



Health Colleges Research Services

News and Announcements

WEDNESDAY APRIL 22, 2026

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WELCOME, ROBYN!

Robyn Britton has joined the Health Colleges Research Services office. She is excited to join Michigan State University as a Post-Award Research Administrator III as this aligns perfectly with the depth and breadth of experience she has built across Harvard Medical School, the Harvard T.H. Chan School of Public Health, Tufts Medical Center, Mass General Brigham, and Johns Hopkins University School of Medicine. Over the past 15+ years, she has managed complex sponsored research portfolios—including a \$68M portfolio at MGB. She has a strong focus on federal compliance, financial governance, clinical trials, and restoring structure to high volume, multi investigator environments. Join us in welcoming Robyn to MSU and HCRS!

BIOGRAPHICAL SKETCH UPDATES

Starting in May 2026, the use of the Common Forms for Biographical Sketch is a requirement for all NIH submissions. Your biosketch will now be broken down into two Forms within a single document: [Biographical Sketch](#) and [Biographical Sketch Supplement](#). Your NIH application cannot be submitted without the updated and approved forms. The forms are set up as outlined below:

Biographical Sketch:

- Identifying Information:
 - o Name, Persistent Identifier of the Senior/Key Person (ORCID ID), Position Title, Organization, and Location.
- Professional Preparation:
 - o List individual professional preparation (education and training) in reverse chronological order by start date.
 - o Postdoctoral and fellowship training may be included here.
- Appointments and Positions:
 - o List all academic, professional, or institutional appointments in reverse chronological order by start date.
 - o Identify all domestic, foreign, and professional positions and appointments outside your primary organization from the last 3 years.
- Products:
 - o This section no longer contains a narrative.
 - o List of up to 5 products closely related to the proposed project.
 - o List up to 5 other significant products that highlight the individual's Contributions to Science.
 - o All listed products must include a full citation and follow NIH's [policy](#) on hypertext.

Biographical Sketch Supplement:

- Identifying Information:

- Name, Persistent Identifier of the Senior/Key Person (ORCID ID), Position Title, Organization, and Location.
- Personal Statement:
 - Limits characters to 3,500.
 - Describe why you are well-suited for this role on the project. You may also explain external factors that affected productivity, or if you've published under a different name.
 - List ongoing and completed research projects from the last 3 years that you want to highlight.
 - Citations are not allowed.
- Honors:
 - List up to 15 entries of academic and professional honors/achievements.
- Contributions to Science:
 - Describe up to 5 most significant contributions to science, limiting each contribution to ½ page or 2,000 characters.
 - Reference up to 5 products listed in Other Significant Products that are relevant to the described contributions.
 - Citations are not allowed.

Helpful Tips & Information:

- There is no page limit.
- NIH requires individual certification for both forms.
 - A delegate cannot be used to certify.
- You will need to link your ORCID ID in **BOTH** eRACommons and NCBI.
- Download the certified Common Form directly from SciENcv. Do not edit or flatten your PDF.
- NIH FAQs can be found [here](#).
- ***Please be sure to recertify your forms for every grant submission.***

NIH CONTINUOUS SUBMISSION AND LATE APPLICATION CHANGES

BY JULIE ROBINSON

The National Institutes of Health (NIH) has released notice NOT-OD-26-064, announcing an End of Continuous Submission and updates to their Late Application Submission Policy. These changes take effect this year and may impact plans for the 2026–2027 grant cycles.

End of Continuous Submission

NIH is discontinuing the long-standing Continuous Submission policy, which allowed PDs/PIs serving on NIH study sections and advisory groups to submit certain applications (e.g., R01, R21, R34) outside standard receipt dates. This change is intended to create higher efficiency with application referral and peer review. Final date NIH will accept Continuous Submission applications: August 10, 2026, for assignment to January 2027 Council.

Updated Late Application Submission Policy (Effective May 25, 2026)

NIH will be limiting the allowability of late submissions and will be reviewing submissions on a case-by-case basis based on the details

provided in the cover letter. All applications must be submitted within 14 calendar days of the original due date.

- Acceptable reasons for late consideration:
 - o One or more PDs/PIs experienced extenuating circumstances (sudden illness, natural disaster, etc.)
 - o PD/PI participated in NIH Review Service for the below areas within four calendar weeks before or after the due date.
 - An NIH peer review study section or special emphasis panel
 - An NIH Board of Scientific Counselors
 - A Program Advisory Committee
 - An NIH Advisory Board or Council
 - o This specific review service is the only pre-authorized reason for a late submission (i.e., automatically accepted once review service information provided in the cover letter is confirmed). Other types of NIH activities and services for other federal agencies or private organizations are not acceptable reasons for late submission.
- Late submissions will not be considered for:
 - o Any NOFO stating “Late applications will not be accepted” in Key Dates
 - o Fellowships (F-series): F30, F31, F32, F33, F99/K00
 - o Small Business (SBIR/STTR): R41, R42, R43, R44, SB1, UT1, U44
 - o Collaborative International Research: PF5, UF5
 - o Extenuating circumstances impacting individuals involved in proposal submission beyond the PD/PI (co-investigators, collaborators, mentors, administrative staff, AORs/SOs)
 - o NIH does not provide advance permission to submit late. No NIH staff member (including receipt and referral, review, grants management, and program staff) has the authority to evaluate or pre-approve reasons for late submission.

MSU TRAVEL UPDATES

BY JULIE ROBINSON

MSU’s Travel Office has updated and relocated the Travel Policy & Procedures ([MBP Section 70](#)). Key updates include new international travel registration requirements, revised insurance guidance, simplified rules for extended international travel, added airfare class information, and improved alignment with Concur conference agenda requirements.

Concur Travel also rolled out a refreshed user interface in late March, providing a more intuitive workflow, improved mobile accessibility, and a streamlined booking and expense reporting process.

Pre-travel reminder: Please ensure all [Travel Requests](#) and [Global Travel and Remote Work \(GTRW\) Registry](#) requirements are completed prior to travel.

HYPERLINKS WITHIN NIH APPLICATIONS

This serves as a reminder that NIH has a policy regarding the use of hyperlinks in NIH grant application. According to [NOT-OD-20-174](#), the inclusion of URLs and hyperlinks is permitted only when specified in the Funding Opportunity Announcement (FOA). Links within the Facilities and Other Resources, Specific Aims, and Research Strategy are generally not allowed. For additional information regarding the new Biographical Sketch Common Forms, please consult the [FAQs](#). Please be aware that if a link is found within your application, your grant may be withdrawn from review and consideration for funding.

GIVE US YOUR FEEDBACK

Our office is committed to providing current and essential information to our faculty and staff. Your feedback is vital to helping us improve and continue delivering an informative newsletter. By sharing your insights, you help us better understand what content matters most to you and how we can enhance our communication. You can find our survey [here](#).

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