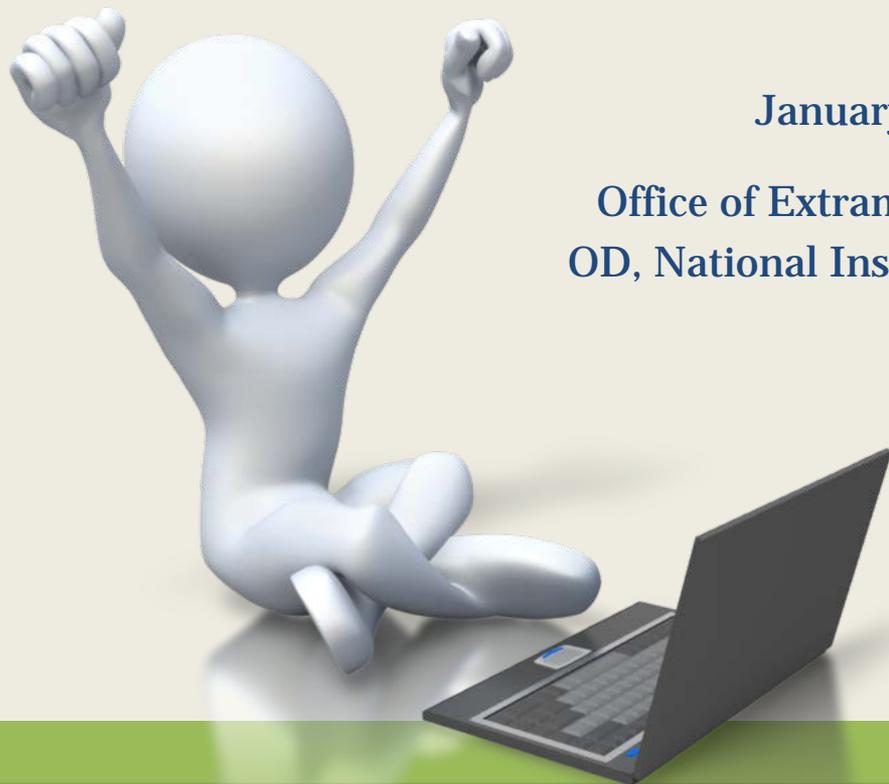


Successfully Submitting a Small Business Grant Application to NIH



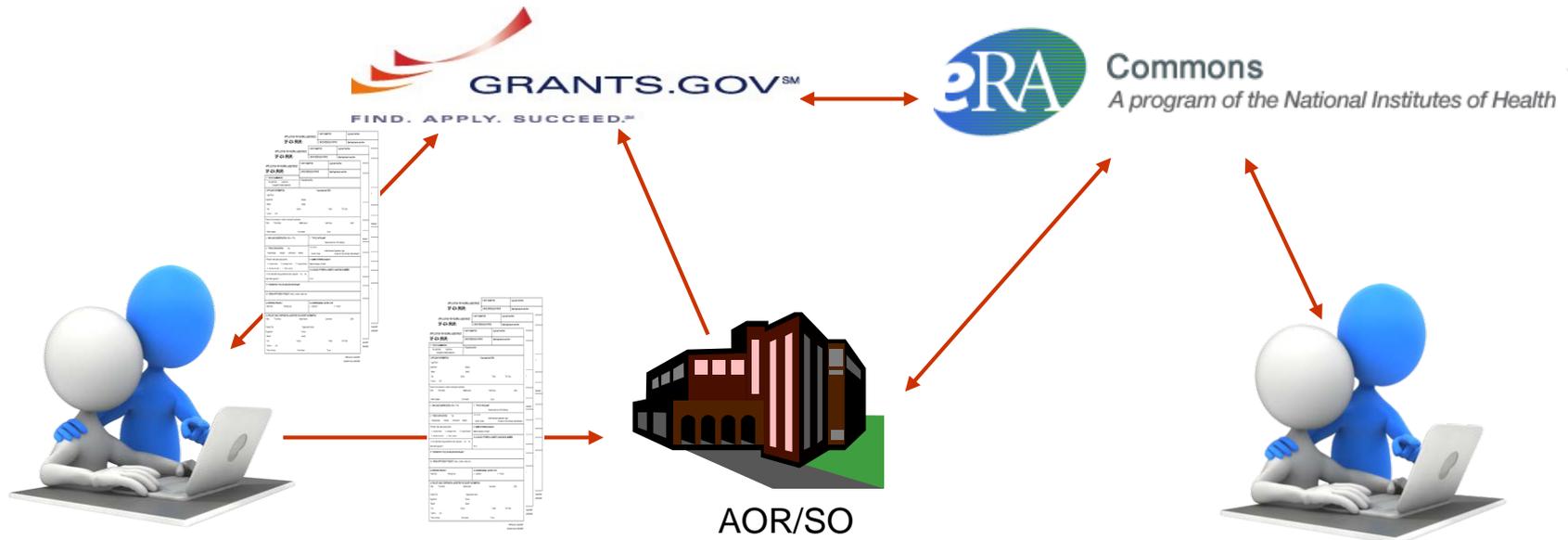
January 2015

Office of Extramural Research
OD, National Institutes of Health



High Level Process Overview

2



Find and download announcement, instructions and form package.

Prepare application per institution & agency guidelines.

Authorized Organization Rep. (AOR) submits application to Grants.gov.

eRA downloads application and verifies compliance with application instructions.

PI/SO check submission status and view assembled application in eRA Commons.

Prepare to Apply & Register

3

**REGISTRATIONS
SOFTWARE NEEDED
SUBMISSION PLAN**

Success depends upon previous preparation, and without such preparation there is sure to be failure.

-Confucius



Multiple Organization Registrations Required

4

**Allow a minimum of 6 weeks
to complete all registrations!**



DUNS

5



- Dun & Bradstreet (D&B) provides a **free**, unique nine-digit identification number for your business/institution
 - Dun and Bradstreet Universal Numbering System (DUNS)
 - Begin the process at:
 - ✦ <http://fedgov.dnb.com/webform>
- After obtaining your DUNS, you can begin SAM, SBA Company and eRA Commons registrations



Telephone Number:
866-705-5711

System for Award Management



6

- System for Award Management (SAM) combines federal procurement systems and replaced Central Contractor Registry (CCR) in July 2012
- As part of SAM registration process, you will designate an E-Business Point-of-Contact (E-Biz POC)
 - SAM registration and E-Biz POC needed for Grants.gov registration
 - Annual renewal in SAM is needed to keep Grants.gov credentials active



Telephone Numbers:
US Calls: 866-606-8220
International Calls: 334-206-7828
DSN: 866-606-8220

SAM Support

7

SAM.gov is supported by the Federal Service Desk

○ <https://www.fsd.gov>

The screenshot shows the SAM.gov website interface. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right are input fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the login area is a dark blue navigation bar with the following menu items: HOME, SEARCH, HELP (circled in red), EXTRACTS, and GENERAL INFORMATION. Below the navigation bar is a "Help" section with a sidebar menu containing: FAQs (circled in red), User Guides, Demonstration Videos, and Exclusions Information. The main content area is titled "SAM User Help" and "Top FAQs". It contains three numbered questions:

