

Adding Other Support

The Other Support section of the Professional Profile allows you to store information about your other support. Many of the grant makers using ProposalCentral collect information about your other support in their applications and post-award reports. If they use the specially designated Other Support feature, the information you enter in the Other Support section of the Professional Profile can easily be added to any applications and post-award reports.

This tutorial includes the following information:

I need to allow someone else to enter Other Support for me	2
Adding Other Support to Your Professional Profile	3
Adding Other Support Using ORCID.....	6
Adding Other Support From Your Professional Profile to an Application	10
Adding Other Support From Your Professional Profile to a Web Form Deliverable.....	16

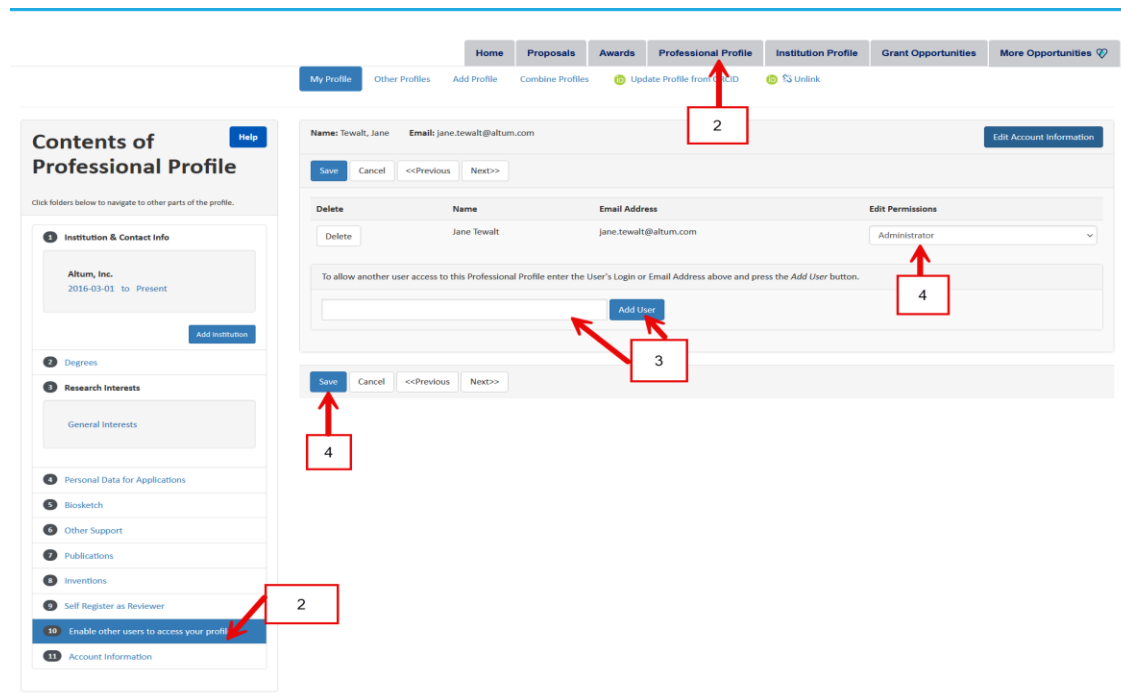
I need to allow someone else to enter Other Support for me

Only users that have access to the PI's Professional Profile can update the Publications and Other Support stored in the PI's profile. The PI must explicitly provide access to their profile for that person to be able to update it. If you do not have access to the PI's profile, they can use the following instructions to allow you access to their profile:

1. Go to <https://proposalcentral.com/> and login under the "Application Login" section.
2. Click the Professional Profile tab and then click the "Enable other users to access your profile" link in the gray menu on the left.
3. Add the e-mail address of the person who should have access to your profile and click the **Add User** button.
4. Once the person has access, select the appropriate access level in the "Edit Permissions" column and then **Save**.

Here is a description of each access level:

- View: View only. Cannot change any details and therefore cannot update Publications and Other Support.
- Edit: Can view and change information in the profile. Cannot give other users access to the profile and therefore can update Publications and Other Support.
- Administrator: Can view and change information in the profile and therefore can update Publications and Other Support. Can give other users access to the profile.

