TIGER TIPS
RESOURCES FOR AUBURN RESEARCHERS
NIH: Other Significant Contributor and Consultant Definitions

There has (understandably) been considerable confusion about when to list personnel on a proposal as a Consultant or an Other Significant Contributor. First, let's review a few definitions from NIH:

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, whether or not they receive salaries or compensation under the grant. 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. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

Non-key Personnel: Personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project.

Other Significant Contributor (OSC): Individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (in person months) to the project. These individuals are typically presented at "effort of zero person months" or "as needed" (individuals with measurable effort cannot be listed as Other Significant Contributors).

Consultant: An individual who provides professional advice or services for a fee, but normally not as an employee of the engaging party. Consultants also include firms that provide professional advice or services.

Now here is the tricky part, *Consultants can be listed as Key, Non-key or Other Significant Contributors.* Principal Investigators must carefully review the role of the consultant to decide which of the three categories a consultant falls into.

NIH has provided information/guidance regarding Senior/Key Personnel and Other Significant Contributors:

- [NIH Grants Policy Statement](#) (see definitions)
- NIH Grants & Funding Frequently Asked Questions (FAQ) [website](#)

	Key Personnel	Non-Key	OSC	Key Consultant	Non-Key Consultant	OSC Consultant
Contributing in a substantive, measurable way to the scientific development or execution of the project	X			X		
Contributing to the scientific development or execution of the project, without measurable effort			X			X
Committing measurable effort	X	X		Possibly	Possibly	
Include Biosketch	X		X	X		X
Include Letter of support *(guidance below)*	X		X	X		X
Include description of role on budget justification	X	X	X	X	X	X

Letters of support

Provide all appropriate letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application. Letters are not required for personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project. Letters should stipulate expectations for co-authorship, and whether cell lines, samples or other resources promised in the letter are freely available to other investigators in the scientific community or will be provided to the particular investigators only. For consultants, letters should include rate/charge for consulting services and level of effort/number of hours per year anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service. As a note, consultant biographical sketches should be included in the Biographical Sketch section.