



## Request NIH Other Support

This procedure will send a notice to the PI and RA requesting NIH Other Support.

A. Select Proposal	1. Locate Proposal in eSRA List
B. Review Information	1. Review the Proposal Information
C. Request NIH Other Support	1. Send Request for Information to Division 2. Request is Recorded in the proposal History Log 3. Wait for Division Response
D. Submit OS to NIH	1. Receive OS document from the History Log 2. Upload the documents to eRA Commons

### IMPORTANT INFORMATION

To capture the JIT information about a proposal in eSRA, it is important to make the requests within eSRA so the division can appropriately upload the information into eSRA.

This procedure contains the specific steps in the review and submission process.

The sequence is important.

The front page can be used for reference. The follow pages include step-by-step instructions with screen-shot visuals.

Caution Warning	Serious Warning	Notes	Tips	Important

## A. Select Proposal

1. Locate proposal in eSRA list. The most likely location is in your home page, listed under the "Submitted" tab.

1a. Click on link to select proposal

ID	Name	SmartForm	State	Due Date	Principal Investigator	Date Modified
FP0000048	Wiese_NUCKS_Resubmission	[Edit]	Awaiting Response from Sponsor	12/12/2012	Wiese	4/18/2012 6:12 PM
FP0000049	Weier_Genome Analysis	[Edit]	Awaiting Response from Sponsor	12/16/2011	Weier	4/19/2012 2:15 PM
FP0000050	Wang-Single Cell Omics	[Edit]	Awaiting Response from Sponsor	1/23/2012	Wang	2/27/2012 10:54 AM
FP0000051	Wang-Circulating Tumor Cells	[Edit]	Awaiting Response from Sponsor	1/12/2012	Wang	1/31/2012 2:24 PM
FP0000054	McMurray_Regenerating a Brain	[Edit]	Awaiting Response from Sponsor	1/12/2012	McMurray	1/24/2012 11:40 AM
FP0000057	Choong-Flexible, High-Performance	[Edit]	Awaiting Response from Sponsor	2/5/2012	Choong	2/27/2012 9:47 AM
FP0000058	Regional and cell type	[Edit]	Awaiting Response from Sponsor	1/23/2012	McMurray	4/10/2012 10:33 AM
FP0000059	Multinozzle Emitter	[Edit]	Awaiting Response from Sponsor	1/31/2012	Wang	2/27/2012 11:04 AM
FP0000061	Impact of Genetics	[Edit]	Awaiting Response from Sponsor	2/5/2012	Blakely	2/27/2012 10:24 AM
FP0000063	Defects in Fatty Acids	[Edit]	Awaiting Response from Sponsor	2/5/2012	McMurray	2/27/2012 10:38 AM

## B. Review Information

1. Review the Proposal Information

1a. Primary Sponsor's name is correct.



For NIH and NASA applications (and perhaps some others) information about specific Institutes or Centers is available after the submission.

1b. Confirm the Sponsor's Application Number has been entered.

**Regional and cell type**

**CURRENT STATE**

Awaiting Response from Sponsor

Proposal Information | PIF | DOE | Approvals | Comments

**PROPOSAL INFORMATION**

Primary Sponsor: NIH MENTAL HEALTH, NATIONAL INSTITUTE OF

Foreign Location:

PI: Cynthia McMurray

OCO: Cynthia Sylvester

RA: Karen Dickinson-Mazzei  
Elma Serrano

Status of Science: Finalized

Submission Deadline: 1/23/2012

NIH Application #: 1R21MH098954-01

### C. Request NIH Other Support

1. Send request for information to the Division

**CURRENT STATE**

Awaiting Response from Sponsor

View Submission

Printer Version

Print PIF View

**My Activities**

- Submission Rejected
- Update Sponsor and Application Number
- Generate SF424 PDF
- Log General Comment
- OCO Comments
- Email Team
- Upload Documents
- Submit Proposal Package to DOE
- Submit FAC Waiver
- Request IRB CRF
- Withdraw
- Request Sponsor Information
- Request NIH Other Support**
- Request NIH Updated PI and A
- Enter Negotiation
- Edit RAs
- Edit Post Award RAs
- Edit P2Cs

- 1a. Click "Request NIH Other Support" on the Activity Menu.
- 1b. (Optional) Enter comments that will be recorded in the proposal and included in the email notification to the Proposal Team (PI and RA).
- 1c. (Optional) Attach documents.
- 1d. Click "OK."



This request can be repeated.

The screenshot shows the 'Request NIH Other Support' form. Callout 1a points to the 'Request NIH Other Support' menu item in the 'My Activities' list. Callout 1b points to the 'Comments:' text area. Callout 1c points to the 'Attachments:' section, which includes an 'Add' button and a table with columns for 'Document' and 'Description'. Callout 1d points to the 'OK' button at the bottom right of the form.

2. Request is recorded in the proposal history log

History		
Activity	Author	Activity Date
<b>2</b> NIH Other Support Requested	Sylvester, Cynthia L	3/5/2012 7:37 AM PST

3. Wait for Division Response

- 3a. Proposal Team (PI and RA) will received email notification of the request.
- 3b. PT submits OS in eSRA using the Activity "Submit OS as Requested"
- 3c. Submission of OS is recorded in the proposal history log.

History		
Activity	Author	Activity Date
<b>3c</b> NIH OS Uploaded As Requested Attached is the revised, approved JIT OS 4/18/12 - Erin 1R21CA168345-01A1Weier,Heinz-Ulrich JIT Other Support 4/18/12	Reiche, Erin E	4/18/2012 10:37 AM PDT
NIH Other Support Requested	Sylvester, Cynthia L	3/5/2012 7:37 AM PST

#### D. Submit Other Support to NIH

1. Retrieve OS document from the History Log

- 1a. Click on the OS attachment. This will open the file using the application it was saved in (generally Word or Adobe).
- 1b. Review the document.
- 1c. Save document on OSPIP share network drive .

History		
Activity	Author	Activity Date
<b>1a</b> NIH OS Uploaded As Requested Attached is the revised, approved JIT OS 4/18/12 - Erin 1R21CA168345-01A1Weier,Heinz-Ulrich JIT Other Support 4/18/12	Reiche, Erin E	4/18/2012 10:37 AM PDT
NIH Other Support Requested	Sylvester, Cynthia L	3/5/2012 7:37 AM PST

2. Upload the document (saved on the OSPIP shared network drive) to eRA Commons.