

Clarification of All Personnel Report in the Revised PHS 2590 (DHHS Public Health Service Noncompeting Continuation Progress Report)

Notice Number: NOT-OD-09-150

Key Dates

Release Date: September 22, 2009

Other Relevant Notices

- August 28, 2009, ([NOT-OD-09-139](#)) - Revised PHS 2590 (DHHS Public Health Service Noncompeting Continuation Progress Report) Now Available—Policy Changes Implemented

Issued by

National Institutes of Health (NIH), (<http://www.nih.gov>)

Purpose

On August 28, 2009, the National Institutes of Health (NIH) issued the revised [PHS 2590](#) (DHHS Public Health Service Noncompeting Continuation Progress Report). The purpose of this Notice is to clarify the information that is to be reported on the All Personnel Report.

The instructions for the All Personnel Report, and the All Personnel Report form, have been modified to clarify that:

- the PD/PI(s) should always be listed on the form;
- regardless of the source of compensation, all personnel who participated in the project for at least one person month should be listed on the form; and
- one person month equals approximately 160 hours or 8.3% of annualized effort.

The All Personnel Report was previously a Senior/Key Personnel Report. However, Senior/key personnel should only be reported on the new All Personnel Report if they participated in the project for at least one person month. All senior/key personnel will continue to be listed on competing grant applications.

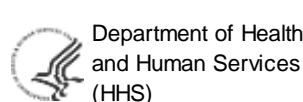
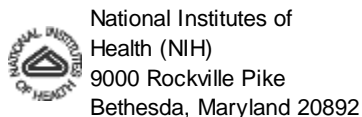
The instructions for the All Personnel Report are also clarified to indicate that grantees should not report personnel if they have submitted a 2271 Appointment form for those individuals (e.g., participants on R25 or R90 awards).

Inquiries

Inquiries on any changes to the forms and instructions may be directed to:

Office of Policy for Extramural Research Administration (OPERA)
Office of Extramural Research
National Institutes of Health
Telephone: 301-435-0949
Email: Grantspolicy@od.nih.gov

[Weekly TOC for this Announcement](#)
[NIH Funding Opportunities and Notices](#)



Note: For help accessing PDF, RTF, MS Word, Excel, PowerPoint, RealPlayer, Video or Flash files, see [Help Downloading Files](#).