- 1. Can I use my CCR Username and Password to log into SAM?**
 - No and Yes
 - You must create an account in SAM. If you want to use the same username and password that you used in CCR, you may.
- 2. Does it cost anything to register in or to use SAM?**
 - No
- 3. Do I need to create a SAM account?**
 - It depends
 - You DO NOT need an account in SAM if you want to search publicly available information. If it was publicly available in CCR, ORCA, or EPLS, it is publicly available in SAM
 - You DO need an account in SAM if
 - You want to see more than publicly available information. Accounts that are associated with a

Grants.gov

8



- Federal-wide portal to find and apply for Federal grant funding
- Used by all 26 Federal grant-making agencies
- Prior to registering in Grants.gov you must obtain a DUNS number and register in SAM
- E-Biz POC approves Authorized Organization Representatives (AORs) to submit applications
- No registration needed to find opportunities or download forms



Telephone Numbers:
US Calls: 1-800-518-4726
International Calls: 606-545-5035

eRA Commons

9



- Agency system that allows applicants, grantees and Federal staff to share application/grant information
- Used by NIH and a few other HHS divisions
 - AHRQ, CDC, FDA
- As part of registration process, you will designate a Signing Official (SO)
 - Registers or affiliates Project Directors/Principal Investigators (PD/PIs)
- NIH 2-week “good faith effort” for Commons registration

Support:

<http://grants.nih.gov/support/index.html>



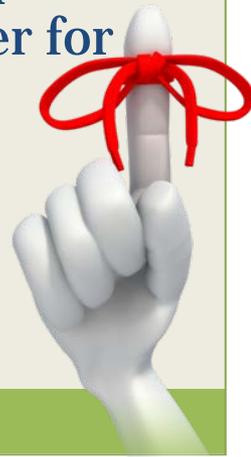
Commons

A program of the National Institutes of Health

eRA Commons Registration - Tips

10

- If a PD/PI already has an eRA Commons account, affiliate that account to your organization rather than creating a new account
- Don't combine Principal Investigator (PI) and Signing Official (SO) roles on the same account
 - Other combinations are fine
 - ✦ E.g., PI and Internet Assisted Review (IAR) roles are OK together
 - A person needing both the PI and SO roles should have two separate accounts - one for scientific roles (e.g., PI and IAR) and another for administrative roles (e.g., SO)
- Make sure the contact PD/PI listed on the application is affiliated with the applicant organization



SBA Company Registry

11



- All SBIR and STTR applicants are required to register with the Company Registry Database
 - <http://www.sbir.gov/registration>
 - Applies to all HHS SBIR/STTR programs, including NIH, CDC, FDA, and ACF
- Attach proof of registration in the Other Project Information, Other Attachments section of the application
 - See section IV.2 of your FOA instructions for details

Obtain Software

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- Adobe Reader required to prepare/submit Grants.gov application forms
- PDF conversion program
 - All application attachments must be converted to PDF format
- Grants.gov download software page
 - http://www.grants.gov/help/download_software.jsp



Make a Submission Plan

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- Application preparation responsibilities
- Sharing applications in progress
- Internal review & approval process
- Internal deadlines
- Post-submission responsibilities
 - How to deal with errors/warnings
 - Who will verify application in Commons?



Make a plan before you need one!

Find & Initiate an Application

14

**FINDING OPPORTUNITIES
DOWNLOADING APPLICATION PACKAGE
APPLICATION INSTRUCTIONS**



Success is where preparation and opportunity meet.

-Bobby Unser

Find an Opportunity

15

The image shows two screenshots of websites pinned to a board with blue pushpins. The left screenshot is from the Office of Extramural Research (OER) at the National Institutes of Health. It features a navigation menu with 'HOME', 'ABOUT GRANTS', 'FUNDING', 'FORMS & DEADLINES', 'GRANTS POLICY', and 'NEWS'. Below the menu is a 'GRANTS & FUNDING' banner. A sidebar on the left lists 'About Grants' (Grants Process Overview, Grant Application Basics, Types of Grant Programs, How to Apply, Peer Review Process, Award Management, Foreign Grants Information, Funding Strategies) and 'Electronic Grants' (Electronic Research Admin (eRA), eRA Commons, Applying Electronically). A central image shows a hand in a blue glove holding a test tube. Below it is a 'New to NIH Grants?' section. At the bottom, a 'FUNDING' section is circled in red, containing a search bar and the text 'Search NIH Guide for Grants and Contracts'. The right screenshot is from Grants.gov. It has a navigation menu with 'HOME', 'ABOUT', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', and 'OUTREACH'. A search bar at the top right contains 'Grant C'. Below the menu is a 'Find Grants' section with a red circle around a 'Search Grant Opportunities' button. Below that is a 'Find Open Grant Opportunities' section with buttons for 'NEWEST OPPORTUNITIES', 'BROWSE CATEGORIES', 'BROWSE AGENCIES', and 'BROWSE ELIGIBILITIES'. A table of opportunities is visible, with one entry circled in red:

| Funding Opportunity Number | Opportunity Title | Agency |
|----------------------------|--|------------------------------------|
| DARPA-BAA-14-25 | Innovative Systems for Military Missions | DARPA - Tactical Technology Office |

Handwritten red text at the bottom of the left screenshot reads: 'NIH Guide for Grants & Contracts'. Handwritten red text at the bottom of the right screenshot reads: 'Grants.gov Search Opportunity'.



Small Business Innovation Research (SBIR)
Small Business Technology Transfer (STTR)

SBIR/STTR HOME

ABOUT

FUNDING

APPLY

REVIEW

POLICY

TECHNICAL ASSISTANCE

RESOURCES

STATISTICS AND SUCCESS

ENGAGE AND CONNECT

16

NIH SBIR/STTR Funding Opportunity Announcements

- Funding Opportunity Announcements
- **Omnibus SBIR & Omnibus STTR**
- Direct Phase II
- Targeted FOAs
- SBIR Phase I Contract
- FAQs

New to SBIR/STTR

WHERE

2014 SBIR and STTR Omnibus Grant Solicitations of the NIH, CDC, FDA and ACF

- SBIR Omnibus Funding Opportunity Announcement (PA-14-071)
- STTR Omnibus Funding Opportunity Announcement (PA-14-072)
- Program Descriptions and Research and Appendix A (SBA approved topics for budget waivers)

(1 MB) (350 KB)

The SBIR/STTR website provides direct links to omnibus and other funding opportunity announcements.

