

## **NIH KEY PERSONNEL, OTHER SIGNIFICANT CONTRIBUTORS & CONSULTANTS**

<https://grants.nih.gov/grants/glossary.htm#Senior/KeyPersonnel>

<https://grants.nih.gov/grants/glossary.htm#OtherSignificantContributorsOSCs>

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf> (starting G-80)

### **Senior/Key Personnel**

The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way to the scientific development or execution of the project, whether or not they receive salaries or compensation under the grant. i.e. their absence from the project would be expected to impact the approved scope of the project. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. "Senior/key personnel must devote measurable effort to the project whether or not salaries or compensation are requested." "Zero percent" effort or "as needed" are not acceptable levels of involvement for those designated as Senior/Key Personnel.

### **Other Significant Contributors**

Other Significant Contributors (OSCs) are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at "effort of zero person months" or "as needed." Individuals with measurable effort may not be listed as Other Significant Contributors (OSCs). Consultants should be included if they meet this definition. This would also be an appropriate designation for mentors on Career awards. A biosketch, including Research Support information, will be required for these individuals as this highlights their accomplishments as scientists. However, if an award is to be made, Other Support information will not be required or accepted since considerations of overlap do not apply to these individuals. Should the level of involvement change for an individual listed as an OSC, they should be redesignated as "key personnel." This change should be made before any compensation is charged to the project.

### **Consultant**

A consultant is an individual/firm retained to provide professional advice or services for a fee but usually not as an employee of the requiring organization. The general circumstances of allowability of these costs, which may include fees and travel and subsistence costs, are addressed in the applicable cost principles under "professional services costs." In unusual situations, a person may be both a consultant and an employee of the same party, receiving compensation for some services as a consultant and for other work as a salaried employee as long as those separate services are not related to the same project and are not charged to the same project. For example, consulting fees that are paid by an educational institution to a salaried faculty member as extra compensation above that individual's base salary are allowable, provided the consultation is across departmental lines or involves a separate or remote operation and the work performed by the consultant is in addition to his or her regular departmental workload. (See Cost Considerations—Allowability of Costs/Activities—Selected Items of Cost—Consultant Services.)

**Who are "senior/key personnel" and how do they differ from "other significant contributors?" What about consultants? FAQ's:** [http://grants.nih.gov/grants/policy/senior\\_key\\_personnel\\_faqs.htm](http://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm)

Senior/key personnel are defined as individuals who contribute to the scientific development or execution of a project in a substantive measurable way. The program director/principal investigator (PD/PI) is always considered senior/key personnel. The PD/PI may designate other senior/key personnel if they fit the definition. Biosketches, other support information, and level of effort greater than zero person months are all required of senior/key personnel named in the application.

Other significant contributors are those that are committed to contribute to the project, but without measurable effort (zero person months or "as needed"). Biosketches of other significant contributors are required; however, other support information is not.

A consultant is defined as an individual hired to give professional advice or services for a fee, thus cannot be a UCLA employee. Generally, a consultant is not considered senior/key personnel. Grantees should describe the services to be performed by the consultant(s) in their justification and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs for each. In those cases where a consultant may actually meet the definition of senior/key personnel, the applicant should list them as such and include the appropriate biosketch and other support information.