

Commons ID

- **Expected** Use for applications due on and after May 25, 2021.
- **Required** Use for applications due on and after January 25, 2022.

All Senior/Key personnel must include a Commons ID in their application profile (Will change from warning to an ***error**).

*Please note it was inadvertently stated that a warning rather than an error would be generated in the accompanying Zoom video/audio. To clarify, for applications due **on and after January 25, 2022** that have **non-compliant Commons ID** section(s), an **ERROR** will generate. An error characterizes any condition which causes the application to be deemed unacceptable for further consideration.

New Commons ID Registration needed? <https://research.wayne.edu/spa/proposals>

RESEARCH & RELATED Senior/Key Person Profile (Expanded)			
PROFILE - Project Director/Principal Investigator			
Prefix:	* First Name:	Middle Name:	
* Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
Position/Title:	<input type="text"/>	Department:	<input type="text"/>
Organization Name:	<input type="text"/>	Division:	<input type="text"/>
* Street1:	<input type="text"/>		
Street2:	<input type="text"/>		
* City:	<input type="text"/>	County/ Parish:	<input type="text"/>
* State:	<input type="text"/>	Province:	<input type="text"/>
* Country:	USA: UNITED STATES	* Zip / Postal Code:	<input type="text"/>
* Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
* E-Mail:	<input type="text"/>		
Credential, e.g., agency login: <input type="text"/>			
* Project Role:	<input type="text" value="PD/PI"/>	Other Project Role Category:	<input type="text"/>
Degree Type:	<input type="text"/>		
Degree Year:	<input type="text"/>		
*Attach Biographical Sketch	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Attach Current & Pending Support	<input type="text"/>	Add Attachment	Delete Attachment View Attachment

Updated Bio Sketch and Other Support Format Page in effect for all proposals and progress reports (RPPRs)

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- **Required** Use for applications due on and after January 25, 2022.
- Link to Biosketch Resources, FAQs, Sample Biosketch:
<https://grants.nih.gov/grants/forms/biosketch.htm>
- Link to Other Support Resources, FAQs, Sample Other Support:
<https://grants.nih.gov/grants/forms/othersupport.htm>

Biosketch

Highlight of Changes:

Education/Training Changes:

- Education/Training: include **education and training information in chronological order**.

Section “A. Personal Statement” Changes:

- Statement can now include ongoing/completed research projects from the past 3 years.

Section “B. Positions, Scientific Appointments, and Honors” Changes:

- ‘Positions and Honors’ has been renamed ‘Positions, **Scientific Appointments**, and Honors’.
- 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/voluntary.

Section D removed except for Fellowship Applicants:

- For the **non-Fellowship Biosketch**, Section D has been completely removed.
- For the **Fellowship Biosketch**, Section D has been updated to remove ‘Research Support’ and has been renamed “D. Scholastic Performance”.

Of Interest:

RAS informs they have received letter earlier this year indicating NIH would withdraw an application for biosketch non-compliance.

Other Support

Highlight of Changes:

- The format page has been re-organized **separating funded projects from in-kind** contributions:

In-kind contributions not intended for use on the proposal being proposed **must be reported**.

In-kind contributions intended **for use on the project being proposed** should be included in the proposal’s Facilities and Other Resources or Equipment documents and **not as part** of the **Other Support**.

- In addition to Current and Pending Support, Other Support now requires **inclusion of “Completed Support” completed within the past three years**. **Person months** should **not** to be included for Completed Support.
- **Signature block** added for Principal Investigator or Other Senior/Key Personnel to certify the accuracy of the information submitted. **Each PI or Senior/Key Person must electronically sign** their respective Other Support form as a PDF prior to submission.

- **Supporting Documentation:** For Other Support submissions that include foreign activities and resources, recipients are **required to submit copies** of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation.

If they are not in English, recipients must provide translated copies. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.

Flatten PDFs JIT/RPPR

NIH PDF files uploaded in the following sections will require “flattening”:

- JIT Other Support File section
- RPPR Participants section D.2.b New Senior/Key Personnel
- RPPR Participants section D.2.c Changes in Other Support

PDFs that have not been flattened before upload to eRA Commons, will result in a submission error.

NIH recommends: File>Print, select the printer option from the menu that has a PDF option. Click the Print button and name the file. (*Mac instructions below)

Depending of the software available to you the specific option may vary from the one shown below. (Cute PDF or Microsoft Print to PDF may be options as well) Click the Print button and name the file.