SBIR: PA-14-071

STTR: PA-14-072

<http://sbir.nih.gov/>

Funding Opportunity Announcement (FOA)

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Carefully read full announcement.

| | |
|--|--|
| Funding Opportunity Title | PHS 2014-02 Omnibus Solicitation of the NIH, CDC, FDA and ACF for Small Business Innovation Research Grant Applications (Parent SBIR [R43/R44]) |
| Activity Code | R43/R44 Small Business Innovation Research (SBIR) Grant - Phase I, Phase II, and Fast Track |
| Announcement Type | Reissue of PA-13-234 |
| Related Notices | <ul style="list-style-type: none"> • June 23, 2014 - Notice of CDC/NCCDPHP Participation in PA-14-071 • June 3, 2014 - Notice NOT-14-074 supersedes instructions in Section 3.1 of the PA-14-071 announcement • May 12, 2014 (NOT-OD-14-089) - Updated Grant Application Form and due dates on or after August 5, 2014. • February 5, 2014 - See Notice NOT-OD-14-048: NIH Implements the Small Business Innovation Research (SBIR)/STTR Reauthorization Act of 2011. |
| Funding Opportunity Announcement (FOA) Number | PA-14-071 |
| Companion Funding Opportunity | PA-14-072 STTR R41/R42 - Phase I, Phase II, and Fast Track |
| Number of Applications | See Section III. 3. Additional Information on Eligibility . |
| Catalog of Federal Domestic Assistance (CFDA) Number(s) | 93.061, 93.084, 93.103, 93.113, 93.121, 93.135, 93.136, 93.172, 93.173, 93.213, 93.233, 93.242, 93.262, 93.273, 93.279, 93.283, 93.286, 93.307, 93.350, 93.351, 93.361, 93.393, 93.394, 93.395, 93.396, 93.399, 93.595, 93.647, 93.837, 93.838, 93.839, 93.941, 93.846, 93.847, 93.853, 93.855, 93.856, 93.859, 93.865, 93.866, 93.867, 93.879, 93.977, 93.135 |
| Funding Opportunity Purpose | This Funding Opportunity Announcement (FOA) issued by the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA) and the Administration for Children and Families (ACF) invites eligible United States small business concerns (SBCs) to submit Small Business Innovation Research (SBIR) grant applications. United States SBCs that have the research capabilities and technological expertise to contribute to the R&D mission(s) of the NIH, CDC, FDA or ACF awarding components identified in this FOA are encouraged to submit SBIR grant applications in response to identified topics (see PHS 2014-2 SBIR/STTR Program Descriptions and Research Topics for NIH, CDC, FDA and ACF). |
| Key Dates | |
| Posted Date | January 17, 2014 |
| Open Date (Earliest Submission Date) | March 5, 2014 |
| Letter of Intent Due Date(s) | Not Applicable |
| Application Due Date(s) | Standard dates apply, by 5:00 PM local time of applicant organization. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date. |
| AIDS Application Due Date(s) | Standard AIDS dates apply, by 5:00 PM local time of applicant organization. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date. |
| Scientific Merit Review | Standard dates apply |
| Advisory Council Review | Standard dates apply |
| Earliest Start Date | Standard dates apply |
| Expiration Date | January 8, 2015 |

Related Notices: Check for updates to FOA.

Standard SBIR/STTR Due Dates

Standard AIDS Due Dates

Standard SBIR/STTR Due Dates

18

- **Current**

| | Cycle I | Cycle II | Cycle III |
|------------------|----------------|-----------------|------------------|
| SBIR/STTR | April 5 | August 5 | December 5 |
| AIDS | May 7 | Sept. 7 | Jan. 7 |

- **Change effective Sept. 5, 2015**

- <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-038.html>

| | Cycle I | Cycle II | Cycle III |
|------------------|--------------------------------------|-----------------|------------------|
| SBIR/STTR | Sept. 5 | Jan. 5 | April 5 |
| AIDS | Separate AIDS dates no longer apply. | | |

FOA-Specific Application Information

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- Read and follow all announcement instructions
- Pay special attention to Section IV. Application and Submission Information
 - Includes any FOA-specific submission instructions
 - Instructions in FOA supersede instructions in the application guide

Table of Contents

[Part I Overview Information](#)

[Part II Full Text of Announcement](#)

[Section I. Funding Opportunity Description](#)

1. Research Objectives

[Section II. Award Information](#)

1. Mechanism of Support
2. Funds Available

[Section III. Eligibility Information](#)

1. Eligible Applicants
 - A. Eligible Institutions
 - B. Eligible Individuals
2. Cost Sharing or Matching
3. Other - Special Eligibility Criteria

[Section IV. Application and Submission Information](#)

1. Request Application Information
2. Content and Form of Application Submission
3. Submission Dates and Times
 - A. Submission, Review, and Anticipated Start Dates
1. Letter of Intent
- B. Submitting an Application Electronically to the NIH
- C. Application Processing
4. Intergovernmental Review
5. Funding Restrictions
6. Other Submission Requirements

Download Application Package

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Excerpt from announcement text

Required Application Instructions

It is critical that applicants follow the instructions in the [SF424 \(R&R\) SBIR/STTR Application Guide](#) except where instructed to do otherwise (in this FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)). Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in [Section IV](#). When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. **Applications that do not comply with these instructions may be delayed or not accepted for review.**

Apply for Grant Electronically

A compatible version of [Adobe Reader](#) is required for download. For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://www07.grants.gov/contactus/contactus.jsp>.

Links to Grants.gov Download Application Package page for the FOA

| CFDA | Opportunity Number ↑ | Competition ID | Competition Title | Agency | Instructions & Application |
|------|----------------------|----------------|--|-------------------------------|----------------------------|
| | PA-14-071 | FORMS-C | Use for due dates on or after August 5, 2014 | National Institutes of Health | Download |

Download link brings you to Grants.gov page to download application instructions and application forms package.

Application Guide

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U.S. Department of Health and Human Services
Public Health Service

SF424 (R&R) SBIR/STTR Application Guide for NIH and Other PHS Agencies

A guide developed and maintained by NIH for preparing
and submitting SBIR/STTR applications via Grants.gov to
NIH and other PHS agencies using the SF424 (R&R)

Forms Version C application packages

Updated May 8, 2014

- Read and follow application guide instructions
 - Part I: Instructions for Preparing and Submitting an Application
- Agency-specific instructions are marked with the HHS logo



<http://grants.nih.gov/grants/funding/424/index.htm>

Supplemental Instructions

22

Refer to Supplemental Instructions as needed

- Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of Research Plan
- Part III: Policies, Assurances, Definitions and Other Information



Application for a
Public Health Service Grant
Supplemental Instructions

**U.S. Department of Health and Human Services
Public Health Service
Supplemental Grant Application Instructions
For All Competing Applications and Progress Reports**

Instructions for PHS 398, SF424 (R&R), PHS 416-1,
PHS 2590, RPRR, and PHS 416-9
Rev. 08/12, Updated 11/2013

Form Approved Through 08/31/2015
OMB No. 0925-0001 and OMB No. 0925-0002

<http://grants.nih.gov/grants/funding/424/index.htm>

Preparing Your Application

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WORKING WITH GRANTS.GOV'S DOWNLOADABLE FORMS AVOIDING COMMON ERRORS

*A smart man makes a mistake, learns from it,
and never makes that mistake again.
But a wise man finds a smart man
and learns from him how to avoid
the mistake altogether.*

-Roy H. Williams, Businessman



Working with Grants.gov's Downloadable Forms

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Application Form Screen - Top

GRANTS.GOV™ **Grant Application Package**

| | |
|-------------------------|--|
| Opportunity Title: | PHS 2014-02 Omnibus Solicitation of the NIH, CDC, FDA a |
| Offering Agency: | National Institutes of Health |
| CFDA Number: | |
| CFDA Description: | |
| Opportunity Number: | PA-14-071 |
| Competition ID: | FORMS-C |
| Opportunity Open Date: | 05/13/2014 |
| Opportunity Close Date: | 01/07/2015 |
| Agency Contact: | eRA Commons Help Desk Monday to Friday 7 am to 8 pm ET http://grants.nih.gov/support/ |

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select

Make sure you have the correct application package.

