

# SciENCv NIH Current and Pending (Other) Support (CPOS) Common Form

## Demo and Guidance

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# GOAL

**Demo the SciENcv NIH Current and Pending (Other) Support (CPOS) Common Form while providing key guidance and technical tips.**

**Recommended Option: Uploading XML file from ISMMS OS SharePoint workbook.**

# Just in Time (JIT), Prior Approval Request, and Research Performance Progress Report (RPPR)

Use the SciENCv Current and Pending (Other) Support (CPOS) Common Form in **Just in Time (JIT), Prior Approval Request, and Research Performance Progress Report (RPPR)** for Submissions on or after January 25, 2026.

Adapted from: [NOT-OD-26-018: NIHs Implementation of Common Forms for Biographical Sketch and Current and Pending \(Other\) Support for Due Dates on or after 1/25/2026](#)

For those investigators who wish to use the current Other Support pages in their Just in Time (JIT), Prior Approval Request, or Research Performance Progress Report (RPPR), **please submit to the GCO BEFORE January 19th, 2026 so that GCO is able to submit by January 24th.** This due date is right around the corner ...

MY NCBI > SCIENCv

## SciENCv

### My Profile [Edit](#)

Name: Allison Gottlieb  
ORCID ID: <https://orcid.org/0000-0003-4346-9805>  
eRA Commons ID: gottlieba

#### Helpful Links

[About SciENCv](#)  
[How to Use SciENCv](#)

### My Documents

+ NEW DOCUMENT

Last Updated ↓	Title	Format	Delete
1/11/26	<a href="#">New Biosketch</a>	NIH Biographical Sketch Common Form	
1/8/26	<a href="#">New OS Common Form</a>	NIH Current and Pending (Other) Support Common Form	
1/8/26	<a href="#">OS from scratch</a>	NIH Current and Pending (Other) Support Common Form	



### Create a New Document

Asterisks (\*) indicate required fields.

Document Name \*

Document type \*

NIH Current and Pending (Other) Support Common Form

Data source \*

☐ Use an existing document in SciENCv

☒ Upload an XML file

[Choose a File](#) \*

Only properly formatted XML files may be uploaded, or partial data.

☐ Start with a blank document

Three Options  
Recommended:  
Upload an XML  
File

CANCEL

CREATE



# Upload an XML File Instructions

1. Log in to [SciENcv Home](#)
2. Click on “+ New Document”.
3. Select **NIH Current and Pending (Other) Support Common Form** as the document type.
4. Give your document a name in the **Document Name** field.
5. Choose “Upload an XML file” in the **Data Source** drop down menu.

This allows you to upload an XML file that contains your support data.

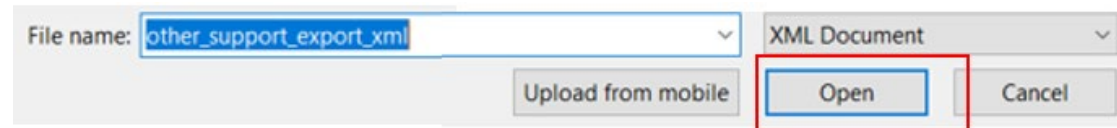
*Screenshot for 1 – 5 below are on the preceding slide.*

# Upload an XML File Instructions

- Click on “Choose a file” link and select the “other\_support\_export\_xml” you have created from the ISMMS SharePoint Template.



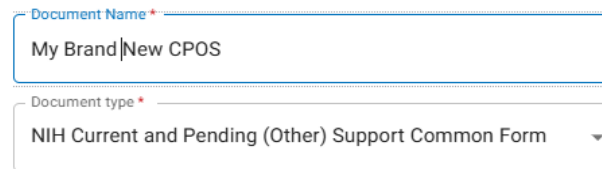
- Click on “Open.”

A file selection dialog box. The "File name" field contains "other\_support\_export\_xml". To the right, there is a dropdown menu labeled "XML Document". Below these fields are three buttons: "Upload from mobile", "Open", and "Cancel". The "Open" button is highlighted with a red rectangular border.

- Select “Create.”

## Create a New Document

Asterisks (\*) indicate required fields.

A form for creating a new document. It has two required fields: "Document Name" and "Document type". The "Document Name" field contains the text "My Brand|New CPOS". The "Document type" dropdown menu is set to "NIH Current and Pending (Other) Support Common Form".

Data source \*

☐ Use an existing document in SciENcv

☒ Upload an XML file

other\_support\_export\_xml.xml

Only [properly formatted XML](#) files may be uploaded. File may contain draft or partial data.

