Dear Colleagues,

You have been identified as having NIH funding.

As of January 25, 2022, NIH requires any senior and key personnel on awards and submitting proposals to provide supporting documentation specific to <u>paid or unpaid foreign appointments</u> (including honorary) <u>and/or employment with a foreign institution</u>. Documentation includes copies of all (non-Caltech) contracts, grants or any other documentation (including email) specific to paid or unpaid foreign appointments (including honorary) and/or employment with a foreign institution.

Please review your disclosure in the COI disclosure system (access.caltech.edu) and make sure all such appointments or employment are disclosed there and send a copy of the associated agreement to caltechcoi@caltech.edu.

If you are receiving funding from or named on grant awarded to a foreign institution, you should disclose that as other support in the COI disclosure system and send a copy of the associated agreement to caltechcoi@caltech.edu.

<u>If there are co-investigators on your awards or other senior or key personnel who are named, you must forward a copy of this email to each of them and cc caltechcoi@caltech.edu.</u>

It is imperative that you send these agreements before November 30, 2021, so we have time to review them before they need to be submitted to NIH beginning in January.

Sometime in December, Caltech will roll out a new Biosketch/Other Support application that will collect much of your other support information in one place (pertinent disclosures from your COI disclosures and your Caltech grants and gifts). At that time, any foreign agreements should be uploaded/attached in the application, rather than emailing to caltechcoi@caltech.edu. More information regarding the application will be sent when the application launches.

Finally, there are additional changes that will go into effect with regard to your NIH award in January:

- You must use the updated NIH format for Biosketch and Other Support
- You must certify and digitally sign your Other Support documentation. If you don't already have a means to sign documents digitally, we recommend you install Adobe Acrobat DC under Caltech's site license so that you can comply with the digital signature requirement. If you have questions about installation, please contact IMSS, or whoever provides your desktop support.

If you have any questions, please feel free to contact Grace Fisher-Adams or David Mayo.

Sincerely,

Kaushik Bhattacharya
Vice Provost