

2.1.2 SNAP Questions

Answer the following questions at the beginning of Form Page 5. Blank pages should be used for the Progress Report if inadequate space remains on Form Page 5 to answer the questions and to begin the report on the research progress. The questions to be addressed are as follows:

Has there been a change in the other support of senior/key personnel since the last reporting period?

If yes, explain the change(s); if no, so state. Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, **submit complete Other Support information** using the suggested format and instructions found in the PHS 398 application (<http://grants.nih.gov/grants/funding/phs398/phs398.html>). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously.

Other support information should be submitted only for the PD/PI and for those individuals considered by the PD/PI to be key to the project. Senior/key personnel are defined as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not a salary is requested. Do not routinely include Other Support information for "Other Significant Contributors"; e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual previously listed in this category has changed such that they are now considered "senior/key personnel," this change should be indicated in this section and Other Support information submitted.

Will there be, in the next budget period, a significant change in the level of effort for the PD/PI(s) or other senior/key personnel designated on the Notice of Award from what was approved for this project?

If yes, please explain (e.g., decreased level of effort from 4.8 CY months to 3.6 CY months); if no, so state. A significant change in level of effort is defined in Federal regulations as a **25 percent reduction** in time devoted to the project. For example, if a NoA-specified individual on the project is expected to reduce his/her effort from 4.8 CY months to 3.6 CY months, which represents a 25 percent reduction in the level of effort, an explanation must be provided at the beginning of the Progress Report Summary (Form Page 5).

Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25 percent of the current year's total approved budget?

If yes, please provide an explanation; if no, so state. An explanation should include why there is a significant balance and how it will be spent if carried forward into the next budget period. The "total approved budget" equals the current fiscal year award authorization plus any carryover of funds from a prior year. The numerator equals the total amount available for carryover and the denominator equals the current year's total approved budget.

Program or grants management staff may require additional information in order to evaluate the project for continued funding. Failure to provide this information will result in a delayed award.

If a project or grantee organization requires closer monitoring by NIH staff, the project or organization may not use these simplified instructions.