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OFFICE OF RESEARCH
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National Institutes of Health (NIH) - reporting checklist

Biosketch	
	All academic, professional, organizational or institutional appointments. Include the following:
	<ul style="list-style-type: none">Any titled academic, professional or institutional position regardless of whether or not remuneration is received
	<ul style="list-style-type: none">All full-time, part-time, or voluntary positions
	<ul style="list-style-type: none">All adjunct, visiting, or honorary appointments
	<ul style="list-style-type: none">All appointments at foreign institutions - even if labeled as “guest”
	<ul style="list-style-type: none">Unpaid appointment at foreign institutions
	<ul style="list-style-type: none">Domestic appointments
	<ul style="list-style-type: none">Foreign appointments
	<ul style="list-style-type: none">Affiliations with foreign entities or governments
	<ul style="list-style-type: none">Affiliations or appointments likely to be cited in sponsor-funded publications
	<ul style="list-style-type: none">Advisor to foreign institution on their program of research
	<ul style="list-style-type: none">Ongoing and completed research projects from the past three (3) years that the applicant wishes to highlight

Other Support	
	All items to be included in an Other Support Document include:
	<ul style="list-style-type: none">Income, salary, consulting fees, and honoraria in support of an individual’s



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	research endeavors
	<ul style="list-style-type: none"> • Participation in a foreign talent or similar-type programs
	<ul style="list-style-type: none"> • All resources and other support, both domestic and foreign, for ongoing research projects, including those conducted at a different institution
	<ul style="list-style-type: none"> • In-kind contributions from domestic and foreign institutions or governments that support research activities
	<ul style="list-style-type: none"> • Lab space, materials, and staff made available to PI in support of and/or related to their research. Includes travel or living expenses
	<ul style="list-style-type: none"> • Post-doc, student, or visiting scholar supported by a foreign government or institution
	<ul style="list-style-type: none"> • Awards made directly to graduate students working on this research project in the PI's lab
	<ul style="list-style-type: none"> • Domestic research collaborations that directly benefit the PI's research endeavors
	<ul style="list-style-type: none"> • List resources in support of and/or related to the PI's research at MSU or elsewhere
	<ul style="list-style-type: none"> • Consulting, contract, and cooperative agreements only if it supports the PI's research endeavors at MSU or elsewhere
	<ul style="list-style-type: none"> • Grants for research whether from MSU or anywhere else
	<ul style="list-style-type: none"> • Internal awards for specific projects
	<ul style="list-style-type: none"> • Subawards from domestic or foreign entities
	<ul style="list-style-type: none"> • All projects currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through MSU, another organization or directly to the individuals, and regardless of whether or not they have monetary value (e.g., even if the support received is in-kind such as office/laboratory space, equipment, supplies, or employees.)
	All items NOT REQUIRED to be included in an Other Support Document include:
	<ul style="list-style-type: none"> • Training awards
	<ul style="list-style-type: none"> • Gifts, prizes, endowments
	<ul style="list-style-type: none"> • Start-ups internal to MSU



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	<ul style="list-style-type: none">• One-time travel to present at a conference at an international organization
	<ul style="list-style-type: none">• Consulting or professional services where no research is performed
	<ul style="list-style-type: none">• Faculty academic year salary
	<ul style="list-style-type: none">• Peer teaching

Research Performance Progress Reports (RPPR)

	The following items must be included in an RPPR if they are new and were not submitted previously:
	<ul style="list-style-type: none">• Income, salary, consulting fees, and honoraria in support of an individual's research endeavors
	<ul style="list-style-type: none">• Participation in a foreign talent or similar-type programs
	<ul style="list-style-type: none">• All resources and other support, both domestic and foreign, for ongoing research projects, including those conducted at a different institution
	<ul style="list-style-type: none">• In-kind contributions from domestic and foreign institutions or governments that support research activities
	<ul style="list-style-type: none">• Post-doc, students or visiting scholar supported by a foreign government or institution
	<ul style="list-style-type: none">• Performance of any significant part of a project outside of the U.S., whether or not funds are expended