

DOM/FPM SciENcv Other Support Common Form FAQ

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How do I get started?

- a. Review this [Quick Guide](#) and additional resources on the [SOM Inside Research webpage](#).
- b. Ensure your [ORCID ID is linked](#) to your eRA Commons ID and saved to your SciENcv profile.
- c. If you would like an updated Project List with all of your Emory active awards and pending proposals, email domraspreaward@emory.edu to request one.
- d. If applicable, you can begin adding entries to your Other Support Common Form for in-kind contributions, consulting arrangements, foreign affiliations, and/or awards issued to other entities you have joint appointments with (such as CHOA or the VA), since RAS does not have access to and does not maintain these items.

Will I be able to delegate to my RAS admin to enter this information?

No, with the implementation of Common Forms via SciENcv, researchers must now enter, maintain, and certify their own Other Support information directly in SciENcv. RAS has shifted to a support role—providing lists of awards and proposals upon request—but will not have access to, or manage, forms directly within SciENcv.

Investigators may delegate access to someone in their department or on their study team, as appropriate. Please connect with your department regarding potential support and note that certification of the documents cannot be delegated and individuals must be logged into SciENcv themselves to complete the certification process.

How do I request a Project List from RAS?

Proposal/JIT/RPPR Process – Researchers will continue to receive a submission checklist and separate OS request from their pre-award administrator, who will copy the Other Support Coordinators so that researchers may reply all if they wish to request a Project List.

Outside of a specific deadline process, or if you are an investigator on an award led by another unit or institution – email domraspreaward@emory.edu requesting an updated Project List and notifying us of any hard deadline associated.

What will my Project List include if I request one from RAS?

The list **will** include all data elements required for the Common Form and will be organized in the same order as the SciENCv format, allowing researchers to easily enter the information into the SciENCv portal, certify it, and download the finalized document for the relevant application.

The list **will not** include any in-kind entries, consulting arrangements, or joint appointment award information, as this information is not available to RAS.

What level of review will RAS provide?

If a Project List is requested, RAS will include all pending proposals from the last twelve months as well as any current active awards. This information will be reviewed with the researcher in collaboration with their assigned post-award administrator. There is no change in this process from the prior Other Support coordination process; however, the information will need to be transferred over into SciENCv by the researcher.

In both situations where a Project List is requested or is not requested, the assigned pre-award administrator will still be conducting a compliance review of the file as part of the application it is being included for.

For example, on an RPPR, the pre-award administrator will be reviewing all of the information associated with that specific entry and a general review of the rest of the file to ensure all active person months do not exceed 12 months and any commitment requiring prior approval to change for this specific entry has been appropriately approved by the sponsoring agency.

For example, on a JIT, the pre-award administrator will be reviewing that the information on the proposal being considered for an award matches the information we submitted to the sponsor for the proposal. They will also ensure all person months would not exceed 12 months if the JIT proposal is funded.

Is the same Other Support Common Form required for K-award mentors?

Yes, the NIH Current and Pending (Other) Support Common Form will be used for all applications, including K-awards ([Career Development Instructions](#) for NIH, see page 57).

How do I enter an in-kind listing with no devoted effort; I am not able to put 0.00 person months?

If there is no commitment of your time associated with the listing, then you do not need to add it. This is a new update from the old format which did require you to include in-kind resources with no associated time commitment.

From SciENCv: *In this section, disclose ALL in-kind contributions with an estimated dollar value of \$5000 or more and that require a commitment of the individual's time. An in-kind contribution is a non-cash contribution provided by an external entity that directly supports the individuals' research and development efforts. An in-kind contribution may include but is not limited to: real property; laboratory space; equipment; data or data sets; supplies; other expendable property; goods and services; employee or student resources. In-kind contributions with an estimated value of less than \$5000 need not be reported.*