Office of Sponsored Projects Administration
Other Support Instruction Sheet

https://ris.uky.edu/AdditionalInfo/

The first time you access the portal will require more data input than later visits (which will be updates to any previously submitted information.)

Only an investigator may start the report. The CGO/GPS and any other designated department staff will also have access to edit the record. Only UK employees may use the system since access requires a Link Blue sign-in.

You may save your entries and leave the portal before finishing completely; your work to that point will not be lost.

There are 6 sections: Appointment, Financial, Consulting, P&A-UK, P&A-Not-UK, and Internal Funding.

> Each section has a checkbox at the beginning of the page that says, "I don't have anything to disclose for this section." **You must check this box and save this section if you have nothing to disclose in that section.**

> Each section also has an Applicable Documents section, where PDF documents can be uploaded if applicable.

> Each page must be saved before moving to another section. If you have nothing to disclose or only one item to disclose, select "Save & Continue" when you've finished in that section. If there are multiple items to disclose in one section, select "Save & Add Another" to save the current entry and start a new entry in the same section.

> If you start a new entry accidentally, select the "Reset Form" button to clear the new entry. Please note that this button will wipe the entry currently being edited. It will not delete any other entries or other sections.

The "Submit to OSPA" button will also check for errors which need correction.

Pdfs cannot be portfolio style or have password protection.

Please have available before you begin:

1. Copies of any current, domestic outside appointments or contracts in order to be able to upload a .pdf copy (if needed) and enter dates, amounts, and purpose to the Other Support Portal.
2. Translated copies of any non-domestic outside appointments or contracts (a machine/online translation is allowable) to be able to transfer dates, amounts, and purpose to the Other

Support portal.   In addition, you must upload a flattened .pdf of the agreement into the portal for eventual submission to the Federal agency.   This is a Federal requirement.

3. A list of donated high-value items provided for support of your research during the last three years and an estimate of the value of each of them.   "High-value" is defined by you.
4. An estimate of the dollar value of any other type of in-kind support for your research activity (i.e., subsidized employees).
5. A copy of the Tableau report of current/pending/Cayuse projects which you can request from your CGO or GPS.   You will need to copy and paste from this document, so a Word version may work best here.
6. A list of your current effort (in person-months) and proposed effort (in person months) for each of the UK sponsored projects on which you are a senior or key person. (Your CGO/GPS can verify or, in some cases supply, these numbers).
7. A two- to three-sentence summary of the major goals for these same projects.   This may be in your own words or gotten from the PI.
8. Details of any internal UK funded research opportunities.

Below are the questions you will encounter in the portal; you may skim through them here, or go directly to https://ris.uky.edu/AdditionalInfo/ and begin. The final portal screen allows you to "submit to OSPA," and then your CGO/GPS will be notified automatically to begin his/her review and discussion. Access may be returned to you for revisions and any changes made by the CGO/GPS will be highlighted in yellow.

Once both parties are convinced the information is final, the CGO/GPS will "lock" that version.

Please direct any questions to your CGO/GPS.

5/18/2022

Other Support Portal – QUESTIONS ONLY

External Appointments or Affiliations

Name of External Organization

Country

Title or Role of Appointment or Affiliation

Date in which the Appointment or Affiliation Started

Date in which the Appointment or Affiliation Ended (if applicable)

Is the appointment or affiliation full time, part-time, or voluntary?

Do you conduct research, scholarly activities or teach (in person or remotely) at this institution or in collaboration with this institution? (*If Yes, complete the questions below*)
> Provide details of the Research, Scholarly Activities, or Teaching
> Provide the value of compensation provided to you by the outside institution or entity in 2019
> Provide the value of compensation provided to you by the outside institution or entity in 2020
> Provide the value of compensation provided to you by the outside institution or entity in 2021

Financial Support and In-Kind Contributions From Outside Entities/Institutions That Support Research Efforts

