

Complete the All Personnel Report from the Edit Business tab.

For additional information about the All Personnel Report see the FAQs at:
http://grants.nih.gov/grants/funding/all_personnel_report_faq.htm.

Always list the PD/PI(s). In addition, list **all other personnel** (salaried and unsalaried) **for the current budget period** at the applicant organization or elsewhere, who participated in the project during the current budget period for at least one person month or more, regardless of the source of compensation. A person month equals approximately 160 hours or 8.3% of annualized effort. Include the Commons ID (when applicable) names of individuals, all degrees, the last four digits of the Social Security number (optional), role on project, date of birth (MM/YY), and number of person months devoted to the project (indicate academic, calendar, and/or summer).

The Commons ID is required for all PD/PIs and all individuals with a postdoctoral role; it is optional for all other personnel.

Use the following categories for describing Role on Project:

- PD/PI
- Co-Investigator
- Faculty Collaborator
- Staff scientist (doctoral level)
- Postdoc (Postdoctoral Scholar, Fellow, or Other Postdoctoral Position)
- Grad Rsch Asst (Graduate Research Assistant)
- Undergrad Rsch Asst (Undergraduate Research Assistant)
- Rsch Asst (Research Assistant/Coordinator)
- Technician
- Consultant
- Biostatistician
- Other (please specify)

If personnel are supported by a Reentry or Diversity Supplement or American Recovery and Reinvestment Act (ARRA) funding, please indicate such after the Role on Project, using the following abbreviations:

- RS - Reentry Supplement
- DS - Diversity Supplement
- AF - General ARRA Supplement
- ASE - ARRA Summer Experience funding.

Individuals designated as "Other Significant Contributors," (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should **not** be included in this report unless their involvement has changed so that they are now participating in the project during the current budget period for at least one person month or more.