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 …

Demo

SciENcv Home

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.**

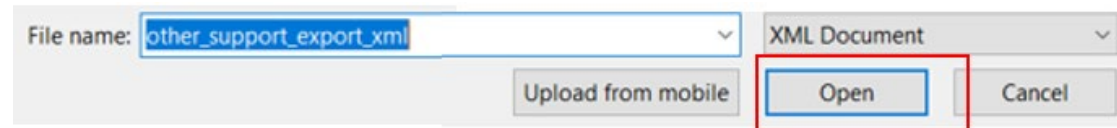This allows you to upload an XML file that contains your support data.

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

Upload an XML File Instructions

6. Click on "Choose a file" link and select the "other_support_export_xml" you have created from the ISMMS SharePoint Template.
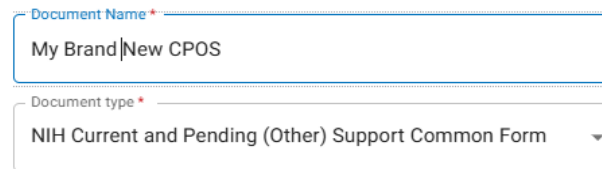
 other_support_export_xml

7. Click on "Open."

File name:	other_support_export_xml	XML Document
	Upload from mobile	Open	Cancel

8. Select "Create."

Create a New Document

Asterisks (*) indicate required fields.

Document Name *
My Brand New CPOS

Document type *
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

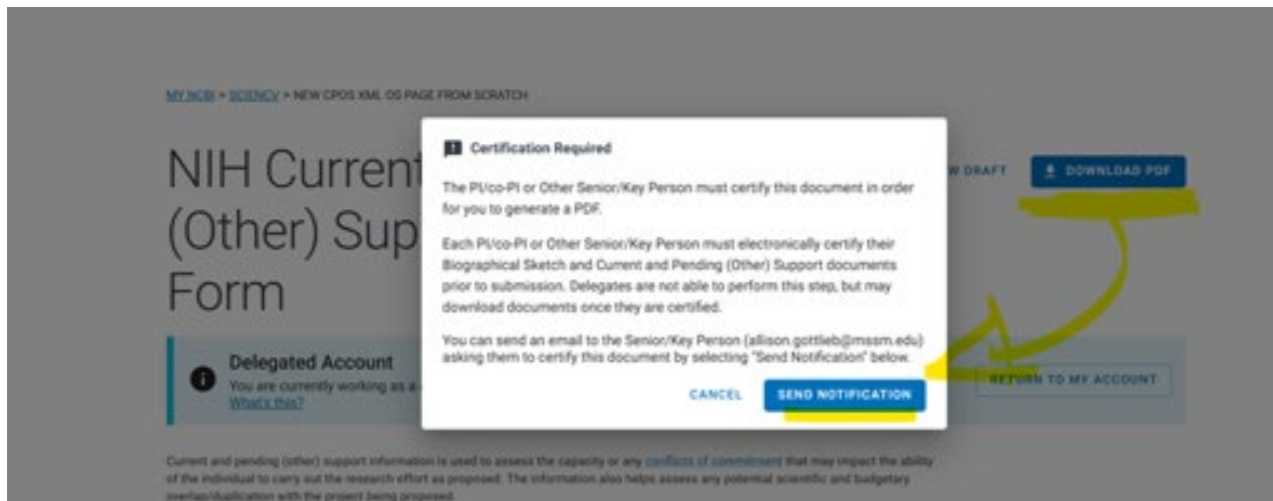**10.** Investigator certifies by clicking on Download PDF.

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.

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

EW DRAFT   ⬇ DOWNLOAD PDF

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

- 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](#).