FOA information is automatically populated and not editable.

Mandatory Grants.gov fields highlighted with red box. Not all fields required by NIH will be highlighted.

Working with Grants.gov's Downloadable Forms

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Application Form Screen - Bottom

Save the package locally.

| Mandatory | Save | Save & Submit | Check Package for Errors |
|---|------|---------------|--------------------------|
| SF424 (R & R) | | | |
| PHS 398 Research Plan | | | |
| SBIR/STTR Information | | | |
| Research and Related Senior/Key Person Profile (Expanded) | | | |
| Research And Related Other Project Information | | | |
| Research & Related Budget | | | |
| Project/Performance Site Location(s) | | | |
| PHS 398 Cover Page Supplement | | | |
| Optional | | | |
| <input type="checkbox"/> R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT | | | |
| <input type="checkbox"/> Planned Enrollment Report | | | |
| <input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report | | | |

Complete the **SF 424 (R&R)** form first—info from this form pre-populates fields in other forms in the package.

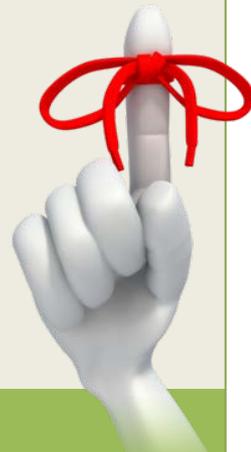
See application guide to determine which **Optional** forms you need to complete.

Tips

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- Follow FOA-specific (e.g., special attachments, specific section headings) and application guide requirements
 - eRA systems will catch many, but not all errors – some items are checked by staff post-submission
- Take advantage of posted ‘Additional Format Pages’
 - <http://grants.nih.gov/grants/funding/424/index.htm>

| Additional Format Pages | | |
|---|-------------|-----------------------|
| NIH requires all text attachments in an SF424 (R&R) application to be PDF. However, to avoid system errors, applicants should create text attachments using word processing software and then convert to PDF using PDF-generating software. While Word samples are provided below, applicants will need to convert the finished product to PDF before attaching within an SF424 (R&R) application. Do not use the PDF samples from the PHS398 application page. Those are fillable-PDF forms which will cause an error in the electronic submission of an SF424 (R&R) applications. | | |
| Additional Format Pages | Date Posted | File Link/Format/Size |
| Biographical Sketch Format Page – Adobe Forms Version B (use also for Fellowship Sponsor/Co-Sponsors) | 11/13/2009 | MS Word (36 KB) |
| Biographical Sketch Format Page – Forms Version C (use also for Fellowship Sponsor/Co-Sponsors) – Build it using SciENcv! | 07/23/2014 | MS Word (29 KB) |



Avoid Common Errors

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- Make sure the DUNS number on the SF424 (R&R) cover form matches the DUNS number used for all registrations.
- Submitter must be authorized to submit applications for organization DUNS.

| | | | |
|--|---|---|---|
| APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R) | | 3. DATE RECEIVED BY STATE <input type="text"/> | State Application Identifier <input type="text"/> |
| 1. TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | | 4. a. Federal Identifier <input type="text"/> | <input type="text"/> |
| 2. DATE SUBMITTED <input type="text"/> | Applicant Identifier <input type="text"/> | b. Agency Routing Identifier <input type="text"/> | <input type="text"/> |
| 5. APPLICANT INFORMATION | | c. Previous Grants.gov Tracking ID <input type="text"/> | <input type="text"/> |
| Legal Name: <input type="text"/> | | Organizational DUNS: <input type="text"/> | <input type="text"/> |

Avoid Common Errors

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Watch out for fields required by NIH that are not marked required on forms used federal-wide.



[View Burden Statement](#) OMB Number: 4040-0010
Expiration Date: 08/31/2011

Project/Performance Site Location(s)

Project/Performance Site Primary Location I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Primary site DUNS is required by NIH

Close Form

Print Page

About

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

| | | | | |
|---|---|---|--------------------------------|----------------------|
| Prefix | * First Name | Middle Name | * Last Name | Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Position/Title: <input type="text"/> | | Department: <input type="text"/> | | |
| Organization Name: <input type="text"/> | | Division: <input type="text"/> | | |
| * Street1: <input type="text"/> | | Street2: <input type="text"/> | | |
| * City: <input type="text"/> | County: <input type="text"/> | * State: <input type="text"/> | Province: <input type="text"/> | |
| * Country: <input type="text"/> | * Zip / Postal Code: <input type="text"/> | | | |
| * Phone Number <input type="text"/> | | Fax Number <input type="text"/> | * E-Mail <input type="text"/> | |
| Credential, e.g., agency login: <input type="text"/> Enter PI Commons Username | | | | |
| * Project Role: <input type="text"/> | PD/PI <input type="text"/> | Other Project Role Category: <input type="text"/> | | |
| * Attach Biographical Sketch <input type="text"/> | <input type="text"/> | Add Attachment | Delete Attachment | View Attachment |
| Attach Current & Pending Support <input type="text"/> | <input type="text"/> | Add Attachment | Delete Attachment | View Attachment |

eRA Commons username must be supplied in the *Credential* field

PROFILE - Senior/Key Person 1

| | | | |
|---|---|---|--------------------------------|
| Prefix | * First Name | Middle Name | * Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Position/Title: <input type="text"/> | | Department: <input type="text"/> | |
| Organization Name: <input type="text"/> | | Division: <input type="text"/> | |
| * Street1: <input type="text"/> | | Street2: <input type="text"/> | |
| * City: <input type="text"/> | County: <input type="text"/> | * State: <input type="text"/> | Province: <input type="text"/> |
| * Country: <input type="text"/> | * Zip / Postal Code: <input type="text"/> | | |
| * Phone Number <input type="text"/> | | Fax Number <input type="text"/> | * E-Mail <input type="text"/> |
| Credential, e.g., agency login: <input type="text"/> Enter PI Commons Username | | | |
| * Project Role: <input type="text"/> | Select PD/PI for each PI <input type="text"/> | Other Project Role Category: <input type="text"/> | |
| * Attach Biographical Sketch <input type="text"/> | <input type="text"/> | Add Attachment | Delete Attachment |
| Attach Current & Pending Support <input type="text"/> | <input type="text"/> | Add Attachment | Delete Attachment |

Reset Entry Select to attach additional Senior/Key Person Forms Next Person

For multiple PD/PI applications, select the PD/PI role for each PI and provide their eRA Commons username in the *Credential* field

Avoid Common Errors

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RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

| | | | | |
|--|---|---|--------------------------------|----------------------|
| Prefix | * First Name | Middle Name | * Last Name | Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Position/Title: <input type="text"/> | | Department: <input type="text"/> | | |
| Organization Name: Organization Name | | Division: <input type="text"/> | | |
| * Street1: <input type="text"/> | Street2: <input type="text"/> | | | |
| * City: <input type="text"/> | County: <input type="text"/> | * State: <input type="text"/> | Province: <input type="text"/> | |
| * Country: <input type="text"/> | * Zip / Postal Code: <input type="text"/> | | | |
| * Phone Number: <input type="text"/> | | Fax Number: <input type="text"/> | | |
| Credential, e.g., agency login: <input type="text"/> | | | | |
| * Project Role: <input type="text"/> | PD/PI | * Other Project Role Category: <input type="text"/> | | |
| * Attach Biographical Sketch | <input type="text"/> | Add Attachment | Delete Attachment | View Attachment |
| Attach Current & Pending Support | <input type="text"/> | Add Attachment | Delete Attachment | View Attachment |

NIH requires the Organization name for all Sr/Key listed.

