



Health Colleges Research Services

News and Announcements

MONDAY DECEMBER 15, 2025

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Kristen!

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WELCOME, KRISTEN!

Our team welcomed our newest pre-award member, Kristen Bilyea, earlier this fall, and we are very excited to have her. Kristen began her career at Michigan State University, earning her bachelor's degree in English in 2017, and then she joined the College of Nursing in 2018, where she supported multiple faculty and research initiatives. In 2022, she transitioned into a Research Administrator Assistant role, supporting pre- and post-award activities, including NIH research grants, foundation projects, and internal funding opportunities. Welcome, Kristen!

NIH CYCLE 1 DEADLINE IS QUICKLY APPROACHING

Please submit your [proposal intake form](#) by **Monday, December 22**, if you intend to apply for the NIH Cycle 1 deadline. Due to winter break at MSU and other institutions, it is best to allow extra time for processing documents this cycle. As a reminder, our office requests notice of intent to submit a proposal at least [8 weeks before the sponsor deadline](#), for our team to provide robust support, including budget development, compliance reviews, PDF conversions, and proposal routing. Please refer to [MSU's deadline policy](#), and direct questions to HCRS.Proposals@msu.edu.

NIH POLICY UPDATES

NOT-OD-26-018:

NIH Biographical Sketch, NIH Biographical Sketch Supplement & Current and Pending (Other) Support

NIH will require [SciENCv](#) to complete a digitally certified PDF of your common forms. **Mandatory use begins January 25, 2026**, for applications, JIT, RPPR, and prior approvals. This also includes the Biographical Sketch Supplement form, which will include the Personal Statement, Contributions to Science, and Honors. This supplement form must also be prepared using SciENCv.

Biographical Sketch Changes:

- Section A: renamed to Products. Products Most Closely Related to the Proposed Project, limited to 5 citations. There is no longer a narrative.
- Section B: Appointments and Positions only. Identify all domestic and foreign professional positions and appointments outside your primary organization for a period up to 3 years.
- Section C: Removing Contributions to Science, and this section will be in your NIH Biographical Sketch Supplement Form.
- Instructions can be found [here](#).

NEW NIH Biographical Sketch Supplement:

- Section A: Provide a narrative that includes information regarding the Products Most Closely Related to the Proposed Research Project (within

the biosketch form). Citations are not allowed, and characters are limited to 3,500.

- Section B: List up to 15 honors.
- Section C: Contributions to Science, provide up to 5 narratives. Citations are not allowed, and each narrative is limited to 2,000 characters.
- Instructions can be found [here](#).

There is no page limit for the combined Biographical Sketch Common Form and NIH Biographical Sketch Supplement.

Other Support:

- Effort will be listed in person months.
- Major Goals are changing to Overall Objectives. This section is limited to 1,500 characters.
- In-kind contributions only need to be reported if the amount exceeds \$5,000 and a time commitment is required.
- Each proposal, active project, or in-kind contribution will have its own statement of potential overlap. This is no longer summarized at the end of the document.
- Supporting documentation will no longer be attached to your Other Support. This will be a separate attachment when submitting JITs, RPPRs, or Prior Approvals..
- Instructions can be found [here](#).

NIH requires individual certification, and a delegate cannot be used on these forms.

Be prepared with the following action items:

1. [Create your ORCID iD](#)
2. [Connect to your MSU NetID](#)
3. [Link to your eRA Commons Account](#)

Per NIH, the forms and linking your ORCID iD are **required**. If the common forms are not used, a validation error will occur, preventing submission. Failure to do so will result in NIH withdrawing your application from consideration.

Malign Foreign Talent Recruitment Program Prohibition:

Individuals who are a current party to a Malign Foreign Talent Recruitment Program are not eligible to serve as a senior/key person on an NIH grant. This is effective as of January 25, 2026. NIH will require an MFTRP certification, and it can be completed during your COI module. This must be completed annually for all senior/key personnel listed on an NIH application.