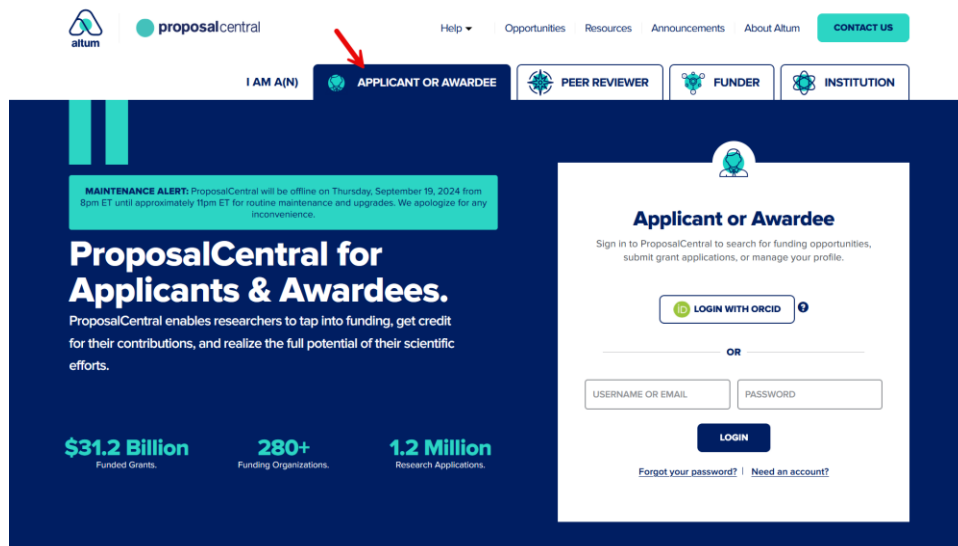


The screenshot shows the 'Professional Profile' page for Jane Tewart. The page has a top navigation bar with tabs: Home, Proposals, Awards, Professional Profile (selected), Institution Profile, Grant Opportunities, and More Opportunities. Below the tabs is a sub-navigation bar with links: My Profile, Other Profiles, Add Profile, Combine Profiles, Update Profile from PMID, and Unlink. The main content area is titled 'Contents of Professional Profile' and has a left sidebar with a list of profile sections: 1. Institution & Contact Info, 2. Degrees, 3. Research Interests, 4. Personal Data for Applications, 5. Biosketch, 6. Other Support, 7. Publications, 8. Inventions, 9. Self Register as Reviewer, 10. Enable other users to access your profile (highlighted with a red box and callout 2), and 11. Account Information. The main content area shows the 'Enable other users to access your profile' section. It has a header with 'Name: Tewart, Jane' and 'Email: jane.tewart@altum.com'. Below this is a table with columns: Delete, Name, Email Address, and Edit Permissions. The table contains one row for Jane Tewart with the 'Administrator' permission. Below the table is a form to add a new user, with a text input field and an 'Add User' button (callout 3). Below the form is a 'Save' button (callout 4) and a 'Cancel' button. There are also 'Previous' and 'Next' navigation buttons. A red box with callout 2 is also around the 'Save' button.

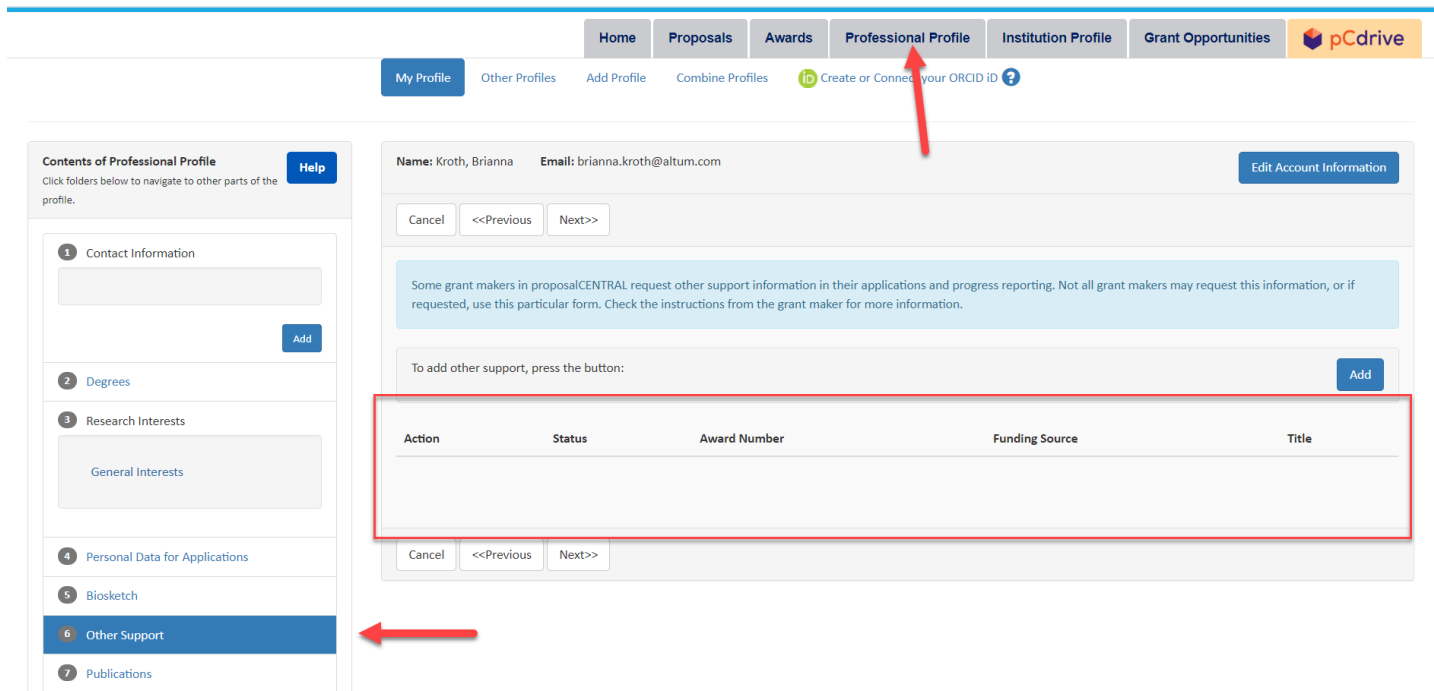
Adding Other Support to Your Professional Profile

To add other support to your Professional Profile:

1. Go to ProposalCentral (<https://proposalcentral.com>) and login as an Applicant or Awardee.



2. Click the Professional Profile link and then the Other Support link in the menu on the left. The first time you access the Other Support section, it is blank as you have not added any entries yet. (See the following page for graphic.)



Contents of Professional Profile [Help](#)

Click folders below to navigate to other parts of the profile.

- 1 Contact Information
- 2 Degrees
- 3 Research Interests
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support**
- 7 Publications

Name: Kroth, Brianna **Email:** brianna.kroth@altum.com [Edit Account Information](#)

[Cancel](#) [<<Previous](#) [Next>>](#)

Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add other support, press the button: [Add](#)

Action	Status	Award Number	Funding Source	Title
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[Cancel](#) [<<Previous](#) [Next>>](#)

- To add another Support entry, click the Add button at the top of the table. Clicking the 'Add' button displays the other support fields to complete. Enter the information for the entry and click the 'Save' button. This retains your changes. When you are done with the entry, click the 'Save and Close' button.

