

## Do I Have The Right Forms For My Application?



We are required to update our application forms from time to time to implement new regulations and requirements. When substantial changes are made in our applications, all applicants must use the same forms and instructions (referred to as an application package) to ensure a fair review.

### *How can I tell old application packages from new ones?*

Each application package we post in Grants.gov has a “Competition ID”. We use this field to identify the version of forms and instructions included in the application package. Application form packages are designated alphabetically to indicate the most recent version (e.g., FORMS-D, FORMS-E). The Competition Title, which often accompanies the Competition ID, provides additional guidance to help you choose the appropriate application package (e.g., Use for due dates on or after January 25, 2018).

We’ll alert you to upcoming form changes through notices in our [NIH Guide for Grants and Contracts](#) and other channels. These notifications indicate the appropriate Competition IDs and timelines for their use.

#### **Examples:**

- NIH and AHRQ applications submitted to due dates on or after January 25, 2018 must use application packages with a Competition ID of FORMS-E.

Most of the time, FOAs have a single application package – just the one you need. During a transition to updated forms and instructions, there may be multiple application packages listed for a single FOA.

When more than one application package is available, you should typically choose the most recent one. However, exceptions do exist. For example, if you are applying [late](#) or under our [continuous submission](#) policy and the older version was used for the intended due date, then you may need to select the earlier application package.

### *Which form instructions should I use?*

The alphabetical indicator in the Competition ID of your forms must match the alphabetical indicator provided for the Application Form Instructions. If you’re using forms with a Competition ID of FORMS-E, then you will use Version E of the Application Form Instructions.

Any Competition ID that includes “FORMS-E” (e.g., FORMS-E-REVISED, FORMS-E1, FORMS-E-ADMINSUPP-RESEARCH) would use Version E of the instructions.

## ***Where will I see the Competition ID when preparing my application?***

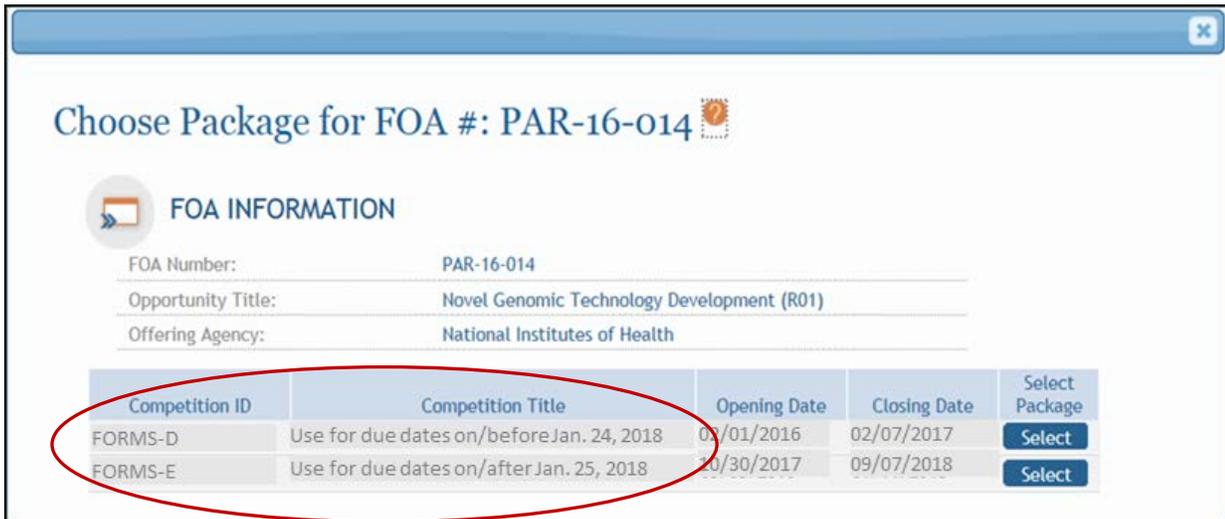
The Competition ID is visible in different places depending on your submission method:

- [ASSIST](#)
- [Grants.gov workspace](#)
- [System-to-system solutions](#)

### **ASSIST**

#### ***ASSIST Application Initiation***

You will see the Competition ID and Competition Title when initiating your application. If more than one application package is available, you will be presented with a pop-up window to select the appropriate application package.



