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Harvard University – NIH Other Support (Current & Pending) Job Aid

Purpose

This job aid guides Harvard University Researchers and Senior/Key Personnel through the process of preparing NIH-compliant Other Support (Current & Pending (Other) Support) using SciENcv.

I. Key NIH Policy Changes (What Researchers Need to Know First)

Effective January 25, 2026, NIH requires the use of SciENcv to prepare Current & Pending (Other) Support Common Forms for applications, Just-in-Time submissions, Research Performance Progress Reports (RPPRs), and prior approval requests.

Key Changes:

- SciENcv is required to generate the NIH Current & Pending (Other) Support Common Form
- Only SciENcv-generated, digitally certified PDFs will be accepted by NIH
- The PDF must be certified by the Researcher/Senior-Key Person; edited or uncertified PDFs are not compliant

The NIH transition to the Common Forms for Biographical Sketch and Current and Pending (Other) Support does not change what must be disclosed pursuant to agency requirements. Please consult [Harvard University's NIH Disclosure Guidance](#) for additional guidance.

II. Why NIH Requires Other Support Disclosure

NIH collects Other Support information to assess potential overlap of scientific effort, identify conflicts of commitment, and ensure investigators have the capacity to conduct the proposed research.

III. Quick Start

Use this summary if you only need the basics:

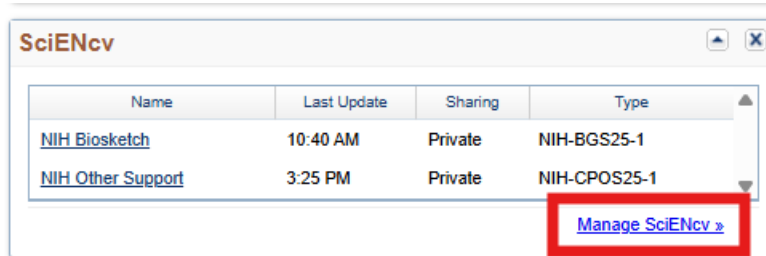
- Request an eRA Commons account if you do not already have one
- Log into My NCBI using your eRA Commons credentials
- Access SciENcv via “Manage SciENcv”
- Create a Current & Pending (Other) Support Common Form
- Certify and download the SciENcv-generated PDF
- Provide the certified PDF to your department for NIH submission

IV. Required Preparation Before Using SciENcv

1. Confirm your ORCID iD is linked to your eRA Commons profile
2. Log into My NCBI (<https://www.ncbi.nlm.nih.gov/sciencv/>) using eRA Commons credentials
3. Add delegates in My NCBI if assistance is needed (Researcher must certify)

V. Accessing SciENcv

1. Log into My NCBI using your eRA Commons credentials.
2. Select “Manage SciENcv”.
3. Choose “New Document” and select “NIH Current and Pending (Other) Support Common Form”.



SciENcv

| Name | Last Update | Sharing | Type |
|-----------------------------------|-------------|---------|--------------|
| NIH Biosketch | 10:40 AM | Private | NIH-BGS25-1 |
| NIH Other Support | 3:25 PM | Private | NIH-CPOS25-1 |

[Manage SciENcv »](#)

User profile has not yet been set up.

My Documents

[+ NEW DOCUMENT](#)

| Last Updated ↓ | Title | Format | Delete |
|----------------|-----------------------------------|---|--------|
| 1/13/26 | NIH Other Support | NIH Current and Pending (Other) Support Common Form | |
| 1/13/26 | NIH Biosketch | NIH Biographical Sketch Common Form | |

Create a New Document

Asterisks (*) indicate required fields.

Document Name *

NIH Other Support

Document type *

NIH Current and Pending (Other) Support Common Form

DOE Biographical Sketch

DOE Current and Pending (Other) Support

NIH Biosketch

NIH Fellowship Biosketch

NIH Biographical Sketch Common Form

NIH Current and Pending (Other) Support Common Form

NSF Biographical Sketch

NSF Current and Pending (Other) Support

USDA Biographical Sketch

USDA Current and Pending (Other) Support

VI. Completing the Other Support (Common Form)

For each active or pending activity¹, provide:

- Project or activity title
- Sponsor or source of support
- Award number (if applicable)
- Total award amount and annual amount
- Period of support (start/end dates)
- Effort committed (person-months)
- Brief description of sponsor objectives
- In-kind contributions, if applicable

Proposals and Active Projects *

In this section, disclose ALL proposals and active projects in accordance with the definitions for [current and pending \(other\) support](#).

Asterisks () indicate required sections or fields.*

The Status of Support types are defined as:

Current – all active projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal that is being considered for funding from a potential funding organization (including this proposal) irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

[ADD PROPOSALS AND ACTIVE PROJECTS](#)

VII. Generating and Certifying the PDF

Review your entries carefully, then generate a digitally certified PDF directly from SciENcv. Only digitally certified PDFs generated by SciENcv are accepted by NIH. Do not edit the PDF after download.