PROFILE - Senior/Key Person 1

| | | | | |
|--|---|---|--------------------------------|--------------------------------|
| Prefix | * First Name | Middle Name | * Last Name | Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Position/Title: <input type="text"/> | | Department: <input type="text"/> | | |
| Organization Name: Enter Organization Name | | Division: <input type="text"/> | | |
| * Street1: <input type="text"/> | Street2: <input type="text"/> | | | |
| * City: <input type="text"/> | County: <input type="text"/> | * State: <input type="text"/> | Province: <input type="text"/> | |
| * Country: <input type="text"/> | * Zip / Postal Code: <input type="text"/> | | | |
| * Phone Number: <input type="text"/> | | Fax Number: <input type="text"/> | | * E-Mail: <input type="text"/> |
| Credential, e.g., agency login: <input type="text"/> | | | | |
| * Project Role: <input type="text"/> | | * Other Project Role Category: <input type="text"/> | | |

Avoid Common Errors

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Include all required attachments

- Whether an attachment is required or not is often based on how you answer specific questions throughout the application
 - ✦ Examples:
 - Human Subjects = Yes, then Human Subjects section of the PHS 398 Research Plan is required
 - Vertebrate Animals = Yes, then Vertebrate Animals attachment is required
 - More than one entry on the R&R Sr/Key Person Profile form with the role of “PD/PI,” then the Multiple PD/PI Leadership Plan attachment on the PHS 398 Research Plan form is required



PHS 398 Research Plan

Please attach applicable sections of the research plan, below.

OMB Number: 0925-0001

1. Introduction to Application
(for RESUBMISSION or REVISION only)

Limited to 1 page. Required for Resubmission and Revision applications.

2. Specific Aims

Required. Limited to 1 page.

Attachment

Delete Attachment

View Attachment

3. *Research Strategy

Required. Phase 1 SBIR/STTR: limited to 6 pages. Phase II: SBIR/STTR and Fast Track SBIR/STTR: limited to 12 pages.

Attachment

4. Progress Report Publication List

Add Attachment

Delete Attachment

View Attachment

Human Subjects Sections

Attachments typically required if Human Subjects= Yes on the Other Project Information form.

5. Protection of Human Subjects

Required if Human Subjects is Yes.

6. Inclusion of Women and Minorities

Required if Human Subjects is Yes and

7. Inclusion of Children

Required if Human Subjects is Yes and

Other Research Plan Sections

8. Vertebrate Animals

Required if Vertebrate Animals is Yes

9. Select Agent Research

Add Attachment

10. Multiple PD/PI Leadership Plan

Required if more than one PD/PI is specified on the PI Career & Development Form

11. Consortium/Contractual Arrangements

Add Attachment

Delete Attachment

View Attachment

12. Letters of Support

Add Attachment

Delete Attachment

View Attachment

13. Resource Sharing Plan(s)

Add Attachment

Delete Attachment

View Attachment

Annotated form sets are a great resource for helping identify many conditional requirements.

Annotated form sets:

<http://grants.nih.gov/grants/ElectronicReceipt/communication.htm>

Avoid Common Errors

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All application attachments must be in PDF format

- Use simple PDF-formatted files
 - ✦ Do not use Portfolio or similar feature to bundle multiple files into a single PDF
 - ✦ Disable security features such as password protection
- Keep file names to 50 characters or less
- Use meaningful filenames
- Do not include headers or footers
 - ✦ Section headings as part of the text (e.g., Significance, Innovation, Approach) are encouraged
- Follow guidelines for fonts and margins



PDF Guidelines:

http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm

Avoid Common Errors

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| Section of Application | Activity Codes | Page Limits * (if different from FOA, FOA supersedes) |
|---|---|---|
| Introduction to Resubmission and Revision Applications | For all Activity Codes (including each applicable component of a multi-component application) | 1 |
| Specific Aims | For all Activity Codes that use an application form with the Specific Aims section (including each component of a multi-component application) | 1 |
| Research Strategy | For Activity Code DP1 | 5 |
| | For Activity Codes R03, R13, U13, R13, U13, R21, R36, R41, R43, SC2, SC3, X01 ¹ | 6 |
| | For Activity Code DP2 | 10 |
| | For Activity Codes R01, R15, R18, U18, R21/R33, R24, U24, R28, R33, R34, U34, R42, U42, R44, U44, DP3, DP5, G08, G11, G13, SC1, SI2, U01, UH2, UH3, UG1, UC4, UH2/UH3, X01 ¹ , X02, RC2, UC2, RC4, RF1, UF1, U2C | 12 |
| | For all other Activity Codes | Follow FOA instructions |
| Commercialization Plan | For R42 and R44 | 12 |
| Biographical Sketch | For all Activity Codes except DP1 and DP2 | 4 |

Follow specified page limits for attachments.



Page Limits:

http://www.grants.nih.gov/grants/forms_page_limits.htm#other

Changes from NIH SBIR/STTR Reauthorization

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In the Other Attachments section of the R&R Other Project Information form, include:

- Attach proof of your SBA registration
- If your organization is venture capital backed, attach the “SBIR Application VCOC Certification.pdf” found on the NIH SBIR forms page (<http://grants.nih.gov/grants/forms.htm#sbir>)

SBIR/STTR Reauthorization Act Of 2011: NIH Implementation Of Key Changes (What to Expect and When)

<http://grants.nih.gov/grants/funding/sbir/reauthorization.htm>

RESEARCH & RELATED Other Project Information

OMB Number: 4040-0001
Expiration Date: 6/30/2016

1. Are Human Subjects Involved? Yes No

1.a. If YES to Human Subjects

Is the Project Exempt from Federal regulations? Yes No

If yes, check appropriate exemption number. 1 2 3 4 5 6

If no, is the IRB review Pending? Yes No

IRB Approval Date:

Human Subject Assurance Number:

2. Are Vertebrate Animals Used? Yes No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? Yes No

IACUC Approval Date:

Animal Welfare Assurance Number:

3. Is proprietary/privileged information included in the application? Yes No

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? Yes No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No

4.d. If yes, please explain:

5. Is the research performance site designated, or eligible to be designated, as a historic place? Yes No

5.a. If yes, please explain:

6. Does this project involve activities outside of the United States or partnerships with international collaborators? Yes No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. Project Summary/Abstract

8. Project Narrative

9. Bibliography & References Cited

10. Facilities & Other Resources

11. Equipment

12. Other Attachments

R&R Other Project Information form

Other Attachments section

Submit

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SUBMITTING AN APPLICATION ON-TIME SUBMISSION



I love deadlines. I like the whooshing sound they make as they fly by.

