

Strategies for Supporting Faculty as They Develop Supplementary Proposal Documents

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Supplementary documents are more than just extra work...

- They demonstrate credibility and expertise
- They show capacity to execute the project
- They confirm partnership authenticity
- They explain the finer details of the project
- They strengthen reviewer confidence



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Special Information & Supplemental Documents

These documents provide evidence of physical, personnel, financial, and intellectual support of the proposed work.

- A. Facilities, Equipment, and Other Resources
- B. Budget and Budget Justification
- C. Data Management and Sharing Plan
- D. Mentoring Plan
- E. References Cited



A. Facilities, Equipment, & Other Resources

- Used to assess the adequacy of applicable resources available to perform the proposed work
 - For NSF, this means BOTH Intellectual Merit and Broader Impacts
- Internal and external resources; physical and personnel
- Narrative description; NO quantifiable financial information

EXAMPLE:

“A fully equipped metagenomics laboratory is available for sample processing by the project’s researchers and graduate students. For bioinformatics data processing, we will contract with our partnering colleagues at the Institute for Genome Sciences (IGS). Processed data will be secured by IGS, and transferred to the research team’s secure servers, which have adequate storage space and processing capability.”



Photo generated by Copilot

B. Budget & Budget Justification

- All Agencies have templates that MUST be used
- Budget sheet for each year of the project
- Budget Justification
 - Comprehensive for entire project duration
 - Narrative – addresses each category of the budget template
- *Office of Sponsored Programs/Research should assist during budget development

YEAR 1 PROPOSAL BUDGET							
ORGANIZATION Miami University, Oxford Campus				PROPOSAL NO.	DURATION (M) Proposed		
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR XXX				AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with name and title. (A.7. Show numbers in brackets))				Funded Person-months	Funds Requested By Proposer		
				CAL	ACAD	SUMR	
1.	XXX			0.00	0.00	0.00	0
2.							0
3.							0
4.							0
5.							0
6.	() OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)			-	-	-	0
7.	(1) TOTAL SENIOR PERSONNEL (1-6)			-	-	-	0
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1.	() POST DOCTORAL ASSOCIATES						0
2.	() OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)						0
3.	() GRADUATE STUDENTS						0
4.	() UNDERGRADUATE STUDENTS						0
5.	() SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)						0
6.	() OTHER						0
TOTAL SALARIES AND WAGES (A+B)							0
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							0
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)							0
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)							
	XX			\$0			
	XX			\$0			

Image of NSF Form 1030: Proposal Budget



C. Data Management & Sharing Plan

- Narrative, 2-page limit (NSF)
- Describes how the proposal conforms to policies for dissemination and sharing of research results
- Requirements may be RFP-specific, or related to expectations of the field
 - NIH requires genomic data (human and non-human) sharing via an [approved data repository](#)
- Considerations to address:
 - Data types and organization
 - Platforms for sharing and archiving
 - Ethical and legal considerations
 - Storage and security
 - Budgeting and management
 - oversight

D. Mentoring Plan

- Required for all projects involving postdoctoral scholars *and* graduate
- Key Components:
 - Targeted audience
 - Activities
 - Ethical training
 - Diverse collaboration
 - Annual review
- Types of Mentoring
 - Academic/Research mentoring (NSF/NIH)
 - Small business mentor-Protégé programs (SBA/DoD)
 - Subcontracting Plans
- Best Practices
 - Individualize
 - Actionable
 - Measurable

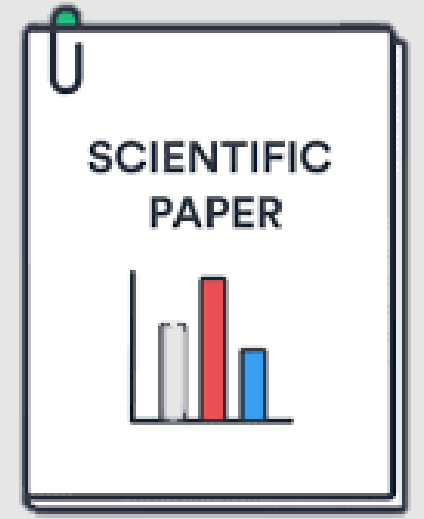


Image by [menttium](#)