Name of Institution

Country

Type of Support Provided
- Research Support
- Operating Support
- Financial Support for laboratory/research personnel (Include staff, students, visiting scholars, and post docs who are paid by their government or home institution) who are performing research in support of your research endeavors
- Drug, device, or product being studied
- Office/laboratory space
- Equipment, supplies and/or high-value materials that are not freely available (e.g., biologics, chemicals, model systems, technology, etc.) NOTE: Materials received from external collaborators provided within the past 3 years, that are still in use, must be included
- Other in-kind contributions

> Please list the materials received from external collaborators provided within the past 3 years, that are still in use (*Only necessary if Equipment is selected from Type of Support Provided*)

Please list other in-kind contributions (*Only necessary if Other In-Kind Contributions is selected from Type of Support Provided*)

Please provide the value of the support provided (i.e., actual value documented in an agreement with the outside institution/entity or estimated value)

If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, provide an estimated value of the in-kind research support

If the research resource was provided to you for a limited time period, please indicate the date when you will no longer have access to the resource.

Does this source fund you to perform research in a location outside of the United States?

Country (*Only necessary if Yes is selected from Source Fund*)

If required, have you already disclosed this support to the sponsor(s) of your sponsored project(s)? (*Only necessary if Yes is selected from Source Fund*)

Consulting

Provide a name for this consulting agreement

Provide the total of income, consulting fees, and honoraria from this consulting agreement that supports your research endeavors

Date in which consulting started

Date in which consulting ended (if applicable)

Current and Pending Proposals and Awards: UK Sponsored

Title of Project

For this project, is your role on this project considered Other Significant Contributor?
(The NIH definition of Other Significant Contributor is a person on the project "without measurable effort or requested salary".)

Major goals of the project
Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity. This should not be the full abstract of the project.

Who is the Sponsor?

What is the ID assigned by the sponsor?

Is this a pending proposal or a current active award?

University of Kentucky Sponsored Account Number (Awards Only) (*Only necessary if Current active award is chosen*)

Total Amount of Award over all years

Project Start Date

Project End Date

Amount of Effort Proposed

Amount of Effort Currently Charged

Please explain any potential overlap or over-commitments

Is this a Subaward?

Who is the Prime Sponsor? (*Only necessary if Yes is selected from Is this a Subaward?*)

Who is the Prime PI? (*Only necessary if Yes is selected from Is this a Subaward?*)

What is the Sponsor ID of the prime award? (*Only necessary if Yes is selected from Is this a Subaward?*)

Current and Pending Proposals and Awards: *Not* UK Sponsored

Title of Project

Major goals of the project
Provide a brief statement of the overall objectives of the project, subproject, or consortium/contractual arrangement or a description of the activity. This should not be the full abstract of the project.

What is the country of the entity/university from which the proposal was submitted, or award was received?

Who is the Sponsor?

What is the ID assigned by the sponsor?

Is this a pending proposal or a current active award?

Project Start Date

Project End Date

Period of Performance Start Date

Period of Performance End Date

What is the amount proposed or awarded for each budget period for the work you are responsible for performing? (This should reflect the total amount of Direct and F&A.)

Total Amount of Award over all years

Amount of Effort Proposed

Amount of Effort Currently Charged

Is this a Subaward?

Who is the Prime Sponsor? (*Only necessary if Yes is selected from Is this a Subaward?*)

Who is the Prime PI? (*Only necessary if Yes is selected from Is this a Subaward?*)

What is the Sponsor ID of the prime award? (*Only necessary if Yes is selected from Is this a Subaward?*)

Internal UK Funding

Funding Type
    VPR Faculty Research Support Grant Program
    College Research Activity Award
    College Internal Faculty or Research Support
    Pilot Grant Funding
    Other

What is the funding type name? (*Only necessary if Other is selected from Funding Type*)

Amount of Funding

Funding Start Date

Funding End Date (if applicable)

Submit to OSPA

Certification:

I certify that the information submitted with this transaction is true, complete, and accurately includes all of my Other Support as defined within this portal and by the sponsors to which I am proposing and receiving sponsored funding.

Enter your LinkBlue credentials and push the button which says "Submit to OSPA for Review".