NIH Other Support: Guide for Editing the MS Word Formatted Report

Q: How do I edit the header?
A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, you can double click on the header to open it for editing. Alternatively, you can access the header from the menus.

1. Click on Insert.
2. Click on Header.
3. Click on Edit Header.
4. Update the header information as necessary.
5. Once finished, use escape <Esc> on your keyboard or ‘Close Header and Footer’ from the Header & Footer menu at the top of the document.

Q: How do I insert a pending proposal or active award?
A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, you can insert an additional pending proposal or active award.
1. At the first result in the Active or Pending section, there is an asterisk (*) that designates an area of unformatted space. This space can be used to insert records, when necessary.

2. Copy an existing record (Title through Person Month Table) to paste in the blank space available at the asterisk (*).
   a. To copy an existing record, highlight the record.
   b. Right click to open the editing menu.
   c. Click on Copy.

3. Paste the copied record into the blank space.
   a. Place your cursor after the asterisk (*).
   b. Backspace to delete the asterisk (*).
   c. Right click to open the editing menu.
   d. From the Paste Options, select Nest Table
4. Once you’ve pasted the existing result, update all data elements to reflect data related to the new record you are inserting.

Q: How do I delete a pending proposal or active award?
A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, you can delete the rows related to the pending proposal or active award to be deleted.

1. Highlight all the data elements and extra lines to be deleted from the document.
2. Right click to open the editing menu.
3. Click on the Delete menu.
4. Click on Delete Rows.
5. The highlighted rows for the record to be eliminated have been deleted and the remaining document data shifts up.

![Highlighted rows](image)

---

**Q: How do I move a pending proposal or active award to reorder the results?**

**A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, you can move a pending proposal or active award.**

1. Highlight all the data elements of the pending proposal or active award to be moved.
2. Right click to open the editing menu.
3. Click on Cut.

---

<table>
<thead>
<tr>
<th>Period</th>
<th>Year</th>
<th>Calendar Months</th>
<th>Academic Months</th>
<th>Summer Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Title: This is the First Award Listed**

**Major Goals: NONE**

**Status of Support: Active**

**Project Number: Grant123456**

**Name of PD/PI: PI Last Name, PI First Name**

**Source of Support: National Source of Support Foundation**

**Primary Place of Performance: Yale University**

**Project/Proposal Start and End Date: 07/01/2020 – 06/30/2023**

**Total Award Amount (including indirect costs): $150,000**

**Title: This is the Third Award Listed**

**Major Goals: NONE**

**Status of Support: Active**
4. Identify the pending proposal or active award the moved record should be ordered above. Place your cursor in front of “Title” for this identified pending proposal or active award. This is location where you will paste the record you are moving.

5. Right click to open the editing menu.
6. From the Paste Options, select Nest Table.
7. Go back to delete the rows left of the record you cut and moved.
8. Highlight the rows to be deleted.
9. Right click to open the editing menu.
10. From the Delete options, select Delete Rows.

11. The rows will delete, and the remaining report data will shift up.
Q: How do I add a row to the Person Month Table?
A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, there are two easy ways to add rows to a Person Month Table.

1. Click in the last cell of the existing Person Month Table and then click Tab. Repeat the action as necessary.

2. Click on the + at the bottom left of the Person Month Table to add an additional row. Repeat the action as necessary.

Q: How do I delete a row from the Person Month Table?
A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, you can delete a row from the Person Month Table.

1. Click in a cell in the row of the person month table to be deleted.
2. Right click to open the editing menu.
3. Click on the Delete menu.
4. Click on Delete Rows.
Q: How do I add an Overlap statement?
A: Once the NIH Other Support is exported as a Word document and saved to a local or shared drive location, the space at “Overlap:” can be reformatted for more useable space.

1. From the beginning of the word Overlap, highlight all cells in this row.
2. Right click to open the editing menu.
3. Click on Merge Cells.
4. You can deselect the bold font on the portion of the statement after the “Overlap:” title.