To add other support, press the button: [Add](#)

Action	Status	Award Number	Funding Source	Title
<p>INSTRUCTIONS: Enter the requested information below for each pending or current source of support. Click 'Save' to save your changes. When you are done, click 'Save and Close'.</p> <p>Save Save and Close</p> <div style="border: 1px solid red; padding: 5px;"> <p>*Source of Funding: <input type="text"/></p> <p>*Title of Project (or sub-project): <input type="text"/></p> <p>Project Status: <input type="text" value="Active"/></p> <p>Award Number: <input type="text"/></p> <p>Start Date (mm/dd/yyyy): <input type="text"/></p> <p>End Date (mm/dd/yyyy): <input type="text"/></p> <p>Annual Direct Costs (in \$): <input type="text"/></p> <p>Person Months: <input type="text"/></p> <p>The major goals of this project are: <input type="text"/></p> <p>Abstract: <input type="text"/></p> <p style="text-align: right;">Save Save and Close</p> </div> <p>Cancel <<Previous Next>></p>				

4. The other support entered now appears in the table. To include additional 'Other Support', click the 'Add' button again. Repeat the steps until all other support is added. To edit an entry, click the corresponding 'Edit' button for the other support. This displays the fields below the table (as in the step above). You can make changes and click the 'Save and Close' button. To delete an entry from your profile, click the corresponding 'Delete' button for the support and confirm the deletion when prompted.

Name: Goodfellow, Robin Email: rgoodfellow@example.com [Edit Account Information](#)

[Cancel](#) [<<Previous](#) [Next>>](#)

Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

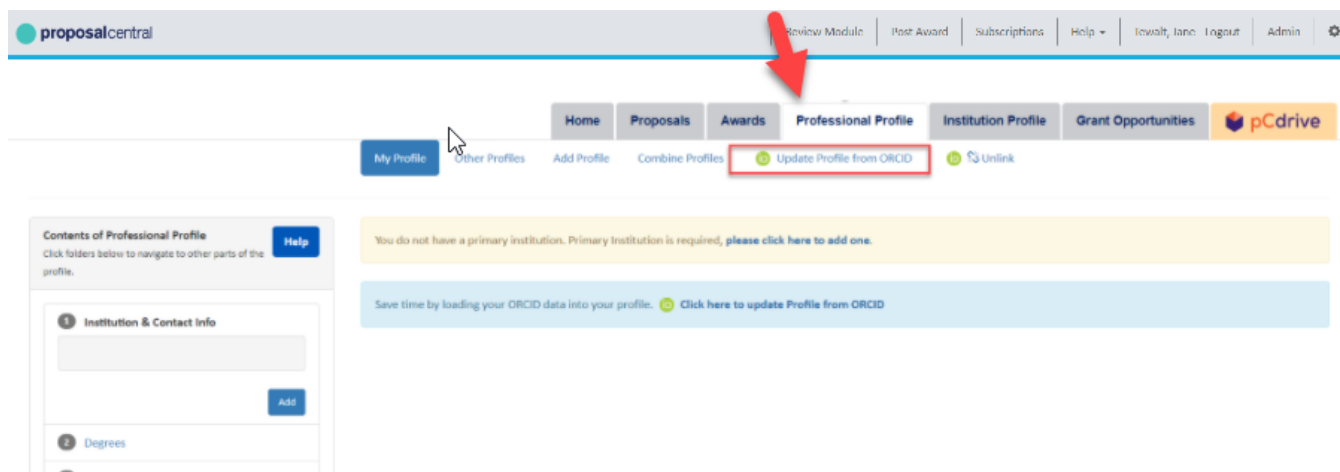
To add other support, press the button: [Add](#)

Action	Status	Award Number	Funding Source	Title
<div style="border: 1px solid red; padding: 2px;"> Delete Edit </div>	Active	88888	The Charity Foundation	Finding a Cure for the Common Cold

Adding Other Support Using ORCID

ORCID is a service that allows users to easily track their publications, institutional associations, and other support. Once you create your ProposalCentral account you have the option to link it to your ORCID account. If you don't have an ORCID account and are interested in registering, please read our "[How to Register as a ProposalCentral User](#)" tutorial. For additional information about ORCID, please visit their site directly at <https://orcid.org>.

To login to your ORCID account from ProposalCentral go to the 'Professional Profile' tab and click the 'Update Profile from ORCID' link.



This returns a summary page where you can view your ORCID data as well as the information in your Professional Profile on ProposalCentral. To access your ORCID account click on the 'ORCID id' link listed at the top of the page.

Update Professional Profile from ORCID

ORCID ID: <https://sandbox.orcid.org/0000-0002-1937-1851>
Name:
Email:

A summary of your profile data in ORCID and proposalCENTRAL is listed below. Select the items you want to add or update in proposalCENTRAL and click on Save button.
IMPORTANT: Only ORCID information marked as public will be displayed below. If you would like to see more data, you will need to change the visibility settings in your ORCID profile.
[Click here for more information about ORCID visibility settings](#)

☐ Select All Sections

Save All Sections Cancel

Education/Degrees

No education data found.

IMPORTANT: Only ORCID information marked as public will be displayed below. If you would like to see more data, you will need to change the visibility settings in your ORCID profile.

Employment/Institutions

Is Primary?	Institution	Source	Employer	Department	Title
Yes	Altum Inc.	proposalCENTRAL	Altum Inc.		

