

Office of Sponsored Projects Administration

Other Support Portal Guide

<https://ris.uky.edu/AdditionalInfo/>

Overview of Other Support Disclosure Requirements

This survey is intended to gather information about the active and pending support for your research endeavors. Most of this information is not gathered electronically in other UK data portals and will be used to enable the University to confirm accurate and complete information is included in grant applications and report to sponsors for current and new sponsored project awards.

Many federal agencies require the disclosure of Other Support, also referred to as Current and Pending Support, by the principal investigator (PI), other investigators, senior/key personnel and/or subrecipients. Generally, sponsors request information on active (current/awarded) and pending support to evaluate potential scientific and/or commitment overlaps. In asking for identification of “other support” in a grant application, a funding agency’s interests include, but are not limited to, identifying, and eliminating duplication of funding for specific budgetary items, understanding the investigator’s capacity to complete projects (e.g., effort available), protect national security or economic interests, and assess potential conflicts of interest.

Active and pending support includes all financial resources whether funded through the University or from an outside source that are available in direct support of an individual’s research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, or organizational awards. This includes research support from foreign governments or entities. Please note that “financial resources” is interpreted broadly and includes any project or activity for which you are committing measurable effort or supporting research.

The definition of Other Support varies by sponsor but may encompass all resources made available to a researcher including sponsored grants and contracts, consulting activities (paid and unpaid), participation in foreign “talent” or similar programs, financial support for laboratory personnel, high-value materials that are not freely available (e.g., gifted biologics, chemicals, etc.), collaborations with researchers outside of UK, and other support provided for an investigator and senior/key personnel’s research. Other support does not typically include training awards, prizes, or gifts; however, it is recommended that you include a gift received from an outside entity that is in direct support of your research endeavors.

Please provide responses to the following questions to enable confirmation of the Other Support information included in grant applications. It is your responsibility to ensure the accuracy and completeness of other support or current and pending support documents, in accordance with the grant application guidelines or the sponsor’s instructions. The College Grants Officer (CGO) of your college is available to assist with completion of the Other Support information in grant applications. The information provided below will be used by OSPA staff to confirm the accuracy and completeness of the information provided in grant applications, as required by sponsors.

Supporting documentation, which includes copies of contracts/agreements specific to any foreign appointments and/or employment with foreign institution for all foreign activities and resources that are reported in other support are required to be uploaded.

There are 6 sections: Appointment, Financial, Consulting, P&A: UK, P&A: Not UK, Internal Funding.

Each section has a checkbox at the beginning of the page that says “I don’t have anything to disclose for this section.” You must check this box and save this section if you have nothing to disclose in that section.

Each section also has an Applicable Documents section, where PDF documents can be uploaded if applicable.

Each page must be saved before moving to another section. If you have nothing to disclose or only one item to disclose, select “Save & Continue” when you’ve finished in that section. If there are multiple items to disclose in one section, select “Save & Add Another” to save the current entry and start a new entry in the same section.

If you start a new entry accidentally, select the “Reset Form” button to clear the new entry. Please note that this button will wipe the entry currently being edited. It will not delete any other entries or other sections.

External Appointments or Affiliations (Appointment)

Appointments and Affiliations include but are not limited to “guest,” “visitor,” “adjunct,” or “honorary” positions. Also include full-time, part-time, or voluntary appointments and formal affiliations. Example institutions include universities, research institutes, government labs/facilities, for-profit companies, and non-profits. Do not include your UK Appointments.

Name of External Organization

Country

Title or Role of Appointment or Affiliation

Date in which the Appointment or Affiliation Started

Date in which the Appointment or Affiliation Ended (if applicable)

Is the appointment or affiliation full time, part-time, or voluntary?

