

NIH Project Roles for HFH Employees

MSU Appointment Title ¹	HFH Staff Title	NIH Project Role					
		PD/PI or Multi-PD/PI	Co-Investigator	Other Key Personnel (e.g. Collaborator)	Other Significant Contributor (OSC) ³	Consultant (Key Personnel) ⁴	Consultant (Non-Key) ⁴
Approved/In Progress MSU No-Pay Appointments							
Research/Fixed-term Assistant Professor	Assistant Scientist	Yes	Yes	Yes	Yes	Yes	Yes
Research/Fixed-term Associate Professor	Associate Scientist	Yes	Yes	Yes	Yes	Yes	Yes
Research/Fixed-term Professor	Senior Scientist	Yes	Yes	Yes	Yes	Yes	Yes
Research Associate/Postdoctoral Scholar	Post-doc/Instructor	No ²	Yes	Yes	Yes	Yes	Yes
Without MSU No-Pay Appointments							
		No	No	Yes	Yes	Yes	Yes
Generally Required Personnel Materials for Proposal							
Biographical Sketch		Yes	Yes	Yes	Yes	Yes	No
Letter of Support		No	No	Optional	Optional	Yes	Optional
Annual Conflict of Interest - HFH		Yes	Yes	Yes	No	Yes	No
Project-Based Conflict of Interest - KR		Yes	Yes	Yes	No	Yes	No
Generally Required Personnel Materials for JIT							
Other Support		Yes	Yes	Yes	No	Yes	No
Human Subjects Education, if applicable		Yes	Yes	Yes	No	Yes	No
COI Training		Yes	Yes	Yes	No	Yes	No
Other documents, as requested by NIH		Yes	Yes	Yes	Yes	Yes	NA
Generally Required Personnel Materials for RPPR⁵							
Other Support, if changed since last reporting period		Yes	Yes	Yes	No	Yes	No
Effort by Person Months		Yes	Yes	Yes	No	Yes	No

¹ HFH investigator appointment applications must be endorsed by HFH and approved by MSU department and college. An application is considered "in progress" if endorsed by HFH and received by MSU for review. Investigators with an application "in progress" may be named as a PD/PI, Multi-PD/PI or Co-Investigator. Please note non-HFH Medical Group investigators are not eligible for MSU appointment.

² Postdoctoral fellowship are eligible to submit as PD/PI if the fellowship solicitation limits eligibility to postdoctoral researchers. Please note that a mentor should be included on the Proposal Development document to oversee the project if awarded.

³ An Other Significant Contributor (OSC) is an individual that does not commit measurable effort toward the project and is not paid.

⁴ HFH employees, with or without an MSU appointment, named as a Consultant on a project must be budgeted with salary plus fringe for their effort devoted to the project.

⁵ New key personnel added during an award period must provide a biographical sketch, other support, and devoted effort for the RPPR. New OSCs added during an award period must provide a biographical sketch for the RPPR.