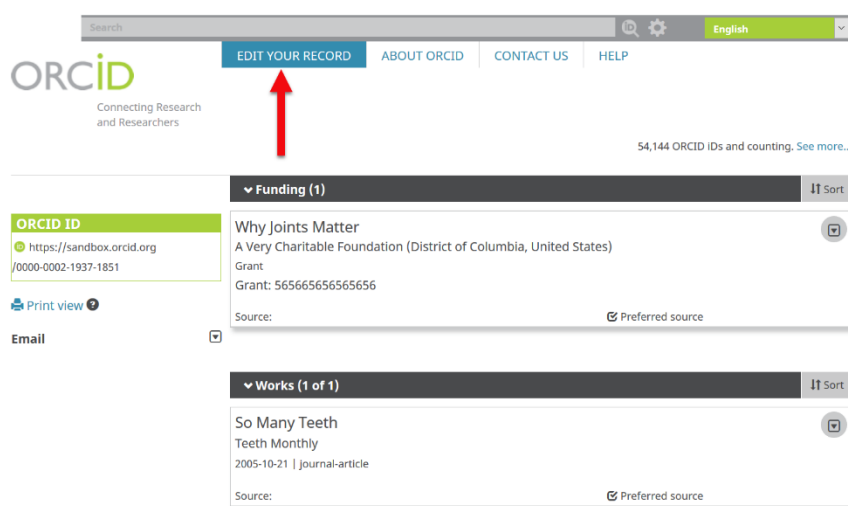
Works/Publications

Publication Status	Source	Title	Journal Title	Pub Year	PMID	PMCID
Published in journal	proposalCENTRAL	The Evolution of Teeth	Dental Journal		123456	123456

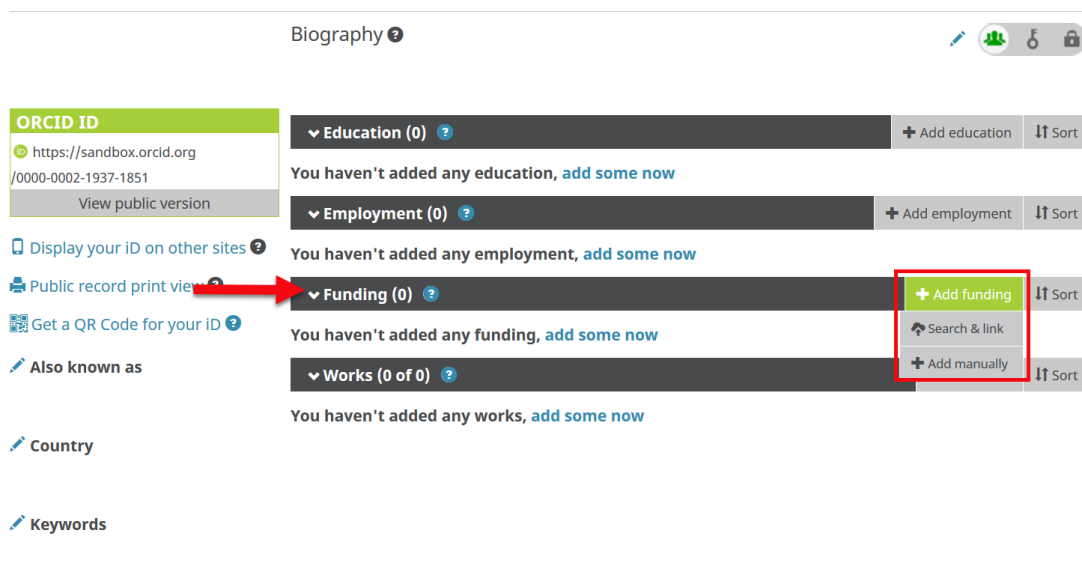
Funding/Other Support

Project Status	Annual Direct Costs	Source	Project Title	Start Date	End Date	Grant Number/aw Number
Active	\$33,333.00	proposalCENTRAL	Finding a Cure for the Common Cold	07/14/2018	07/14/2019	123456

This directs you to your ORCID home page where any entries you add to your account are listed. Click the 'Edit Your Record' button to add or make changes to your ORCID account.



To add or link your 'Other Support' to your ORCID go to the 'Funding' section and click the 'Add Funding' button. Two options are provided to enter your information.



The screenshot shows the 'Biography' section of an ORCID profile. On the left, there is a sidebar with the ORCID ID 'https://sandbox.orcid.org/0000-0002-1937-1851' and links for 'Display your ID on other sites', 'Public record print view', and 'Get a QR Code for your ID'. Below this are fields for 'Also known as', 'Country', and 'Keywords'. The main content area has a header 'Biography' with a help icon. Below the header are four sections: 'Education (0)', 'Employment (0)', 'Funding (0)', and 'Works (0 of 0)'. Each section has a '+ Add' button and a 'Sort' button. The 'Funding (0)' section is highlighted with a red box, and the 'Add funding' button is highlighted with a red box. A red arrow points from the 'Public record print view' link to the 'Funding (0)' section. The 'Add funding' button has a sub-menu with 'Search & link' and 'Add manually' options.

The 'Search and Link' option allows users to search through the listed organizations and link to the information in their records. There is also an option to enter your information manually. Clicking on the 'Add Manually' option opens a pop-up window to enter the information about your Other Support.

ADD FUNDING

Funding type *

Pick a funding type

Funding subtype

Funding subtype

Title of funded project *

Add title

Description + add translated title

Add description

Total funding amount

Add an amount

Start date

Year Month

End date (enter projected end date if current)

Year Month

Role

What was your role?