Do you conduct research, scholarly activities or teach (in person or remotely) at this institution or in collaboration with this institution? *(If Yes, complete the questions below)*

Provide details of the Research, Scholarly Activities, or Teaching

Provide the value of compensation provided to you by the outside institution or entity in 2019

Provide the value of compensation provided to you by the outside institution or entity in 2020

Provide the value of compensation provided to you by the outside institution or entity in 2021

Financial Support and In-Kind Contributions From Outside Entities/Institutions That Support Research Efforts (Financial)

Research “support” includes all payments and in-kind support you receive directly from any outside entity or institution (domestic or foreign), such as financial support for your research, personnel in your lab who are supported by an outside institution (e.g.: staff, students, post-docs, and visiting scholars including those paid by their government or home institution or receiving foreign scholarships or awards), scientific materials, equipment, drugs, or devices provided by an outside entity, and start-up funds provided by an institution aside from University of Kentucky that are currently available to use for your research endeavors. Selection to a foreign talents or similar-type program must be reported as research support. Mentoring activities that are not

part of your UK appointment and for which in-kind support is received either directly or through UK must be reported. Any items or services given with the expectation of an associated time commitment, including scientific materials with no monetary value must be reported.

Examples of support sources include, but are not limited to, foreign government agencies, research institutions, other universities, non-profit organizations, or foundations.

DO NOT include grants, funding, or support that was approved or processed through OSPA, materials and equipment received under an approved Materials Transfer Agreement processed through the Office of Technology Commercialization, start-up funding and other college/department funds that support your research, your UK salary, internal UK awards if the award does not directly support your research, and mentoring activities that take place as part of your UK appointment.

Each item of support should be a separate entry. Do not list multiple types of support in one entry, even if the sponsor/institution is the same.

Name of Institution

Country

Type of Support Provided

- Research Support
- Operating Support
- Financial Support for laboratory/research personnel (Include staff, students, visiting scholars, and post docs who are paid by their government or home institution) who are performing research in support of your research endeavors
- Drug, device, or product being studied
- Office/laboratory space
- Equipment, supplies and/or high-value materials that are not freely available (e.g., biologics, chemicals, model systems, technology, etc.) NOTE: Materials received from external collaborators provided within the past 3 years, that are still in use, must be included
- Other in-kind contributions

Please list the materials received from external collaborators provided within the past 3 years, that are still in use (*Only necessary if Equipment is selected from Type of Support Provided*)

Please list other in-kind contributions (*Only necessary if Other In-Kind Contributions is selected from Type of Support Provided*)

Please provide the value of the support provided (i.e., actual value documented in an agreement with the outside institution/entity or estimated value)

If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, provide an estimated value of the in-kind research support

If the research resource was provided to you for a limited time period, please indicate the date when you will no longer have access to the resource.

Does this source fund you to perform research in a location outside of the United States?

Country (*Only necessary if Yes is selected from Source Fund*)

If required, have you already disclosed this support to the sponsor(s) of your sponsored project(s)? (*Only necessary if Yes is selected from Source Fund*)

Consulting

Consulting activities that involve research and fall outside of your UK appointment (i.e., separate from any agreement you have with UK) must be disclosed as Other Support if the consulting is in any way related to your research endeavors or expertise. All current and pending support from those consulting activities must be disclosed as other support.

Note: If consulting activities will result in a co-authored publication, it may be considered research. Non-research consulting activities (e.g., serving on a science advisory board for a start-up company where you will not perform research) are not subject to the other support reporting requirements but may require disclosure under UK's AR 7.3 Financial Conflicts of Interest in Research.

Provide a name for this consulting agreement

Provide the total of income, consulting fees, and honoraria from this consulting agreement that supports your research endeavors

Date in which consulting started

Date in which consulting ended (if applicable)

Current and Pending Proposals and Awards: UK Sponsored (P&A: UK)

Please provide any pending proposals and/or current awarded sponsored projects submitted and reviewed by UK.

Title of Project

For this project, is your role on this project considered Other Significant Contributor?