-Douglas Adams



Submit Application (AOR only)

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| Mandatory | Save | Save & Submit | Check Package for Errors |
|---|------|---------------|--------------------------|
| SF424 (R & R) | | | |
| PHS 398 Research Plan | | | |
| SBIR/STTR Information | | | |
| Research and Related Se | | | |
| Research And Related Ot | | | |
| Research & Related Budge | | | |
| Project/Performance Site | | | |
| PHS 398 Cover Page Sup | | | |
| Optional | | | |
| <input type="checkbox"/> R & R Subaward Budget | | | |
| <input type="checkbox"/> Planned Enrollment Report | | | |
| <input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report | | | |

Save & Submit button will not become active until application is saved and mandatory information is completed.

Check Package for Errors button only checks to make sure the application meets Grants.gov requirements. Agency requirements checked upon submission.



Submit Application

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The screenshot shows a 'JavaScript Window' with the Grants.gov logo at the top. Below the logo is a 'Warning Notice' section with two paragraphs of text. Underneath is an 'Instructions' section with a single line of text. The main part of the window is a login form with two input fields: 'User Name:' and 'Password:'. A red bracket is drawn around these two fields. At the bottom of the form are two buttons: 'Login' and 'Cancel'. A red warning message 'Warning: JavaScript Window' is visible at the very bottom of the window.

JavaScript Window



Warning Notice
This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access of the use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Instructions
To submit your application, please enter your Username and Password in box below and then press the Login button.

User Name:

Password:

Login Cancel

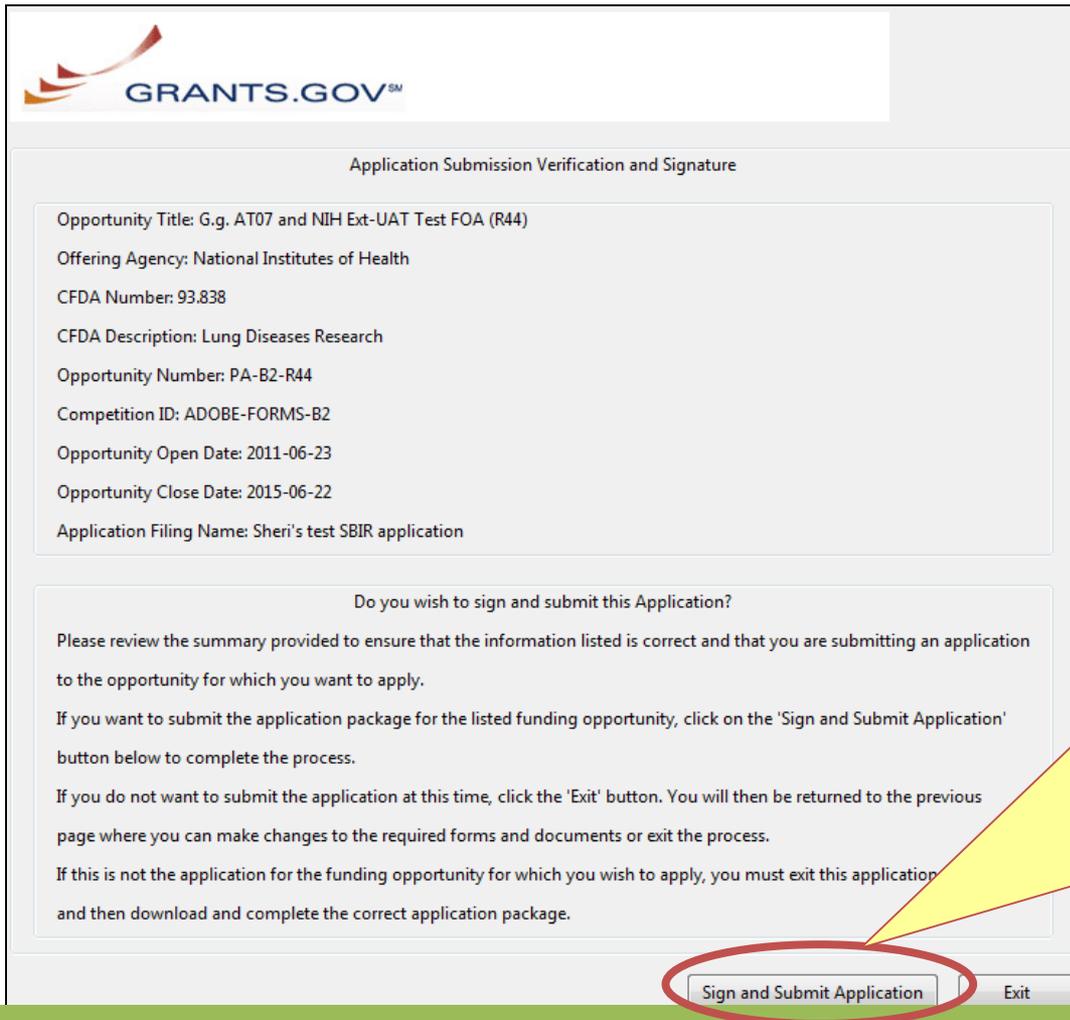
Warning: JavaScript Window

AORs: Enter your Grants.gov username and password—you must be fully registered to successfully submit an application.

Only AORs can submit!

Submit Application

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 GRANTS.GOVSM

Application Submission Verification and Signature

Opportunity Title: G.g. AT07 and NIH Ext-UAT Test FOA (R44)
Offering Agency: National Institutes of Health
CFDA Number: 93.838
CFDA Description: Lung Diseases Research
Opportunity Number: PA-B2-R44
Competition ID: ADOBE-FORMS-B2
Opportunity Open Date: 2011-06-23
Opportunity Close Date: 2015-06-22
Application Filing Name: Sheri's test SBIR application

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the 'Sign and Submit Application' button below to complete the process.

If you do not want to submit the application at this time, click the 'Exit' button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application and then download and complete the correct application package.

Sign and Submit Application Exit

Click Sign and Submit Application button to record electronic signature and initiate submission process to Grants.gov.

Submit Application

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Print/save your confirmation screen info.



[Home](#) > [Apply for Grants](#) > [Confirmation](#)

Confirmation

Thank you for submitting your application. Your application is currently being processed. Grants.gov will send you an email notification when your application has either been successfully funded or rejected due to an incomplete application.

Please do not hit the refresh button.

If your application is not in the Grants.gov system for 30 days or weeks from the date of submission, please contact the Grants.gov system administrator.

You may also monitor your application using the following steps:

1. Go to <http://www.grants.gov>
2. Click on the "Track My Application" link on the homepage.
3. Login to the system using your Grants.gov user ID and password.
4. Click on the "Track My Application" link.

Note: Once the grant is awarded, you will be contacted by the Grants.gov system administrator regarding making any award corrections.