FUNDING AGENCY

Funding agency name *

Type name. Select from the list to fill other fields

Funding agency city *

Add funding agency city

Funding agency region

Add funding agency region

Funding agency country *

Select a country

GRANT NUMBER

Grant number

Enter grant number

Grant URL

Enter grant URL

Relationship

☒ Self ☐ Part of

Alternate URL + Add another grant number

Add URL

Add to list
Cancel

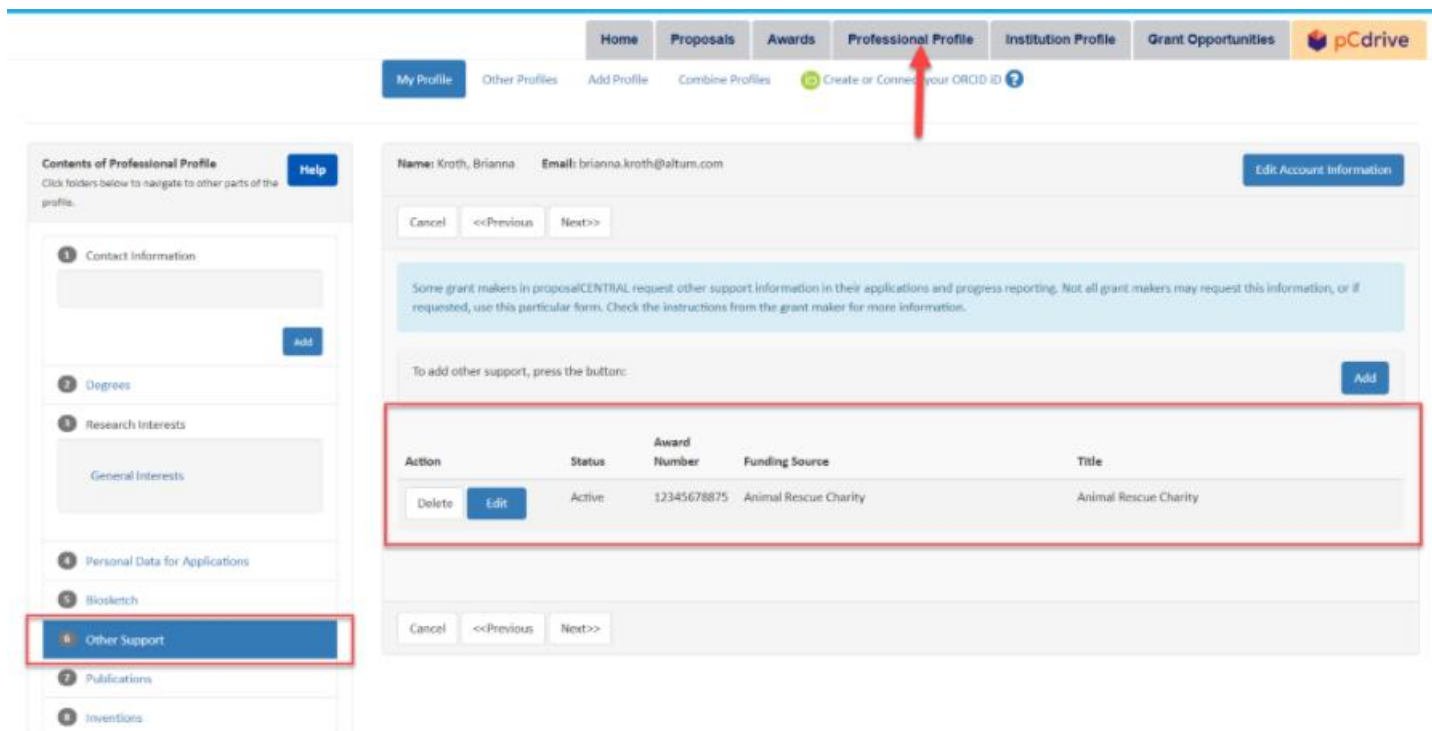
Once you've added the entry to your ORCID list you can view it in the 'Funding/Other Support' section of the ORCID and ProposalCentral summary page. To add your ORCID entries to your Professional Profile check the 'Add' box and then click the 'Save Other Support' button.

-
Funding/Other Support ?

	Project Status	Annual Direct Costs	Source	Project Title	Start Date	End Date	Grant Number
<input type="checkbox"/> Add	(Please Select)		ORCID	Why Joints Matter			5656656
	Active	\$33,333.00	proposalCENTRAL	Finding a Cure for the Common Cold	07/14/2018	07/14/2019	123456

☐ Select All
 Save Other Support

Once you've selected and saved Other Support, you are able to view it in your Professional Profile and add it to any of your proposals or deliverables.



Contents of Professional Profile [Help](#)

Click folders below to navigate to other parts of the profile.

- 1 Contact Information
- 2 Degrees
- 3 Research Interests
- General Interests
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support**
- 7 Publications
- 8 Inventions

Name: Kroth, Brianna **Email:** brianna.kroth@altum.com [Edit Account Information](#)

[Cancel](#) [<<Previous](#) [Next>>](#)

Some grant makers in proposalCENTRAL request other support information in their applications and progress reporting. Not all grant makers may request this information, or if requested, use this particular form. Check the instructions from the grant maker for more information.