(The NIH definition of Other Significant Contributor is a person on the project "without measurable effort or requested salary".)

Major goals of the project

Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity. This should not be the full abstract of the project.

Who is the Sponsor?

What is the ID assigned by the sponsor?

UKRF

Is this a pending proposal or a current active award?

University of Kentucky Sponsored Account Number (Awards Only) *(Only necessary if Current active award is chosen)*

Total Amount of Award over all years

Project Start Date

Project End Date

Amount of Effort Proposed

Amount of Effort Currently Charged

Please explain any potential overlap or over-commitments

Is this a Subaward?

Who is the Prime Sponsor? *(Only necessary if Yes is selected from Is this a Subaward?)*

Who is the Prime PI? *(Only necessary if Yes is selected from Is this a Subaward?)*

What is the Sponsor ID of the prime award? *(Only necessary if Yes is selected from Is this a Subaward?)*

Current and Pending Proposals and Awards: Not UK Sponsored (P&A: Not UK)

If you are included as Co-Investigator or senior/key personnel on a grant or contract that was not submitted and/or awarded through UK, please provide the following information.

Title of Project

Major goals of the project

Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity. This should not be the full abstract of the project.

What is the country of the entity/university from which the proposal was submitted, or award was received?

Who is the Sponsor?

What is the ID assigned by the sponsor?

Is this a pending proposal or a current active award?

Project Start Date

Project End Date

Period of Performance Start Date

Period of Performance End Date

What is the amount proposed or awarded for each budget period for the work you are responsible for performing? (This should reflect the total amount of Direct and F&A.)

Total Amount of Award over all years

Amount of Effort Proposed

Amount of Effort Currently Charged

Is this a Subaward?

Who is the Prime Sponsor? *(Only necessary if Yes is selected from Is this a Subaward?)*

Who is the Prime PI? *(Only necessary if Yes is selected from Is this a Subaward?)*

What is the Sponsor ID of the prime award? *(Only necessary if Yes is selected from Is this a Subaward?)*

Internal UK Funding (Internal Funding)

Please provide received internal UK funding details below for discrete projects or research purchases (e.g., VPR equipment competition and Research Support Grants).

Funding Type

- VPR Faculty Research Support Grant Program
- College Research Activity Award
- College Internal Faculty or Research Support
- Pilot Grant Funding
- Other

What is the funding type name? *(Only necessary if Other is selected from Funding Type)*

Amount of Funding

Funding Start Date

Funding End Date (if applicable)

Submit to OSPA (Review & Submit)

This section will provide you with an overview of your disclosures and gives you the ability to download a PDF version of the entire disclosure. This PDF will not incorporate any attachments that have been uploaded in any of the tabs. Those will need to be downloaded separately.

You must read and click the box for this certification:

I certify that the information submitted with this transaction is true, complete, and accurately includes all of my Other Support as defined within this portal and by the sponsors to which I am proposing and receiving sponsored funding.

Please enter your LinkBlue credentials and push the button which says "Submit to OSPA for Review".

You should receive an email that has been auto generated to your College Grants Officer indicating that your Other Support has been submitted for review. If you do not receive a copy of this email, but you are no longer able to edit your disclosure, please contact your College Grants Officer.

Subsequent Revisions & Records

After a CGO reviews the disclosure, if any edits and/or updates are made, the CGO will return the disclosure to the Researcher. Any changes made to the record will appear on the Review and Submit tab summary in YELLOW. It is suggested that when a revised record is routed to a CGO/Researcher, they begin review of the revised record on the Review and Submit tab in order to see what changes were made.

Once all changes are agreed upon, the CGO will select the "Submission accepted, lockdown" and click the Submit to OSPA button. This will lockdown the record and no further edits can be made.

To begin a new disclosure, the Researcher will proceed with the above steps. In subsequent records, all information from the previous locked down record will be automatically imported into the new record. The system will also check the OSPA database and update any information on the P&A: UK tab.