IMPORTANT NOTE: If you receive a confirmation or a rejection notice, please contact the Grants.gov system administrator. The Grants.gov system administrator can be reached at grantsgov@grants.gov. Please include your Grants.gov user ID and password in your email. Grants.gov look like

The following application tracking information was generated by the system:

Grants.gov Tracking Number:

GRANT00572563

Applicant DUNS:

61-620-8109

Submitter's Name:

Workshop Participant

CFDA Number:

93.838

CFDA Description:

Lung Diseases Research

Funding Opportunity Number:

PA-B2-R44

Funding Opportunity Description:

G.g. AT07 and NIH Ext-UAT Test FOA (R44)

Agency Name:

National Institutes of Health

Application Name of this Submission:

Sheri's test SBIR application

Date/Time of Receipt:

2013.09.03 10:22 AM, EDT

Grants.gov Tracking #

Date/Time Stamp - due 5 p.m. local time of the applicant organization on deadline date

TRACK MY APPLICATION – To check the status of this application, please

http://at07web.grants.gov/web/grants/applicants/track-my-application.html?tracking_num=GRANT00572563

On-time Submission

Error-free

applications must be accepted by Grants.gov with a time stamp **on or before 5:00 p.m.** local time of the submitting organization **on the due date.**

- Important reminders:
 - **NIH recommends submitting early (days, not minutes!)** to allow time for correcting any errors found during the application viewing window prior to the due date
 - NIH's late policy does not allow corrections after the due date
 - All registrations must be completed before the due date



Dealing with System Issues

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You **must** follow NIH's standard 'system issue' procedure if you run into problems beyond your control that threaten your on-time submission:
<http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines>

You're Not Finished Yet...

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Application



Successfully
• submitted
to NIH

**Submitting to Grants.gov is NOT the
last step in the process!**

Track & View Application

45

**TRACKING YOUR APPLICATION IN ERA COMMONS
VIEWING YOUR APPLICATION IN COMMONS
REJECTING AN APPLICATION
SUBMISSION COMPLETE – HAPPY DANCE!**



Trust, but verify.

-Ronald Reagan

Time to Go to eRA Commons...

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eRA Commons:

<https://public.era.nih.gov/commons>

The screenshot shows the eRA Commons website. At the top, there is a header with the eRA Commons logo, the text "Electronic Research Administration" and "Sponsored by National Institutes of Health", and the National Institutes of Health (NIH) logo. To the right of the NIH logo are the OER logo and links for "Contact Us" and "Help".

The main content area is divided into three columns:

- Left Column:** Contains a "Commons Login" section with a help icon. It includes a note "*Required field(s)", input fields for "*Username" and "*Password", "Login" and "Reset" buttons, and a link for "Forgot Password/Unlock Account?". Below this is a "Federated Institutions/Organizations" section with a help icon and a dropdown menu currently showing "N/A".
- Middle Column:** Features a "Welcome to the Commons" heading. Below it is a "System Notification Message" box stating "All systems are currently available." and a link for "Scheduled Commons Maintenance". Underneath is a "Support Related Resources" section with a list of links: "Electronic Submission", "Online Resources", "Electronic Application Submission", and "eRA Home Page".
- Right Column:** Contains a "Register Grantee Organization" link, an "About the Commons:" section with links for "Frequently Asked Questions" and "Latest Release Notes", and an "Additional Links" section with links for "RePORT", "Grants.gov", "iEdison", "National Institutes of Health", "Public Access Policy Page", and "Loan Repayment Program".

Track Application - Commons

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Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners
Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status

[Recent/Pending eSubmissions](#)

- Applications that require action
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

Select Recent/Pending eSubmissions

[List of Applications/Grants](#)

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

GRANT00572570

Search

Clear

Or provide Grants.gov tracking number from confirmation screen or email notification

Track Application - Commons

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Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners
Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - Recent/Pending eSubmissions ?

The following list of applications represents a recent/pending eSubmission. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions.

Indicates eSubmission Error

| Grants.gov Tracking # | Application ID | eSubmission Status | Proposal Title | PD/PI Name | eSubmission Status Date | Show All Prior Errors |
|-----------------------|----------------|--------------------|-----------------------------|---------------|-------------------------|--|
| GRANT00572570 | | eSubmission Error | Incredible Research Project | MONEY, CHER D | 2013-09-03 12:03:46 | Show Prior Errors and Warnings |

Export to Excel

Grants.gov tracking #

Errors/Warnings for Prior Failed eSubmissions

GRANT00572570 2013-09-03

- ERROR** Senior/Key Person Cher Money, listed on the 424 RR Detailed Budget Page for budget year 1, must include effort of a value greater than zero in calendar months, academic months, or summer months. Note: use either calendar months or a combination of academic and summer months. For information about calculating person months, see http://grants.nih.gov/grants/policy/person_months_faqs.htm. (5.9.1)
- ERROR** The DUNS Number for the Primary Location is required on the Project/Performance Site Location(s) form. Please make sure the 'Submit an application as an individual' selection is not checked. (2.19.1)
- WARNING** SBIR and STTR applicants applying to solicitations issued after 1/28/2013 are required to register with SBA through the <http://www.sbir.gov/registration> web site and must attach their registration confirmation files to their applications. The confirmation file (with the original file name from the SBA) must be attached as a PDF file to the Other Attachments section of the R Other Project Information form. Please follow application guide and FOA instructions for the registration attachment on this requirement. If applying to SBIR/STTR solicitations issued prior to 1/28/2013, please ignore this warning. This warning will not stop your application from being received and processed and will not affect its peer review. However, you will be required to submit the SBA registration confirmation prior to award. (3.18.36)
- WARNING** No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at <http://commons.era.nih.gov/commons-help/216.htm>. (4.29.1)

Corrective submissions must be made **BEFORE** the submission **deadline** and overwrite previous submissions.



- Errors stop application processing and must be corrected
- Warnings do not stop application processing and are corrected at the discretion of the applicant

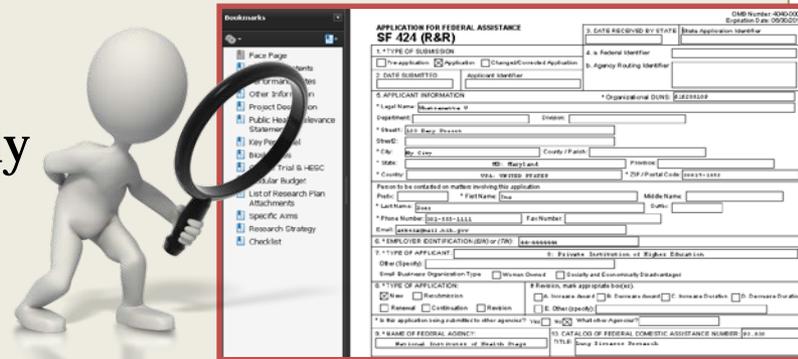


View Application Image

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Once an error-free application is received by NIH, the eRA system will:

- Assemble the grant application image
- Insert headers (PI name) and footers (page numbers) on all pages
- Generate Table of Contents and bookmark important sections
- Post the assembled application image in the PD/PI's eRA Commons account
- Send notification
 - ✦ Email can be unreliable – proactively check eRA Commons for status



Application Viewing Window

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- Applicants have **two (2) business days** to view the assembled application image before the application automatically moves forward for further processing
- SO can Reject application within viewing window and **submit a Changed/Corrected application before the submission deadline**

If you can't **VIEW** it, we can't **REVIEW** it!