To add other support, press the button: [Add](#)

Action	Status	Award Number	Funding Source	Title
Delete Edit	Active	12345678875	Animal Rescue Charity	Animal Rescue Charity

[Cancel](#) [<<Previous](#) [Next>>](#)

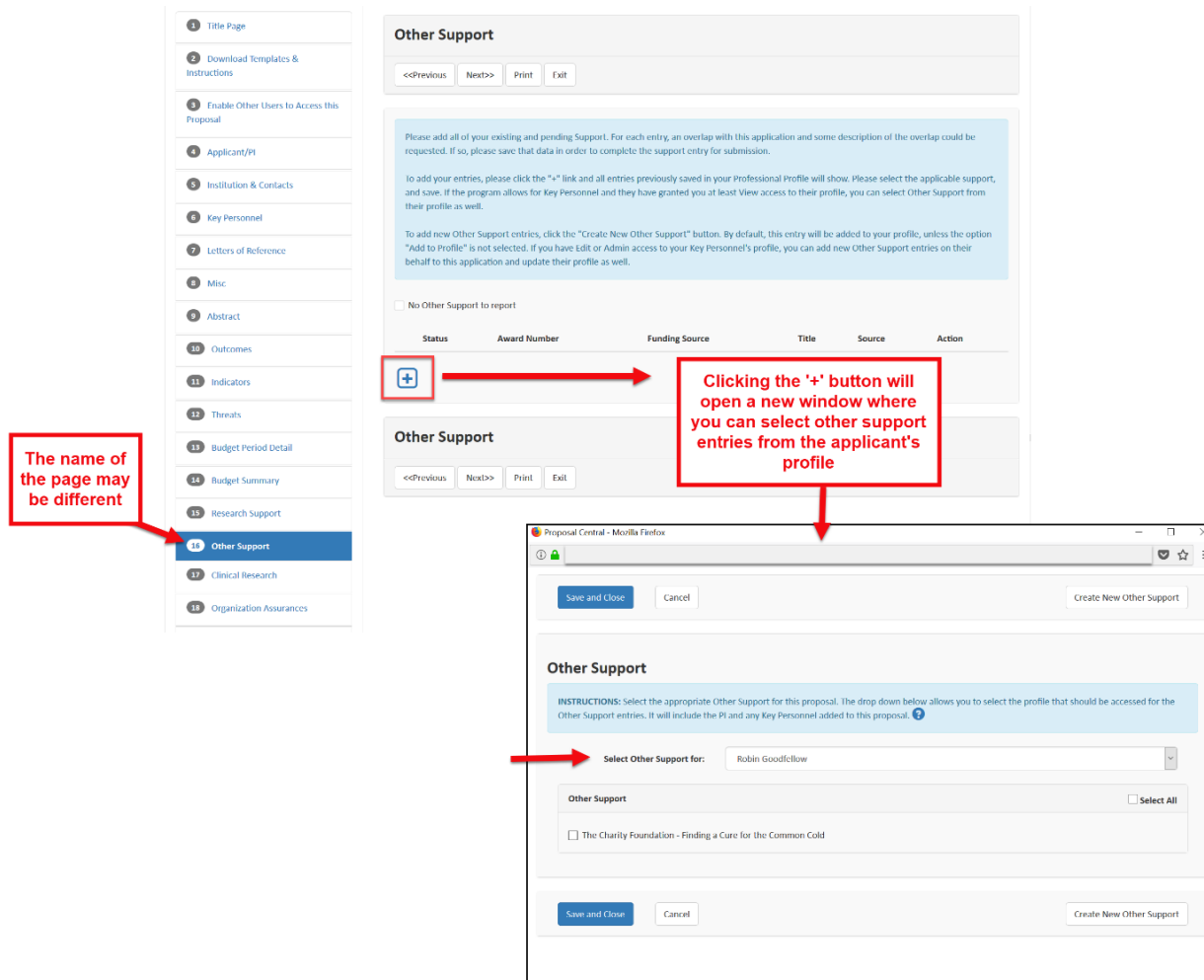
Adding Other Support From Your Professional Profile to an Application

Different grant makers may require different information in their applications. Sometimes including other support is not required to submit an application. Additionally, there are a variety of methods grant makers may use to collect the information, and they may provide their own instructions. The following section ONLY refers to the collection of other support information using the special Other Support feature in the application. The Other Support feature is accessed in the menu and the page allows users to either add other support that is already listed in the Professional Profile or manually add one or more other support entries to the application.

Use the following steps to add other support entries using the Other Support functionality.

Step 1

Click the + button (shown below).



The name of the page may be different

Clicking the '+' button will open a new window where you can select other support entries from the applicant's profile

Other Support

Instructions: Please add all of your existing and pending Support. For each entry, an overlap with this application and some description of the overlap could be requested. If so, please save that data in order to complete the support entry for submission.

To add your entries, please click the "+" link and all entries previously saved in your Professional Profile will show. Please select the applicable support, and save. If the program allows for Key Personnel and they have granted you at least View access to their profile, you can select Other Support from their profile as well.

To add new Other Support entries, click the "Create New Other Support" button. By default, this entry will be added to your profile, unless the option "Add to Profile" is not selected. If you have Edit or Admin access to your Key Personnel's profile, you can add new Other Support entries on their behalf to this application and update their profile as well.

☐ No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
[+ button]					

Other Support

Instructions: Select the appropriate Other Support for this proposal. The drop down below allows you to select the profile that should be accessed for the Other Support entries. It will include the PI and any Key Personnel added to this proposal.

Select Other Support for: Robin Goodfellow

Other Support

☐ The Charity Foundation - Finding a Cure for the Common Cold

Save and Close Cancel Create New Other Support

Step 2

A pop-up window or new browser tab opens with instructions and a drop-down menu. The drop-down menu includes profiles of the PI and Key Personnel added to the proposal. All Other Support from the selected individual is listed in the 'Other Support' table. To select which other support to use simply check the box by the title.

To add any other support entries, click the 'Create New Other Support' button in the bottom right-hand corner.

Other Support

INSTRUCTIONS: Select the appropriate Other Support for this proposal. The drop down below allows you to select the profile that should be accessed for the Other Support entries. It will include the PI and any Key Personnel added to this proposal. ?