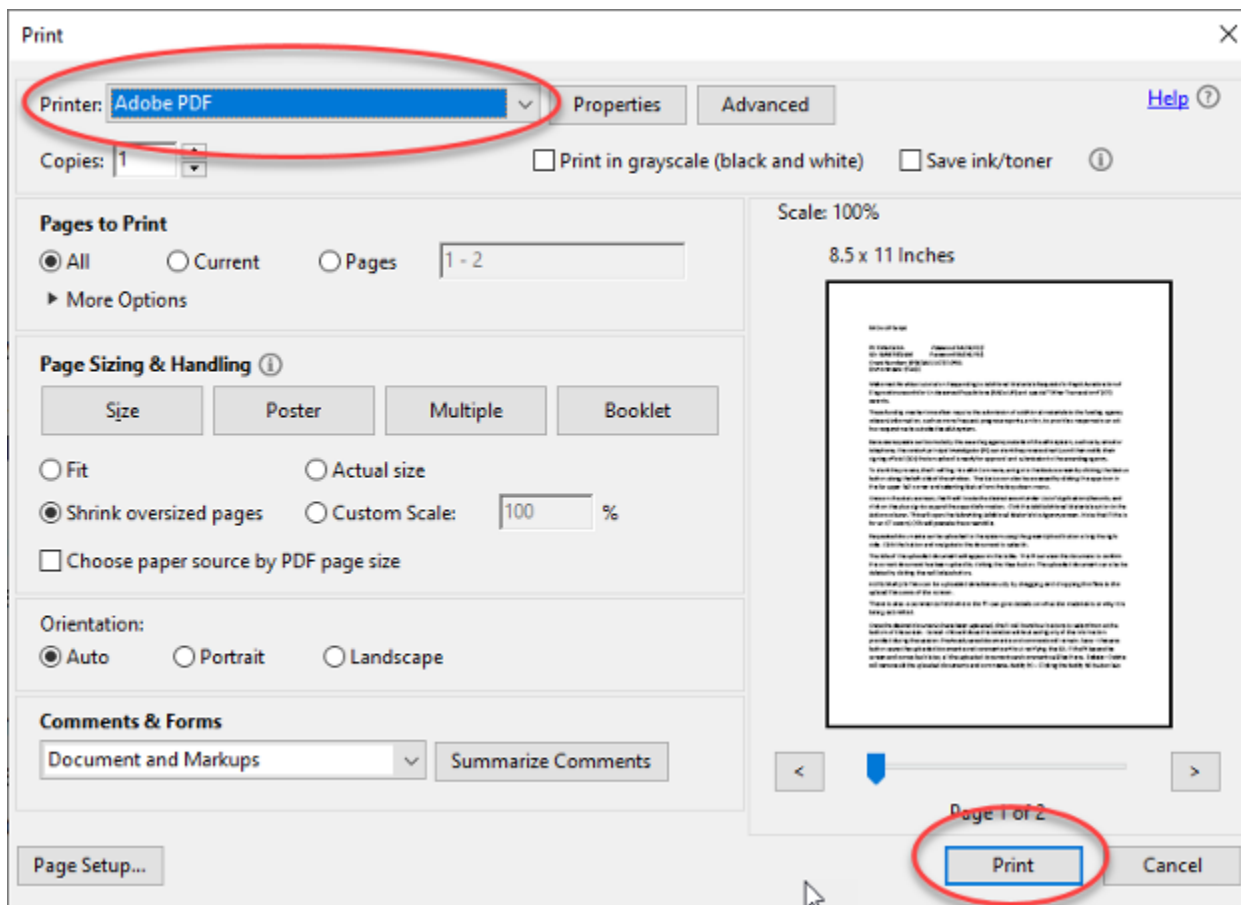


Figure 1: A print dialog box with the Printer field set to Adobe PDF

In this process, you are exporting the layered PDF to the printer and saving it as a simple (flattened) PDF.

***Mac:**

1. On your **Mac**, open the document you want to **save** as a **PDF**.
2. Choose File > Print.
3. Click the **PDF** pop-up menu, then choose **Save as PDF**.
4. Choose a name and location for the **PDF** file. ...
5. To protect your document with a password, click Security Options.

Retain Digitally Signed Originals

Campus units who flatten digitally signed PDFs should retain the original signed and unflattened document within their files.

Updated Policy Guide

An updated [NIH Grants Policy Statement](#) (NIHGPS) **has been published, replacing the December 2019 version** as standard terms and conditions of award. This revision applies to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2020. While the update **does not introduce any new material** for the first time, **it incorporates new and modified requirements**, clarifies certain policies, and implements changes in statutes, regulations, and policies that have been implemented through appropriate legal and/or policy processes since the previous version of the NIHGPS dated December 2020.

- Link to Guide: <https://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm>
- Link to Significant Changes: [Significant Changes Table NIHGPS 2020.pdf](#)