary in proportion to the effort devoted to the research project. The individual’s salary with the university determines the base for computing that request. Signature by the Institutional official on the application certifies that: (1) the individual is applying as part of a joint appointment specified by a formal Memorandum of Understanding between the university and the VA; and (2) there is no possibility of dual compensation for the same work, or of an actual or apparent conflict of interest regarding such work. Additional information may be requested by the awarding component(s).