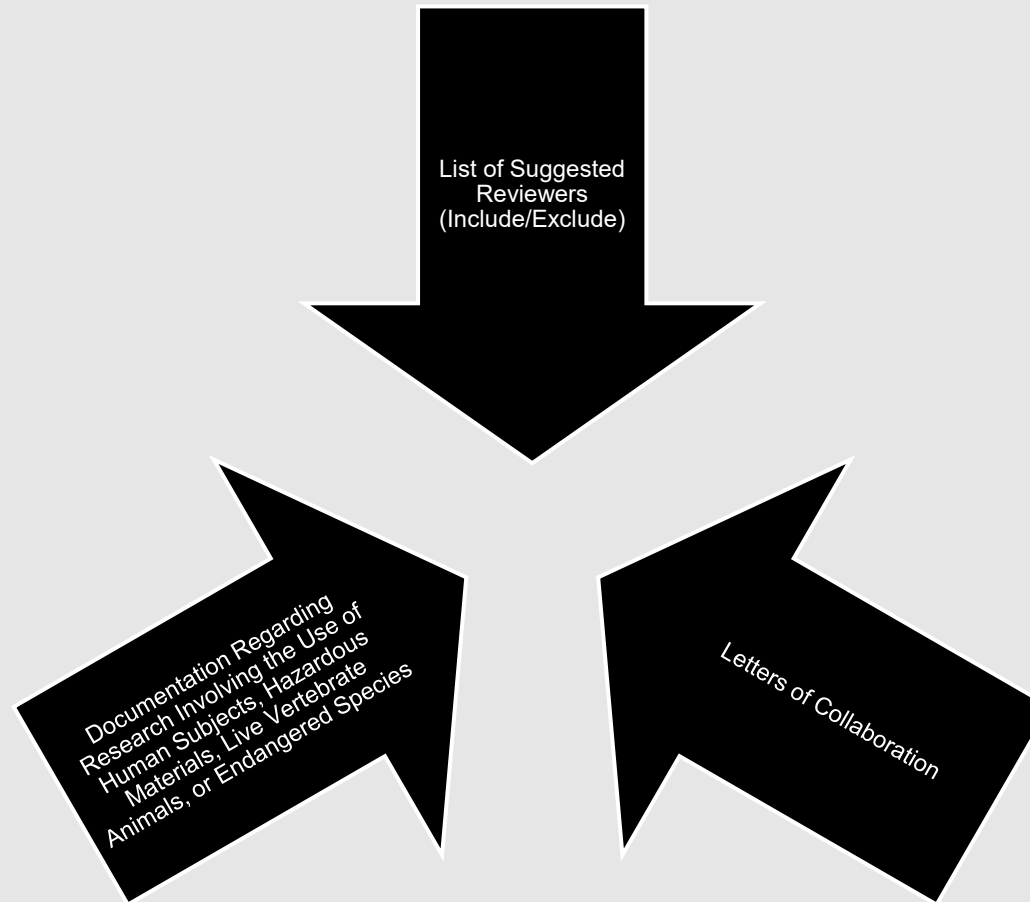
****PIs should consult the copious literature of mentoring research!**

E. References Cited

- No page limit; all reference must be included
- Required format varies by agency
 - NSF – names of all authors, the article and journal title, book title, volume number, page numbers, year of publication, URL (if available)
 - NIH – Names of first six authors, title, journal, volume, page numbers, and year, as well as the PubMed Central reference number (PMCID) for any paper that falls under the NIH Public Access Policy
 - My NCBI Tool: Use the "My Bibliography" feature in My NCBI to manage citations and automatically add PMCID numbers.



Other Ancillary Documents





Supporting Pls' Personnel Documents

- Open Research and Contributor ID: ORCID
- Biographical Sketch Common Form
 - SciENCv and Current and Pending Support
- Current and Pending Financial Support
- Collaborators and Other Affiliations

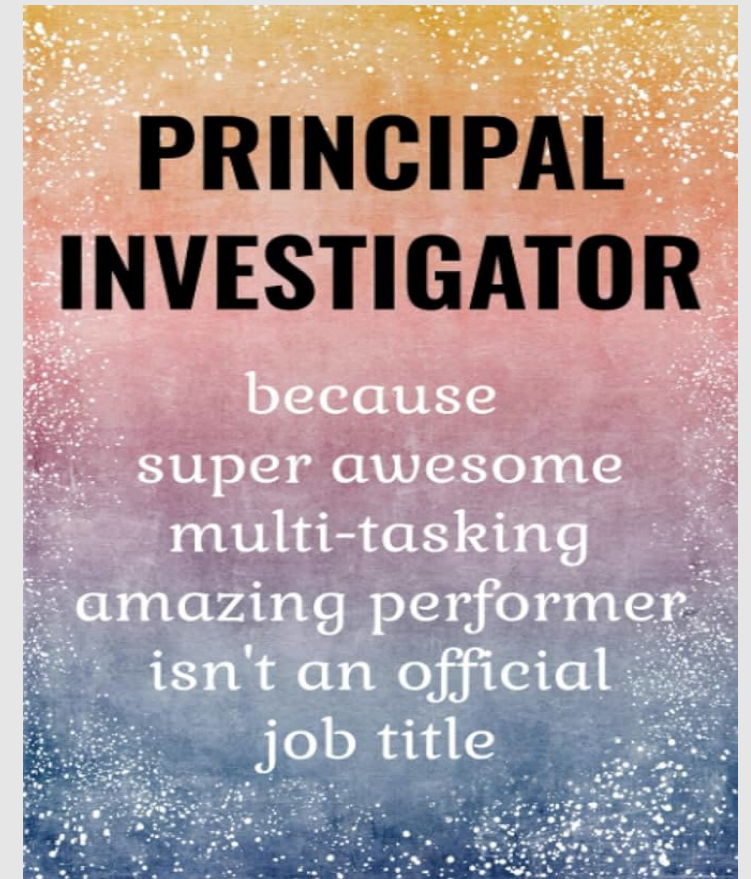


Image: Z. Soulgutt (2021)