¹ Note that for in-kind support, each data point should be completed relevant to the intended use of the resource contributed. NIH has indicated that it is acceptable for either the value/award amount of the resource to be \$0, or the effort committed to be 0%, but both cannot be zero.

Certification

[VIEW DR#](#)

Each senior/key person is required to complete the following certifications regarding the information provided in their Current and Pending (Other) Support:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

I also certify that, at the time of submission, I am not a party in a [maligned foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

To be acceptable to the Federal research funding agency, the date of the signature must be within the past 12 months from when the document is submitted to the Federal research funding agency.

Privacy Act and Burden Statement

Public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

NIH, Project Clearance Branch
ATTN: PRA (3145-0279)
6705 Rockledge Drive, MSC 7974
Bethesda, MD 20892-7974

Do not return the completed form to this address.

VIII. When Do I Need to Update My SciENcv?

- Before every NIH submission
- When new support is awarded or pending
- When existing support changes or ends
- For RPPRs, Just-in-Time requests, or prior approvals

IX. Common Mistakes & How to Avoid Them

- ✗ Failing to report pending proposals
- ✓ Include all proposals under review

- ✗ Omitting in-kind support
- ✓ Report non-monetary resources that support research

- ✗ Editing the PDF after certification
- ✓ Make edits in SciENcv and regenerate the PDF

X. Frequently Asked Questions

Q: Who must complete Other Support?

A: All individuals designated as Senior/Key Personnel.

Q: Can I reuse an Other Support form?

A: Yes, SciENcv records may be reused, but Researchers are responsible for ensuring accuracy at certification and generating a new certified PDF for each submission.

Q: Can someone assist with data entry?

A: Yes, a delegate may be added but the Researcher must certify the document in SciENcv. To add a delegate to manage My Bibliography and/or SciENcv data the Researcher should:

1. Log in to their NCBI account, and click on their username (top right corner of page) to access the Account Settings page
2. Go to the delegates section and click Add a Delegate link
3. Enter the delegate's e-mail address, and click OK
4. The delegate will receive a link in an e-mail that leads to an access confirmation page.

Q: Do I include foreign support?

A: Yes, include all foreign support and in-kind resources.

Q: Can I edit the certified PDF once generated?

A: No, editing invalidates the certification. Make edits in SciENcv and regenerate the PDF.

XI. Harvard-Specific Best Practices

Harvard University requires full compliance with NIH Other Support reporting requirements. PIs and Senior/Key Personnel are responsible for the accuracy and certification of their SciENcv-generated Other Support documents. Coordinate with your department or Central submitting office if assistance is needed.

XII. NIH Policy References

NIH Current & Pending (Other) Support Common Form: Provides standardized format and instructions for Other Support reporting.

[NOT-OD-24-163](#) – Implementation of NIH Common Forms

This NIH Notice announces the transition to Common Forms for Biographical Sketch and Current and Pending Support information across federal agencies. It establishes SciENcv as the required system for NIH submissions and introduces standardized, structured data collection to reduce administrative burden and improve consistency.

[NOT-OD-26-018](#) – Updated Effective Date for NIH Common Forms

This Notice revises the implementation timeline and confirms that use of SciENcv-generated Common Forms and the NIH Biographical Sketch Supplement is mandatory for NIH applications, RPPRs, and Just-in-Time submissions with due dates on or after January 25, 2026.

XIII. Researcher Checklist

- Confirm you have an active eRA Commons account (request through your department if needed)
- Confirm your ORCID iD is linked to your eRA Commons profile (recommended prior to SciENcv use)
- Log into My NCBI using your eRA Commons credentials
- Select “Manage SciENcv”
- (First-time users) Review your SciENcv profile information for accuracy (name, appointments, identifiers)
- From the SciENcv dashboard, select “Create New Document”
- Choose “Current & Pending (Other) Support” (Common Form)

For each ACTIVE activity/resource:

- Add the project/activity title
- Enter sponsor/source of support (organization name)
- Enter award/agreement number (if applicable)
- Enter the period of support (start and end dates)
- Enter total award amount and annual amount (as applicable)
- Enter your effort (person-months) and confirm it reflects committed effort
- Add a brief description of sponsor objectives
- Identify and document any in-kind contributions (equipment, space, materials, etc.), if applicable

For each PENDING activity (proposal under review):

- Add the proposed project/activity title
- Enter sponsor/source and (if known) proposal/identifier number
- Enter the proposed period of support (anticipated start/end)
- Enter the proposed total amount (or best available estimate, per departmental guidance)
- Enter anticipated effort (person-months)
- Add a brief description of sponsor objectives

Final review and certification:

- Review entries for completeness (active + pending + in-kind) and consistency with departmental records
- Confirm there is no obvious overlap/duplication (effort dates and commitments make sense)
- Generate the SciENcv PDF and verify it is labeled as digitally certified
- Certify the document in SciENcv (Researcher/Senior-Key must certify)
- Download and save the certified PDF (do not edit the PDF after download)

Provide the certified PDF to your department/research administrator for inclusion in the NIH submission