Choose Package for FOA #: PAR-16-014

**FOA INFORMATION**

FOA Number: PAR-16-014  
Opportunity Title: Novel Genomic Technology Development (R01)  
Offering Agency: National Institutes of Health

Competition ID	Competition Title	Opening Date	Closing Date	Select Package
FORMS-D	Use for due dates on/before Jan. 24, 2018	02/01/2016	02/07/2017	Select
FORMS-E	Use for due dates on/after Jan. 25, 2018	10/30/2017	09/07/2018	Select

## ASSIST – Work In Progress Applications

After initiation, you will find the Competition ID in the FOA Information found on your Application Summary tab.

Application Submission System & Interface for Submission Tracking (ASSIST)  
Sponsored by the National Institutes of Health

Home > Search for Applications > Application Search Results > Application information

Hide Navigation

### Application Information

Tip: Certain actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Modular Budget Research Plan Human Subjects and Clinical Trials Assignment Request Form

#### Application Information

Application Identifier:	5735
Application Project Title:	Sheri's FORMS-E Demo Sample - no errors, modular budget
PD/PI Name:	Money, Cher D
Organization:	Whatsamatta U
Project Period:	07/01/2019 - 06/30/2024
Status:	Ready for Submission <a href="#">Submit Application</a>
Status Date:	2017-10-25 11:21:02 AM

#### FOA Information

FOA Number:	PA-EO-R01
Opportunity Title:	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Optional)
Agency:	National Institutes of Health
CFDA Number:	93.865
Competition ID:	FORMS-E
Competition Title:	Use for due dates on or after January 25, 2018

## Grants.gov Workspace – Work In Progress Applications

You will find the Competition ID in the FOA Information on the Workspace Details tab.

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

PA-EO-R01 - PKG00037265  
G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Optional)  
National Institutes of Health

Application Filing Name: Completing human subject forms [Edit Name]

Workspace ID: WS00004785 Workspace Status: In Progress Opening Date: Aug 16, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: Aug 16, 2020

Workspace Owner: Workshop Participant SAM Expiration Date: Jan 01, 2020 DUNS: 6162081090000

FORMS PARTICIPANTS ACTIVITY **DETAILS** GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Details:

DUNS: 6162081090000 Created on: Feb 08, 2018  
Organization: COLUMBUS, MEGAN Last Activity Date: Feb 13, 2018

Package Details:

CFDA: 93.865 – Child Health and Human Development Extramural Research  
Competition ID – Title: FORMS-E – Use for due dates on or after January 25, 2018

## Where will I see the Competition ID in my submitted application image?

The Competition ID is not visible in the application image we assemble after you submit since it is not actually part of the forms or data.

However, once your application moves forward to NIH staff for further processing (after the two-day viewing window), we automatically generate an application summary page and prepend it to your application image. The Competition ID is available on that summary page.

PI: Money, Cher D	Title: my sample FORMS-E application	
Received: 01/24/2018	FOA: PA18-345 Clinical Trial: Required	Council: 10/2018
Competition ID: FORMS-E	NIH Research Project Grant (Parent R01 Clinical Trial Required)	
1 R01 DA999999-01	Dual: AA, MH	Accession Number: 1234567
IPF: 123456	Organization: Whatsamatta U	
Former Number:	Department: Amazing Research Department	
IRG/SRG: CPDD	AIDS: N	Expedited: N
<u>Subtotal Direct Costs</u> (excludes consortium F&A)	Animals: N Humans: Y Clinical Trial: Y Current HS Code: 20 HESC: N	New Investigator: N Early Stage Investigator: N
Year 1: 250,000		
Year 2: 250,000		
Year 3: 250,000		
Year 4: 250,000		
Year 5: 250,000		
<i>Senior/Key Personnel:                      Organization:                      Role Category:</i>		
Cher D Money PhD	Whatsamatta U	PD/PI
Kandoo Moore PhD	Whatsamatta U	Co-Investigator
Will U Kurem PhD	Cures R Us	Co-Investigator

## System-to-System Solutions

Most system-to-system solutions for application preparation and submission allow users to see the Competition ID and Competition Title. However, the details for where to find that information vary by solution. Contact your administrative office or solution provider for guidance.