☐ Start with a blank document

CANCEL

CREATE

# Upload an XML File Instructions

9. Review and Edit Sections
  - Identifying Information, Organization and Location
  - Proposals and Active Projects: Current and Pending
  - In-Kind Contributions: Current and Pending
  
10. Investigator certifies by clicking on Download PDF.

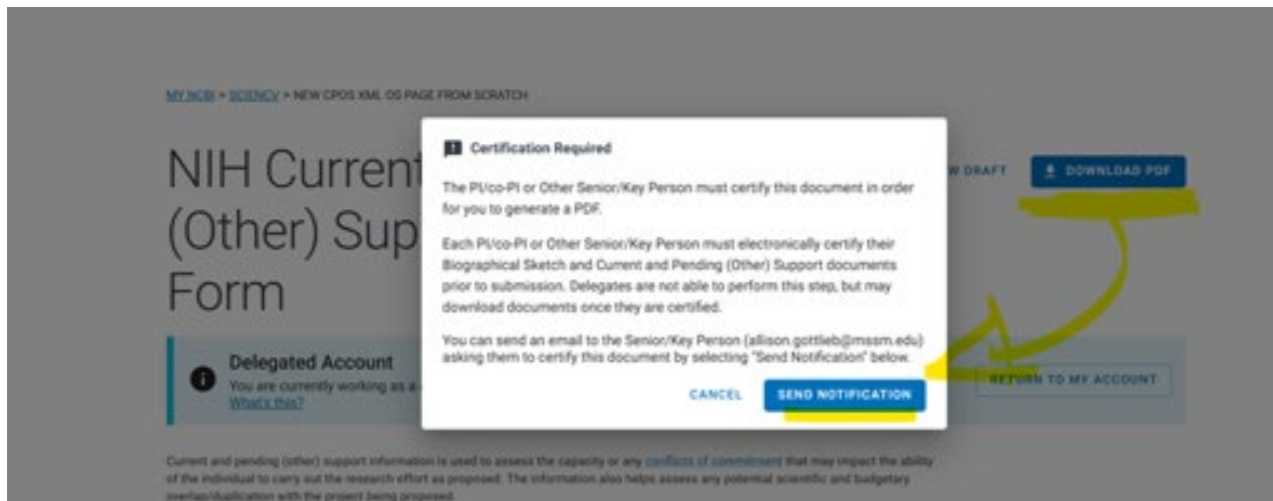
# Download PDF Functions – Pre and Post Certification

[VIEW DRAFT](#)

 [DOWNLOAD PDF](#)

Please provide the required information in order to certify and download the document.

Box “greyed out” indicates the form incomplete.



The screenshot shows the NIH Current (Other) Support Form interface. A modal dialog titled "Certification Required" is displayed in the center. The dialog contains the following text:

**Certification Required**

The PI/co-PI or Other Senior/Key Person must certify this document in order for you to generate a PDF.

Each PI/co-PI or Other Senior/Key Person must electronically certify their Biographical Sketch and Current and Pending (Other) Support documents prior to submission. Delegates are not able to perform this step, but may download documents once they are certified.

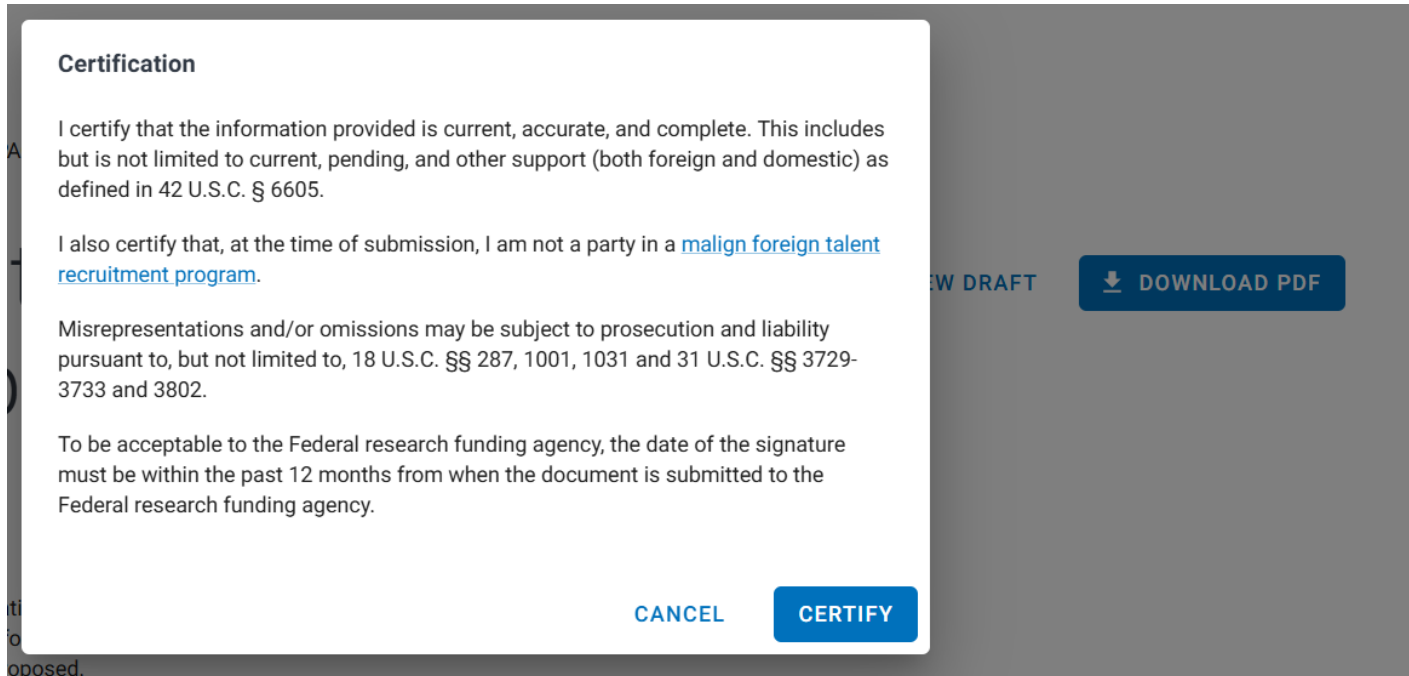
You can send an email to the Senior/Key Person (alison.gottlieb@msm.edu) asking them to certify this document by selecting "Send Notification" below.