[NOT-OD-26-019:](#)

Effective immediately:

- NIH will not accept Letters of Intent (LOIs) as part of the application process.
- If you are requesting more than \$500,000 in Direct Costs (excluding consortium F&A) per year, you are no longer required to obtain approval from the PO/Funding institute. This also means a cover letter is no longer required if your DC exceeds \$500k per year.

[NOT-OD-26-012:](#)

Post-submission Materials:

- Applications for the January 2026 Council will accept materials one week before the scheduled peer review meeting.
- Applications for the May 2026 Council will accept one page of preliminary data only if it was allowed in the NOFO. Materials listed in NOT-OD-19-083 will continue to be accepted. The deadline is 30 days before the study section meeting.

RPPRs:

- RPPRs submitted during the government shutdown should not have to resubmit reports. If you received a request or encountered issues during your submission, please contact your post-award administrator.

Peer Review Meetings:

- Applications discussed during the meetings are reduced to 30-35%. Over 370 meetings were canceled, and 24,000 grant applications have been impacted.
- Summary statements will be simplified, and summaries regarding committee discussion will no longer be used.
- Applications voted to be in the middle third will be designated as “competitive but not discussed” and not considered for funding. Applications in the lowest third will be designated as “not competitive and not discussed”.

Early Stage Investigator (ESI) Eligibility:

- ESI will automatically adjust for applicants whose status changed during the shutdown.

DATA MANAGEMENT & SHARING (DMS) PLANS

MSU's Sponsored Programs Administration (SPA/OSP/CGA) recently shared feedback related to DMS Plans. Below are key areas highlighted, along with tips and additional resources:

- **Access is expected to be open and available publicly**
 - [Selecting a Data Repository](#) (NIH page detailing desired repository characteristics)
 - [NIH Institute and Center Data Sharing Policies](#) (describes additional policies that may apply to specific Institutes or Centers)
 - If there are factors that could restrict the data shared, they should be clearly explained. Otherwise, NIH expects a statement like: “Data will be publicly available and open-access.”
 - **Timeline- NIH recommends sharing promptly, for as long as useful**
 - Scientific data should be shared as soon as possible and no later than the date of the associated publication or the end of the performance period, whichever occurs first.
 - Scientific data should remain accessible for as long as it retains value to the research community, institutions, or the public.
 - **NIH's oversight sample wording that designates the Office of Sponsored Programs as responsible for oversight and compliance is inconsistent with MSU's roles and responsibilities.**
 - Instead, OSP has shared the following draft language:
 - *"Data will be submitted by a project data manager from the PI's project team. The data manager will oversee data collection, analysis, storage, and sharing. Compliance with the plan will be monitored by the PI routinely. The PI will*
-

conduct periodic meetings with key study personnel to ensure the timeliness of data entry and will review data to ensure quality of data entry. The PI is aware of MSU resources at: [Data Management Plans-Resources for MSU](#). The PI will ensure data are submitted and shared according to this DMSP."

REMINDERS

Mandatory Training:

As of December 15, a required Research Security Training is available in [Ability LMS](#) for all faculty who are participating in federal research proposals or awards. This requirement must be **completed by January 15, 2026**. The training aligns with federal mandates under National Security Presidential Memo-33 (NSPM-33) and the CHIPS and Science Act. This must be completed before submitting your grant application or RPPRs. Please complete this training ASAP to avoid delays with your grant submission. You can find more information [here](#). If you have questions or need assistance, contact researchsecurity@msu.edu.

Office Closure:

Our pre- and post-award office will be observing MSU's 2025 winter break from **Thursday, December 25, 2025, through Friday, January 2, 2026**. We will not be working during this time. Proposals due during the winter break should be submitted to OSP by **Friday, December 19th**, and no later than **8AM on Tuesday, December 23rd**. Award or reporting deadlines need to be submitted to OSP/CGA by **noon on Friday, December 19th**. If you have any questions regarding any action items, please work with your direct pre- or post-award research administrator. Have a wonderful winter break!

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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