View Application Image in Commons

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Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners
Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - Recent/Pending eSubmissions

Status is Pending Verification

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click **Recent/Pending eSubmissions** menu tab again.

| Grants.gov Tracking # | Application ID | eSubmission Status | Proposal Title | PD/PI Name | eSubmission Status Date | Show All Prior Errors |
|-----------------------|----------------------------|----------------------|--------------------------|---------------|-------------------------|--|
| GRANT00572577 | AN:3043474 | Pending Verification | Amazing Research Project | MONEY, CHER D | 2013-09-03 12:35:07 | Show Prior Errors and Warnings |

Application ID links to detailed status info

Status Information

General Grant Information
Status:

Follow e-Application link to view assembled application image

View Appendices and Cover Letter

Other Relevant Documents

- [e-Application](#)
- [eSubmission Cover Letter](#)
- [Additions for Review \(0 documents\)](#)

Status History
Effective Date

Application Information
Reference Letter(s)

This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons

Contacts

| Administration | Name | Phone | Email |
|----------------|------|-------|-------|
|----------------|------|-------|-------|

View Application Image in Commons

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Bookmarks

- SF424 (R&R) Cover Page
- Table of Contents
- Performance Sites
- R&R Other Project Information
- Project Summary/Abstract
- Project Narrative
- Facilities & Other Resources
- Equipment
- R&R Senior/Key Persons
- Sketches

OMB Number: 4040-0001
Expiration Date: 08/30/2018

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

| | | | |
|--|------------------------|---|---------------------------------|
| 1. TYPE OF SUBMISSION* | | 3. DATE RECEIVED BY STATE | State Application Identifier |
| <input type="radio"/> Pre-application <input type="radio"/> Application <input checked="" type="radio"/> Changed/Corrected Application | | 4.a. Federal Identifier | |
| | | b. Agency Routing Number | |
| 2. DATE SUBMITTED | Application Identifier | c. Previous Grants.gov Tracking Number GRANT00580365 | |
| 5. APPLICANT INFORMATION | | | Organizational DUNS*: 616208109 |
| Legal Name*: Whatsamatta U | | | |
| Department: | | | |
| Division: | | | |
| Street1*: 123 My st | | | |
| Street2: | | | |
| City*: my city | | | |
| County: | | | |
| State*: MD: Maryland | | | |
| Province: | | | |
| Country*: USA: UNITED STATES | | | |
| ZIP / Postal Code*: 208921234 | | | |
| Person to be contacted on matters involving this application | | | |
| Prefix: | First Name*: can | Middle Name: b | Last Name*: group Suffix: |
| Position/Title: | | | |
| Street1*: my st | | | |

→ DON'T FORGET!

TIP: Carefully review the entire application. This is your chance to view/print the same application image that will be used by Reviewers!

Reject eApplication

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Pls: If the application image in the eRA Commons does not properly reflect the submitted material, work with your SO to reject the application!

Must have SO role

The screenshot displays the eRA Commons interface. At the top, the logo reads "Electronic Research Administration eRA Commons Sponsored by National Institutes of Health" with "Version 2.28.01" on the right. A navigation bar includes "Home", "Admin", "Institution Profile", "Personal Profile", "Status", "eSNAP", "xTrain", "Links", "eRA Partners", and "Help". On the right, a user is logged in as "Workshop" from "WHATSAMATTA.U" with an "Authority" of "SO" (circled in red) and a "Log-out" link.

The "Status" section on the left contains several links: "General Search", "Just In Time", "Pending Progress Report", "Recently Awarded", "Recent/Pending eSubmissions" (circled in red with an arrow pointing to it), and "Closeout".

The "Recent/Pending eSubmissions" search form includes the following fields:

- Accession Number:
- Grants.gov Tracking #:
- eSubmission Status: Pending Verification (dropdown menu)
- Received Date: From (MM/DD/YYYY) and To (MM/DD/YYYY)

At the bottom of the form are "Search" and "Clear" buttons. The "Search" button is circled in red.

Enter Search Criteria

Click Search

Select Recent/ Pending eSubmissions

Reject eApplication

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Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners

Status Result - Recent/Pending eSubmissions Search ?

Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

| Application ID | Grants.gov Tracking # | eSubmission Status | Proposal Title | PD/PI Name | eSubmission Status Date | Show All Prior Errors | ACTION |
|----------------------------|-----------------------|----------------------|--------------------------|---------------|-------------------------|--|---|
| AN:3043474 | GRANT00572577 | Pending Verification | Amazing Research Project | MONEY, CHER D | 2013-09-03 12:35:07 | Show Prior Errors and Warnings | Transmittal Sheet Reject eApplication |

Application Information

Grant Number: AN:3043474
PI Name: MONEY, CHER D
Proposal Title: Amazing Research Project

Reject eApplication

Required Comment:

Enter comment to be sent with e-mail notification

Submission Complete!

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- If no action is taken during the two business day viewing window, the application automatically moves forward for further processing at NIH
- Any subsequent application changes are subject to the NIH policy on late submission of grant applications and the NIH policy on post-submission application materials



Finding Help

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HELP DESKS ON-LINE RESOURCES & WEB SITES



Help Desks

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eRA Commons Help Desk

Web:

<http://grants.nih.gov/support/>

- Phone: 1-866-504-9552
- TTY: 301-451-5939
- Hours : Mon-Fri, 7a.m. to 8 p.m. ET

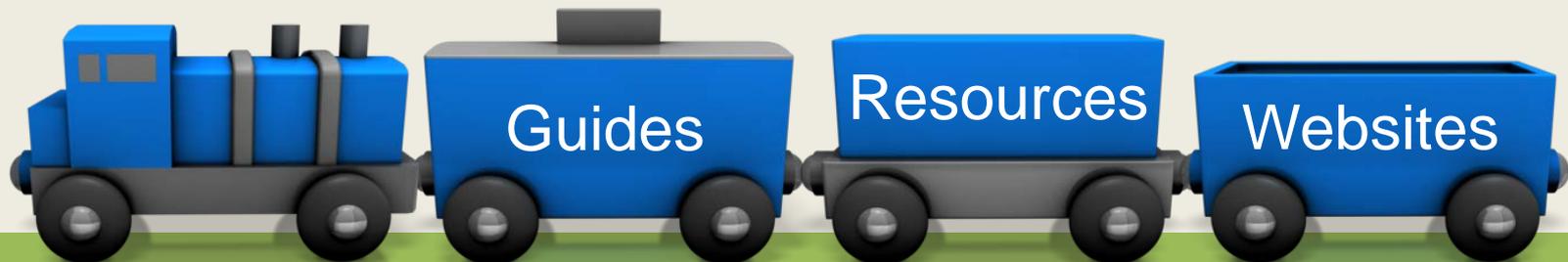
Grants.gov Contact Center

- Toll-free: 1-800-518-4726
- Hours : 24x7 (Except Federal Holidays)
- Email : support@grants.gov
- Resources: <http://www.grants.gov/help/help.jsp>

Take Advantage of Available Resources to Avoid Common Errors

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- Application guide, supplemental instructions, format pages:
 - <http://grants.nih.gov/grants/funding/424/index.htm>
- Annotated Form Set:
 - <http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms>
- Avoiding Common Errors Web page:
 - http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm
- PDF Guidelines:
 - http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm



Web Sites

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- eRA Commons:
<https://commons.era.nih.gov/commons/>
- Electronic Research Administration:
<http://era.nih.gov/>
- Applying Electronically:
<http://grants.nih.gov/grants/ElectronicReceipt/>
- NIH About Grants:
<http://grants.nih.gov/grants/oer.htm>
- NIH SBIR/STTR site
<http://sbir.nih.gov/>

Questions?