The dialog has two buttons at the bottom: "CANCEL" and "SEND NOTIFICATION". The "SEND NOTIFICATION" button is highlighted with a yellow box. In the background, the form is visible, showing the title "NIH Current (Other) Support Form" and a "Delegated Account" section. A yellow arrow points from the "SEND NOTIFICATION" button to the "RETURN TO MY ACCOUNT" button in the background.

If you are a delegate, once the form is completed, you can send a notification to the PI to certify.



# Download PDF Functions – Pre and Post Certification



**Certification**

I certify that the information provided is current, accurate, and complete. This includes but is not limited to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. § 6605.

I also certify that, at the time of submission, I am not a party in a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

To be acceptable to the Federal research funding agency, the date of the signature must be within the past 12 months from when the document is submitted to the Federal research funding agency.

[CANCEL](#) [CERTIFY](#)

The investigator, not the delegate will be prompted to certify. Only the Investigator can certify.

Once certified, the delegate clicks on download pdf again, and the file is downloaded.

# Form Downloaded (i.e., Certified): Now What?

**What actions are allowed after downloading a certified PDF file from SciENcv?**

- A generated PDF file can be **renamed**. [Click here for Filename Policy](#).
- However, a file must **not** be **exported** or **opened and re-saved** in another application.
- Do **not** flatten the PDF once certified and downloaded from SciENcv (unless otherwise noted in the Application Guide or Notice of Funding Opportunity (NOFO) Instructions). This will affect the metadata of the file so that it could not be uploaded to eRA Commons.

Source: NIH [Frequently Asked Questions \(FAQs\) | Grants & Funding](#)

# Troubleshooting Technical Issues

- Slowness and Time out Errors reported.
- Cannot edit after the pdf is downloaded. That is by design. Do not edit. It is certified.
- Delegate cannot do the initial download. That is by design. The download is the first step to certification.

- More than 1 NCBI account?

Do you have an old NCBI account when you were a graduate student and forgot about it? The help desk can help with merging the two accounts. However, tech help has been slow. Workaround: Use “old” NCBI account and generating any biosketches/other support from that account since that one has the ORCID ID linked to it.

- Created your ORCID ID and then chose Using a former SciENCv biosketch option  
You may try but it is not advised. Import errors have been reported.

# Investigator Be On Call Alert

If the GCO requires any changes, the investigator will need to certify again. Only the investigator, and not the delegate can certify. Please be available if any changes are needed.



# I'm a Delegate. How Can I Help?

Here are tasks you can do:

- Manage and upload the xml from the ISMMS Other Support SharePoint workbook.
- Add information onto the SciENCv form.

*Submit to the GCO as you normally would. There is no change in process.*

# Technical Assistance

## Who do I contact if I have questions about Common Forms?

For NIH SciENCv **technical questions or immediate assistance**, please contact the SciENCv Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays):

- Email the SciENCv Help Desk: [NLMSciencv@mail.nih.gov](mailto:NLMSciencv@mail.nih.gov)
- Create a ticket: <https://support.nlm.nih.gov/support/create-case/>

Source: NIH [Frequently Asked Questions \(FAQs\) | Grants & Funding](#)



# Resources

## Federal

- [SciENcv Home](#)
- [National Library of Medicine \(NLM\) Help Desk](#)
- [Current and Pending \(Other\) Support \(CPOS\) Common Form Webpage](#)
- [Common Form for Current and Pending \(Other\) Support Instructions \(pdf\)](#)
- [NIH Other Support FAQs](#)
- [NOT-OD-26-018: NIHs Implementation of Common Forms for Biographical Sketch and Current and Pending \(Other\) Support for Due Dates on or after January 25, 2026](#)

## ISMMS

- [Other Support SharePoint Site](#)
- For technical assistance with the OS Templates, please submit a [Research 411 Ticket](#).



# Questions? How Can We Help You?

Contact me at [allison.gottlieb@mssm.edu](mailto:allison.gottlieb@mssm.edu)



Icahn School  
of Medicine at  
**Mount  
Sinai**