Select Other Support for:

Other Support

☐ Select All

☐ The Charity Foundation - Finding a Cure for the Common Cold

Save and Close

Cancel

Create New Other Support

This opens a new Other Support table. Enter the information, everything marked with a red asterisk is required. When done with the entry click the 'Save and Close' button.



NOTE: This new Other Support entry is automatically added to your professional profile. If you **do not** want this Other Support to be automatically added to your professional profile uncheck the 'Add to your Profile' box at the top of the table.

Save and Close

Cancel

Add to your Profile: ☒

* Source of Funding:

* Title of Project (or sub-project):

* Project Status:

Active

* Award Number:

* Start Date (mm/dd/yyyy):

* End Date (mm/dd/yyyy):

* Annual Direct Costs (in \$):

* Person Months:

* The major goals of this project are:

* Abstract:

* Is there overlap?

Please Select





* If there's overlap, describe the overlap with this application.


The entry is automatically listed on your Other Support table. If any information is missing from a required field, other support will have a red 'X' next to the Status column.

Status	Award Number	Funding Source	Title	Source	Action
✗	Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow  
✗	Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow  



If you hover the cursor over the 'x' details about what information is missing are provided.

<input type="checkbox"/> No Other Support to report	<div> <div>Missed required fields</div> <div> Annual Direct Cost Person Month Major Goals Abstract Is Overlap Overlap Description </div> </div>				
✗	Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow  
✗	Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow  





Click the edit button to make any changes to your Other Support entry. Please note that clicking the edit button opens a pop-up window. If you have a pop-up blocker on your browser it may prevent the edit window from opening.

Status	Award Number	Funding Source	Title	Source	Action
✗	Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow  
✗	Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow  



Once any errors or missing information is corrected the red 'x' is replaced with a green check mark.

Status	Award Number	Funding Source	Title	Source	Action
 Active	88888	The Charity Foundation	Finding a Cure for the Common Cold	Robin Goodfellow	 
 Active	123455	The Other Charity Foundation	Something Medical	Robin Goodfellow	 



If you do not have Other Support to enter, check the 'No Other Support to report' box located under the instructions.

Other Support


Please add all of your existing and pending Support. For each entry, an overlap with this application and some description of the overlap could be requested. If so, please save that data in order to complete the support entry for submission.

To add your entries, please click the "+" link and all entries previously saved in your Professional Profile will show. Please select the applicable support, and save. If the program allows for Key Personnel and they have granted you at least View access to their profile, you can select Other Support from their profile as well.

To add new Other Support entries, click the "Create New Other Support" button. By default, this entry will be added to your profile, unless the option "Add to Profile" is not selected. If you have Edit or Admin access to your Key Personnel's profile, you can add new Other Support entries on their behalf to this application and update their profile as well.

☐ No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
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Other Support

Adding Other Support From Your Professional Profile to a Web Form Deliverable

If an application is funded, the grant maker may choose to manage the life of the grant in ProposalCentral (i.e. post-award management). Part of post-award management is the collection of materials known as “Deliverables”. A grant maker can collect deliverables from you as either a file or text in the interface. Your funder may use one or both methods. If they want the material as a file, an ‘Upload’ link is listed for the deliverable (1). If they want you to complete an on-line form (aka web form), either a: 2a) ‘Start’ link, for a web form you haven’t started yet; or 2b) ‘Edit’ link for a web form you already started is displayed.

[Back To Manage Awards](#)
[Award Details](#)
[Deliverables](#)
[Budget](#)
[Payments](#)
[Correspondence - Notes](#)
[Contacts](#)
[Outcomes](#)
[Outputs](#)
[Abstract - Keywords](#)

Application - Review Information

Research Subjects - Assurance

Fundraising Development Resources

Grant Donors

PI	fitzroy, rachel	Award ID	101416
Institution	Altum Inc.	Program	ZTGM Budget Details Page
Award Amount	\$1,545,646.00	Project Title	MERGE ME
Award Start - Award End	12/12/2018 - 12/29/2023		29%
Spent	\$0.00		0%
Paid	\$0.00		0%
Spent Less Paid	\$0.00		0%
Human Subjects		Animal Subjects	
Recombinant DNA			

[Re - Calculate Deliverable Schedule](#)
Last Updated: 7/15/2019 4:03:51 PM

Schedule and Status of Award Deliverables

[+ Add Deliverable](#)






[Select All](#)
[Update Final Status](#)

Search:

Edit	Due Date	Deliverable Type	Assigned	Date Submitted/User	Type Desc	Deliverable Desc	Add	Show	Unsubmit	Avg. Score	Status	Final
Edit	07/12/2019 12:00 AM	Other	M rachel fitzroy(PI)		c		Upload				Delinquent	<input type="checkbox"/>
Edit	07/15/2019 12:00 AM	Other	M rachel fitzroy(PI)		b		Upload				Delinquent	<input type="checkbox"/>
Edit	07/16/2019 12:00 AM	Other	M rachel fitzroy(PI)		a		Upload				Delinquent	<input type="checkbox"/>
Edit	02/06/2021 12:00 AM	Progress Report	M rachel fitzroy(PI)		Progress Report		+				Scheduled	<input type="checkbox"/>
Edit	06/01/2021 12:00 AM	Progress Report (In Progress)	M rachel fitzroy(PI)		Progress Report		Edit				Scheduled	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

To submit a deliverable being collected as a web form (e.g. Progress Report), click either the ‘Start’ or ‘Edit’ link in the Add column for the appropriate deliverable.

