



Other Support Instructional Checklist

Notes: Prior to 01/2022

- Please do not sign the OS document until Stanford has worked out the internal process.
 - The information listed below is required, although the information can be shared in either format.
- Convert percent effort into calendar months. For example, if your % effort is 10%, your calendar month equivalent is 1.2. Calendar months must not equal more than 12.
 - If your percent effort on a grant is 0%, please state “Percent Effort as Needed”.
 - When deciding what to include in Other Support and In-Kind contributions, consider that you need to include all forms of support for your research.

What to Include:

- All active and pending support
- Completed support within the last 3 years
- Other Support including
 - Grants
 - Cooperative agreements
 - Consulting agreements
 - Income, salary, consulting fees, honoraria used for research endeavors
 - Contracts
 - Clinical trials
 - Institutional awards – internal seed grants and pilot awards (even if they do not have an SPO number)
- In-Kind Contributions
 - Lab personnel (visiting scholars, students, grad students, postdocs) supported by outside sources (Including trainees in your lab funded by F, K, T32, grants, and others)
 - Outside collaborators that are not supported through subawards
 - Access to non-Stanford facilities, equipment, resources that are unique to your lab / uniquely available (e.g., mice/rodents)
 - High value materials that are not freely available (biologics, chemical, Model systems, technology, etc.)
 - Required Information:** Summary, status, primary place of performance, start/end dates, effort in calendar months per budget period, estimated \$ value of in-kind information
- Foreign and Domestic Support: monetary or other support
- No training awards, prizes or most gifts

Stanford



Cardiovascular Institute

When providing Other Support under a consortium/contractual arrangement or that is part of a multi-project award: Indicate the project number, Name of PD/PI, and source of Support for the overall project. Provide **all** other information (e.g., total award amount, person months) for the subproject only.

Special Instructions for Joint University and Department of Veterans Affairs (VA) Appointments: Individuals with joint university and VA appointments may request the University's share of their salary in proportion to the effort devoted to the research project. The individual's salary with the University determines the base for computing that request. Signature by the Institutional Official on the application certifies that: (1) the individual is applying as part of a joint appointment specified by a formal Memorandum of Understanding between the university and the VA; and (2) there is no possibility of dual compensation for the same work, or of an actual or apparent conflict of interest regarding such work. Additional information may be requested by the awarding component(s).

Please contact cvi_grants@stanford.edu with any questions.