HEROES
RESEARCH

Open Research and Contributor ID: **ORCID**



ORCID.org



HEROES
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Sign in to ORCID

Don't have your ORCID iD yet? [Register now](#)

Email or ORCID iD

For example: joe@institution.edu or 0000-1234-5678-9101

Password

Sign in to ORCID

[Forgot your password or ORCID ID?](#)

OR

 Sign in through your institution

June 14, 2026

Biographical Sketch Common Form: SciENcv



grants.NIH.gov



SciENcv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

About SciENcv

[Background Information](#)

[Help Documentation](#)

Resources

[XML Data Ingest](#)

[Data Documentation](#)

[Data Schemas](#)

Log in



National Science
Foundation

[More Options](#)

[Forgot your username/password?](#)



HEROES
RESEARCH

June 14, 2026

Current & Pending Financial Support

- Populate through SciENcv

Proposal/Active Project

Asterisks (*) indicate required fields.

Proposal/Active Project Title *

Status of Support *

☐ Current ☐ Pending

Proposal/Active Award Number (if availa...

Source of Support *

Primary Place of Performance *

Total Anticipated Proposal/Project Amo... i

Enter as USD. (Include indirect costs)

Proposal/Active Project Start Date * i

i mm/yyyy

Proposal/Active Project End Date *

i mm/yyyy

Person-Month(s) (or Partial Person-Months) Per Year Devoted to the Proposal/Active Project i

Year *

i yyyy

Person Months *

[+ ADD YEAR](#)

Overall Objectives and Statement of Potential Overlap allow markdown for formatting. [Learn more.](#)

Overall Objectives *



SciENcv: Participating Agencies & Organizations

- **National Institutes of Health (NIH):** Developed and hosts the system.
- **National Science Foundation (NSF):** Requires SciENcv for biosketches and C&P
- **Institute of Education Sciences (IES):** Uses SciENcv for biosketches.
- **Department of Energy (DOE):** Requires SciENcv for submissions.
- **Department of Defense (DoD):** Participates in the interagency workgroup.
- **Environmental Protection Agency (EPA):** Involved in the development group.
- **NASA:** Listed as a participating agency.
- **The Smithsonian:** Involved in the interagency workgroup.
- **U.S. Department of Agriculture:** Part of the interagency workgroup.



Usage Requirements

Use of the Common Forms for [Biographical Sketch](#), [NIH Biographical Sketch Supplement](#), and [Current and Pending \(Other\) Support](#) will be required for application due dates and all Just-in-Time Research Performance Progress Reports, and Prior Approval submissions on or after January 25, 2026.

Note

After evaluating the number and types of recent technical inquiries we received to both the SciENCv and eRA Service Desks, we recognize the difficulties these issues have had on the community's ability to comply with the original timeline of January 25, 2026.

To allow for a period of leniency, NIH will provide a warning when the Common Forms are not used but will not withdraw applications that don't comply with the use of the Common Forms. We expect the leniency to be in place through May 2026 (see [NOT-OD-26-033](#)).

NIH will issue a future Guide Notice (anticipated Spring of 2026) announcing the date when the validation will be changed to an error and the requirement to use the Common Forms will be system-enforced.

Collaborators & Other Affiliations

There are five separate categories of information which correspond to the five tables in the COA template:

COA template Table 1:

List the individual's last name, first name, middle initial, and organizational affiliation in the last 12 months.

COA template Table 2:

List names as last name, first name, middle initial, for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer. In the "Type of Relationship" column, specify the personal, family, or business relationship involved.

COA template Table 3:

List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:

- The individual's Ph.D. advisors; and
- All of the individual's Ph.D. thesis advisees.



Collaborators & Other Affiliations

COA template Table 4:

List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:

- Co-authors on any book, article, report, abstract or paper with collaboration in the last 48 months (publication date may be later); and
- Collaborators on projects, such as funded awards, graduate research or others in the last 48 months.

COA template Table 5:

List editorial board, editor-in chief and co-editors with whom the individual interacts. An editor-in-chief must list the entire editorial board.

- Editorial Board: List name(s) of editor-in-chief and journal in the past 24 months; and
- Other co-Editors of journal or collections with whom the individual has directly interacted in the last 24 months.



Important Considerations

1

Start Early!

2

Establish SPA
guidelines and
due dates

3

Know your
optimal
workflow

4

Use templates
when provided

5

Check and
double check
for errors and
formatting



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June 14, 2026

Thank you!

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