Due Date	Deliverable Type	Type Description	Deliverable Description	Date Submitted/User	Add	View	Delete	Edit Status
07/01/2018	Awardee Photograph	Please upload a recent photograph						
01/01/2019	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
07/01/2019	Progress Report	Progress Report						
07/01/2019	Annual Financial Status Report	Please download the associated template and upload it back into your schedule.						
08/01/2019	Progress Report	Progress Report						

Clicking the Start/Edit link directs you to a page to complete the web form. Please note that different grant makers may request different information in their reports. One of the optional sections they can include is “Other Support”. The following section ONLY refers to the collection of other support information using the special Other Support feature in the Web Form. For information on other post-award features, including how to complete other sections of the web form, please see the “Instructions for Navigating Your Awarded Grant” tutorial.

The Other Support feature is shown in its own section within the web form and you can add relevant other support entries from the grantee’s Professional Profile by clicking the ‘+’ button. If other support is required, there will be a red asterisk (*) in the blue bar.

Use the following steps to report other support or the lack thereof.

Step 1

In the Other Support section of your deliverable click the ‘+’ button.

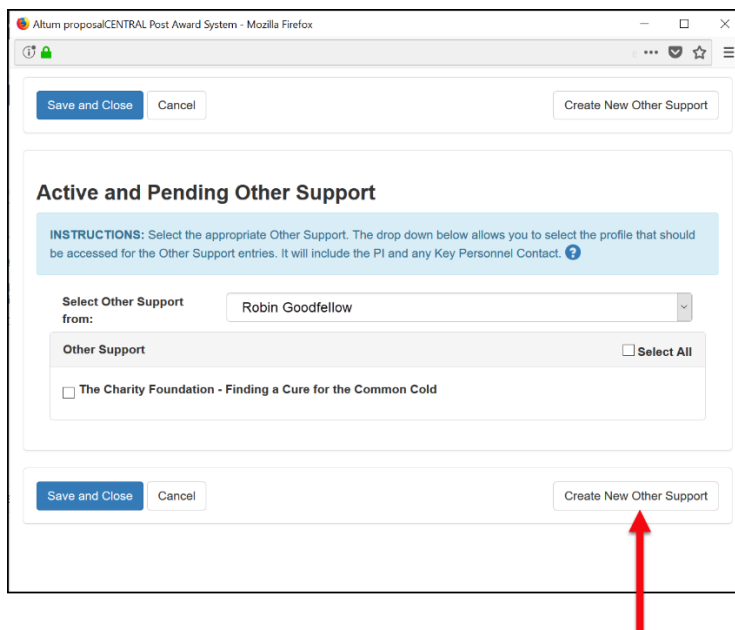
Other Support

Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.

☐ No Other Support to report

Step 2

A pop-up window or new browser tab displays with instructions and a drop-down menu. The drop-down menu includes profiles of the PI and Key Personnel added to the proposal. All Other Support from the selected individual is listed in the ‘Other Support’ table. To select which other support to use simply check the box by the title.



Altum proposalCENTRAL Post Award System - Mozilla Firefox

Save and Close Cancel Create New Other Support

Active and Pending Other Support

INSTRUCTIONS: Select the appropriate Other Support. The drop down below allows you to select the profile that should be accessed for the Other Support entries. It will include the PI and any Key Personnel Contact. ?

Select Other Support from: Robin Goodfellow

Other Support ☐ Select All

☐ The Charity Foundation - Finding a Cure for the Common Cold

Save and Close Cancel Create New Other Support

To add any other support entries, click the 'Create New Other Support' button. That opens a blank table. Click the 'Save and Close' button once you finish completing the table. This entry is automatically added to your Professional Profile once it is saved. If you do not want this entry added to your Professional Profile uncheck the 'Add to your Profile' box at the top of the table.

Save and Close Cancel

Add to your Profile: ☒

* Source of Funding:

* Title of Project (or sub-project):

* Project Status:

Active

* Award Number:

* Start Date (mm/dd/yyyy):

* End Date (mm/dd/yyyy):

* Annual Direct Costs (In \$):

* Person Months:

* The major goals of this project are:





* Abstract:

* Is there overlap?

Please Select

* If there's overlap, describe the overlap with this application.

When all Other Support is selected, click the 'Save and Close' button to return to the deliverable page. The Other Support section now displays your selected Other Support entries. If any information is missing from a required field your support will show a red 'x' next to the status column.

Other Support						
Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.						
<input type="checkbox"/> No Other Support to report						
Status	Award Number	Funding Source	Title	Source	Action	
 Active		A Very Charitable Foundation	Why Joints Matter			
						

If you hover the cursor over the 'x' details about what information is missing are provided.

Other Support

Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.
☐ No Other Support to report

Award Number	Funding Source	Title	Source	Action
	A Very Charitable Foundation	Why Joins Matter		<div> <div></div> <div></div> </div>

Missed required fields

Award Number is required

Start Date is required

End Date is required

Click the edit button to make any changes to your Other Support entry. Please note that clicking the edit button opens a pop-up window. If you have a pop-up blocker on your browser it may prevent the edit window from opening.

Other Support

Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.
☐ No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
Active		A Very Charitable Foundation	Why Joins Matter		<div> <div></div> <div></div> </div>

Once any errors and missing information in your entry are corrected the red 'x' is replaced with a green check mark.

Other Support

Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.
☐ No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
Active	123456	A Very Charitable Foundation	Why Joins Matter	Rachel E. Ferrone	<div> <div></div> <div></div> </div>

If you have no Other Support to enter then simply check the 'No Other Support to report' box located under the instructions.

Other Support

Please update the foundation on any additional current or pending support. Please only provide information on changes to your Other Support since your last Progress Report entry.
☐ No Other Support to report

Status	Award Number	Funding Source	Title	Source	Action
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