NIH Other Support: Supporting Documents and Translation of Documents Not in English

The NIH is requiring that recipient institutions provide supporting documentation for due dates on or after May 25, 2021. The Guide Notice states that Other Support must include:

- Supporting documentation, which includes copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. If the contracts, grants or other agreements are not in English, recipients must provide translated copies. (emphasis added)

NIH provides additional information about Foreign Contracts in the Other Support FAQs. Among the important points:

- Only contracts, grants, or agreements specific to the PD/PI or other senior key personnel’s foreign appointments and employment are required. NIH reserves the right to request additional information as necessary.
- The costs associated with translations of foreign contracts are not allowable as a direct cost to an NIH grant or any other sponsored funding.
- NIH will accept machine-read translations of foreign contracts, grants, or agreements. Note that machine-read includes the use of products such as Google Translate or Microsoft Translate.

At this point, UW-Madison is not enforcing a specific approach to translations, because NIH is not requiring a specific approach. However, when considering translations, faculty and administrators may want to keep the following in mind:

- Translations done by a professional may take weeks to accomplish.
- Translation of legal documents may require a special skill set.

A qualified translator may help to provide a neutral, accurate translation free of potential conflicts of interest.