



Proposed PHS 398 Form Changes



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Background

- **OMB requires agencies to have all forms approved (or re-approved) every three years**
 - **Current PHS398 forms expire June 30, 2012**
 - **SF424 (R&R) form set also expires June 30, 2012**
- **Changes to PHS398 forms coordinated with 424 changes**
 - **NIH working to update forms for approval through June 30, 2015**
 - **Revisions to R&R forms already submitted to OMB for approval**

PHS 398 Timeline

- **February 2012: Revisions to PHS 398 published in Federal Register for public comment.**
- **May 2012: Expected publication of PHS 398 revisions in Federal Register for second round of public comment**
- **June 2012: Anticipated OMB approval**
- **July 2012: Current PHS 398 forms (expiring 6/2012) will continue until new forms can be implemented**

Proposed Changes

- **Revised Application Guides:**
 - Sections 2 and 3 consolidated in separate document. Covers all award types (Fellowship, SBIR, etc)
- **Moving fields from 398 Forms to R&R forms**
 - Applicant Organization Contact Information and Clinical Trial question moving from PHS 398 Cover Page Supplement to R&R Cover form
 - Adding Cover Letter attachment to R&R Cover form.
Cover Letter Form deleted!
- **Combining Forms:**
 - Fields on PHS 398 Checklist moving to PHS398 Cover Page Supplement. *Checklist form deleted!*

Proposed Changes

- **Additional Fields**
 - **New “Letters of Support from Collaborators, Contributors, and Consultants” field added to PHS 398 Career Development Form. Separate from Plans and Statements from Mentor and Co-mentor(s)**
 - **Minor changes to PHS 2271 (Appointment Form) listings of Specialty Boards and Fields of Training**
 - **Subproject/Protocol identifying information on Inclusion and Targeted/Planned Enrollment Reports**
- **Elimination of unnecessary header fields (such as application type)**
- **Limited renumbering (as needed)**