

Policy on Other Support Disclosure Training (Numbering TBD, 7.4.x?)

1. Policy Statement and Purpose

Illinois State University will ensure that senior/key personnel receive training on the disclosure requirements of support, monetary or otherwise, commonly referred to as "Other Support" or "Current/Pending Support" as mandated by certain federal sponsors to promote transparency and uphold research integrity.

2. Scope and Applicability

This policy applies to all senior/key personnel on certain federally sponsored research projects. This includes the Principal Investigator (PI), Co-Investigators, and any other individuals responsible for the scientific design, conduct, or reporting of the research. Individuals serving as senior/key personnel on training grants are excluded from this policy.

3. Definitions

Senior/Key Personnel: Individuals who contribute to the scientific development or execution of a research project in a substantive, measurable way, whether they receive salaries or compensation under the grant or not.

Other Support: All resources and/or financial support from all foreign and domestic entities made available to a researcher in support of and/or related to their research endeavors, regardless of whether they have a monetary value or not. This includes, but is not limited to:

Financial support for laboratory personnel.

Provision of high-value materials that are not freely available (e.g., biologics, chemicals, model systems, technology, etc.).

In-kind contributions such as office/laboratory space, equipment, supplies, or employees/students supported by an outside source.

Consulting agreements where the researcher will be conducting research as part of the consulting activities. Non-research consulting activities are not Other Support.

4. Policy Provisions and Requirements

A. Mandatory Training:

All senior/key personnel on funded projects must complete a mandatory training program on "Other Support" disclosure requirements. This training will cover:

The definition of "Other Support".

How to identify and report all sources of Other Support.

The process for submitting and updating Other Support documentation to the study sponsor.

The potential consequences of non-compliance.

B. Training Timeline:

Initial Training: Researchers must have complete training prior to Just-in-Time notification.

Ongoing Training: After the initial training, all senior/key personnel will be required to complete a refresher training course as required by a given sponsor or at least every three years.

New Personnel: Any new senior/key personnel must complete the training before they can be added to an NIH-funded project.

C. Training Resources:

The Office of Research and Sponsored Programs (ORSP) provides access to an online training module that fulfills the requirements of this policy.

D. Disclosure of Other Support:

Senior/key personnel are required to disclose all Other Support at the time of proposal submission (Just-in-Time) and in all annual Research Performance Progress Reports (RPPRs). Additionally, all must disclose changes in Other Support are reported to researchoffice@ilstu.edu within 30 days of the change.

5. Responsibilities

Senior/Key Personnel:

Complete the mandatory training as required.

Accurately and completely disclose all Other Support to the ORSP.

Provide timely updates on any changes to their Other Support.

Office of Research and Sponsored Programs (ORSP):

Provide and maintain access to an online training program that is deemed allowable by the agencies and meets sponsor requirements.

Track the completion of training by all Senior/Key personnel.

Provide guidance and assistance to researchers on Other Support disclosure.

Ensure that all Other Support information is correctly submitted to the sponsor.

Department Heads and Deans:

Ensure that all senior/key personnel in their departments/colleges are aware of and comply with this policy.

6. Contact Information

For questions regarding this policy or Other Support disclosure requirements, please contact the Office of Research and Sponsored Programs at researchoffice@ilstu.edu.