

Policy on Other Support Disclosure for NIH Proposalsⁱ

Effective October 1, 2025

Consistent with the principles of transparency, accountability and integrity in research, Chapman University requires all Senior/Key Personnelⁱⁱ on proposals to, or awards from, the National Institutes of Health (NIH) to disclose all research activities and affiliations (active and pending) in the **Other Support**ⁱⁱⁱ information submitted at the Just-in-Time (JIT) stage and in Research Performance Progress Reports (RPPRs).

It is critical that Senior/Key Personnel on proposals to, or awards from, the NIH fully understand their obligation to disclose all resources made available to them in support of, and/or related to, all of their research endeavors, regardless of whether or not these resources have monetary value and regardless of whether they are based at, utilized for, or available through the applicant institution or not.

Requirement

All Senior/Key Personnel on proposals to or awards from the NIH are required to review the following information:

- NIH Grants and Funding - Other Support topic page: [Other Support | Grants & Funding](#)
- NIH Pre-award and Post-award Disclosures Related to the Biographical Sketch and Other Support: [NIH Disclosures Table \(PDF\)](#)
- NIH Other Support Instructions: [NIH Other Support Instructions](#)

Training Process

1. All Senior/Key Personnel must complete the NSF Research Security (consolidated) online training module prior to proposal submission; each individual should download and provide a copy of their certificate verifying completion to the Principal Investigator (PI). Training records are subject to audit for compliance and may be requested by NIH prior to award issuance.
2. All Senior/Key Personnel on existing NIH awards must complete the NSF Research Security (consolidated) online training module, and review of this policy, prior to submitting a Research Performance Progress Report (RPPR). PIs are responsible for confirming that all senior/key personnel have completed the required training prior to submitting the RPPR.

3. PIs should ensure that any independent contractors (i.e., individuals participating in the project without an institutional affiliation) have complied with this policy and completed the required training. Subaward institutions are expected to inform and ensure their own researchers of the Other Support disclosure requirements.
4. Any new Senior/Key Personnel added during the course of an existing NIH award must complete the NSF (consolidated) Research Security online training module, including review of this policy, prior to charging salary to an NIH award.
5. The NSF (consolidated) Research Security online training, including review of this NIH Other Support policy, must be renewed annually for all Senior/Key Personnel.

ⁱ Chapman University acknowledges, with appreciation, Lehigh University as the source of some of this policy language.

ⁱⁱ Senior/key personnel is defined as the Program Director/Principal Investigator (PD/PI) and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation.

ⁱⁱⁱ Other Support encompasses all resources, whether federal, non-federal, commercial or institutional, that are available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.