

Name of Individual:

Date:

**List of Emory Projects for
NIH Current & Pending Other Support Common Form**

Active Awards

Title: <i>300-character limit</i>	The title of the active award goes here. Prohibited special characters will be removed to prevent issues with the XML file.	
Status of Support: <i>button choice</i>	“Current” or “Pending”	
Project Number: <i>50-character limit</i>	PRIME SPONSOR AWARD NUMBER Subaward number can be included here but will not display in SciENcv. For flow-throughs, the Prime Award ID is what NIH requires.	Internal reference only: EPEX # Insight # <i>This box will not feed into the XML file and are not added to SciENcv. This is for RAS navigation purposes only.</i>
Source of Support: <i>60-character limit</i>	Prime Sponsor Name (“PTE Name” flow-through) <i>[if applicable]</i>	
Primary Place of Performance: <i>60-character limit</i>	Atlanta, GA, United States	
Total Anticipated Amount: <i>17-character limit</i>	Total amount for current competitive segment ~In whole dollars	
Proposal Start Date: <i>MM/YYYY format</i>	Start date of current competitive segment ~Can be MM/YYYY or MM/DD/YYYY and the converter will format it correctly	
Proposal End Date: <i>MM/YYYY format</i>	End date of current competitive segment ~Can be MM/YYYY or MM/DD/YYYY and the converter will format it correctly	
Person Months: <i>All rows must be within Period of Performance dates, or an error alert will pop up in SciENcv</i>	2026	Actual person months for current budget period
	2027	Planned person months for future budget periods
	2028	~Can be 0-2 decimal places (i.e.- 2, 2.1, or 2.12)
	2029 - 2030	~The converter will ignore any words after the numerical value, such as “calendar months”, since only the number is what is included on the Common Forms.
Overall Objectives: <i>1500-character limit</i>	This is where the major goals will be listed. They should be 2-3 sentences and not include any special characters.	

- The Statement of Potential Overlap is not included on this template since that is something managed directly by the investigator and not RAS. This area is where investigators can note any planned effort changes to avoid overcommitment, if their document is being reviewed as part of a JIT request.
- This template also does not include In-Kind listings, or any projects from joint appointments (VA, CHOA, etc.) for the same reason.
- The headers in the first column must be left unaltered for the [XML converter](#) to work

Example #1 (Emory is Prime recipient)

Title:	Exploring the wonders of Research Administration	
Status of Support:	Current	
Project Number:	5R01AB123456-02	Internal reference only: EPEX # 12345 Insight # 2024A123456
Source of Support:	NIH	
Primary Place of Performance:	Atlanta, GA, United States	
Total Anticipated Amount:	\$2,345,789	
Proposal Start Date:	08/01/2024	
Proposal End Date:	07/31/2028	
Person Months:	2026	0.4
	2027	0.6
	2028	0.6
Overall Objectives:	The goal of this project is to provide an example of what a completed table on the Project List will look like. All information included will be swiftly uploaded into SciENcv.	

Example #2 (Emory is a subrecipient)

Title:	Providing an example of how the template will be filled in for a subaward	
Status of Support:	Current	
Project Number:	5R01YZ255322-03 Subaward No. 222951299	Internal reference only: EPEX # 45678 Insight #2025A456789
Source of Support:	NIH (Duke University flow-through)	
Primary Place of Performance:	Atlanta, GA, United States	
Total Anticipated Amount:	\$222,222	
Proposal Start Date:	05/01/2026	
Proposal End Date:	04/30/2030	
Person Months:	2027	1.20
	2028	1.20
	2029	1.20
	2030	1.20
Overall Objectives:	If this is left blank, it will not break the XML, but will upload and then alert within SciENcv that info is missing.	

Blank Table:

Title:		
Status of Support:		
Project Number:		Internal reference only: EPEX # Insight #
Source of Support:		
Primary Place of Performance:	Atlanta, GA, United States	
Total Anticipated Amount:	\$	
Proposal Start Date:		
Proposal End Date:		
Person Months:		
Overall Objectives:		

INSTRUCTIONS TO SEND TO FACULTY

Please find your updated Project List attached in Word format. **If you would like to upload the XML file directly into SciENcv and avoid manually entering the data, please follow the below steps.**

1. Log into [SciENcv](#) and click the 'New Document' button.
2. Create a *unique* name for your document and select 'NIH Current and Pending (Other) Support Common Form' as the document type.
3. Select 'Upload an XML file' as the data source.
4. Choose your file from the <<<<INSERT ONEDRIVE LINK HERE>>>> and click the 'Create' button.
5. Your draft CPOS has now been created.
 - a. If there are any **red exclamation points**, these would indicate missing or incomplete information. Click 'Edit' and the area that needs to be reviewed will be shown in red so you can update the listing.

Important notes:

- Your ORCID ID **must** be [linked](#) to your eRA Commons ID **and** saved to your SciENcv profile to prevent errors.
- If applicable, you need to add any entries for in-kind contributions, consulting arrangements, foreign affiliations, and/or VA/CHOA joint appointment award data.
- The 'Statement of Potential Overlap' defaults to 'None' for each listing, so if there is any overlap that needs to be disclosed, you must edit the listing to add it.
- The generated PDF file can be **renamed**, but must **not** be exported, opened and re-saved, or flattened as this will affect the metadata of the file so that it cannot be uploaded to eRA Commons.

Once you have created, reviewed, **and** certified the document, please return the file to **@REQUESTOR NAME**, by **XX/XX/XX**, so it can be included in the submission.