

# OTHER SUPPORT DOCUMENTS

## WHAT YOU NEED TO GET STARTED

### CRITICAL INFORMATION TO GATHER

It is **highly recommended** that you gather this information **prior** to signing into the Other Support Portal.

### 1. MAJOR GOALS

Write a 2-3 sentence summary of the major goals of the UK project/s. You may have already have this in your project files.

### 2. OUTSIDE APPOINTMENTS

Locate copies of any current, domestic outside appointments or contracts. You will need information such as dates, amounts, and purpose for the Other Support Portal forms.

### 3. NON-DOMESTIC APPOINTMENTS

Translate copies of any current non-domestic outside appointments or contracts (a machine/online translation is allowable). You must upload a flattened, translated .pdf of the agreement into the portal for eventual submission to the Federal agency. **This is a Federal requirement.**

### 4. HIGH-VALUE ITEMS

Create a list of donated high-value items given for support of your research during the last three years that includes an estimate of the value of each of them. "High-value" is defined by you.

### 5. IN-KIND AND INTERNAL SUPPORT

An estimate of the dollar value of any other type of in-kind support for your research activity (i.e., subsidized employees). Details about any internal UK funded research opportunities you may have (for the Internal Support tab).

### 6. CURRENT/PENDING PROJECTS

Request a copy of the Tableau report of current/pending projects from your CGS contact. You may need to copy and paste any missing data from this document.

### 7. EFFORT

A list of your current effort (in person-months) and proposed effort (in person-months) for each UK sponsored project on which you are a senior or key person. Your CGS contact can verify or, in some cases, supply these numbers.