

## 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 packages are designated alphabetically to indicate the most recent version (e.g., FORMS-C, FORMS-D). 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 5/25/2016).

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 May 25, 2016 must use application packages with a Competition ID of FORMS-D ([NOT-OD-16-004](#)).
- Impact of Grant Application Form Update (**FORMS-D**) on Late and Continuous Submission Applications ([NOT-OD-16-064](#))
- Plan to Move to Updated Forms (FORMS-D) for Administrative Supplement, Successor-In-Interest and Change of Institution Opportunities ([NOT-OD-16-068](#))

Most of the time, FOAs have a single application package – just the one you need. During a transition to updated forms, 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.

### *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 downloadable forms
- 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.

Competition ID	Competition Title	Opening Date	Closing Date	Select Package
FORMS-C	FORMS-C	02/01/2016	05/09/2016	Select
FORMS-D	Use for due dates on or after 5/25/2016	05/05/2016	01/11/2018	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 Information

Application Identifier: 6466  
Application Project Title: my sample FORMS-D application  
PD/PI Name: Money, Cher D  
Organization: WHATSAMATTA U  
Project Period:  
Status: Work in Progress Submit Application  
Status Date: 2016-02-03 03:56:01.000 PM EST

FOA Information

FOA Number: PAR-16-014  
Opportunity Title: Novel Genomic Technology Development (R01)  
Agency: National Institutes of Health  
Competition ID: FORMS-D  
Opportunity Open Date: 05/05/2016  
Opportunity Close Date: 01/11/2018  
Agency Contact: eRA Service Desk  
http://grants.nih.gov/support/index.html

# Grants.gov Downloadable Forms & Workspace

## Downloading Application Forms

You will see the Competition ID and Competition Title when downloading your application package from Grants.gov.

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

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

GRANTS.GOV > Search Grants

### VIEW GRANT OPPORTUNITY

PAR-16-014  
Novel Genomic Technology Development (R01)  
Department of Health and Human Services  
National Institutes of Health

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package Print Package List

**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**  
Before you can view and complete an application package, you MUST have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.  
Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
	FORMS-C	FORMS-C	PKG00027107	02/01/2016	05/09/2016	Yes	Select Package
	FORMS-D	Use for due dates on or after 5/25/2016	PKG00027108	05/05/2016	01/11/2018	Yes	Select Package

After clicking the appropriate “Select Package” link, you will again see the Competition ID in the summary information provided for the FOA.

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### VIEW GRANT OPPORTUNITY

PAR-16-014  
Novel Genomic Technology Development (R01)  
Department of Health and Human Services  
National Institutes of Health

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

« Back to Packages | Print Package Details

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: PAR-16-014 – Novel Genomic Technology Development (R01)  
Opportunity Package ID: PKG00027108

CFDA:  
**Competition ID – Title: FORMS-D – Use for due dates on or after 5/25/2016**  
Agency: Department of Health and Human Services – National Institutes of Health  
Opening Date: May 05, 2016  
Closing Date: Jan 11, 2018

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. If you would like to receive notifications please click here.

**Please review Applicant FAQs as you prepare and submit your application.**

**Option 1: Download Instructions and Package**  
Download Instructions and Package by clicking the appropriate button below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You do not need Internet access to read the Instructions or the Package once you save them to your computer.

**Option 2: Create a Grants.gov Workspace**  
Login to create a Workspace, where your organization's applicants can download, complete, and upload individual forms of an opportunity package.  
[Learn more about Workspaces »](#)

Download Instructions »  
Download Package »  
Login for Workspace Features »

## Grants.gov Downloadable Forms – Work In Progress Applications

After downloading your application package and opening it in Adobe Reader, you will find the Competition ID in the header information at the top of the set of forms.

**GRANTS.GOV™** Grant Application Package Print Cancel

Opportunity Title: Novel Genomic Technology Development (R01)  
Offering Agency: National Institutes of Health  
CFDA Number:   
CFDA Description:   
**Opportunity Number: PAR-16-014**  
**Competition ID: FORMS-D**  
Opportunity Open Date: 05/05/2016  
Opportunity Close Date: 01/11/2018  
Agency Contact: eRA Service Desk  
http://grants.nih.gov/support/index.html

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 Forms to Complete**

**Mandatory** Save Save & Submit Check Package for Errors

[SF424 \(R & R\)](#)

[PHS 398 Research Plan](#)

[PHS 398 Cover Page Supplement](#)

[Research and Related Senior/Key Person Profile \(Expanded\)](#)

[Research And Related Other Project Information](#)

[Project/Performance Site Location\(s\)](#)

**Optional**

[Planned Enrollment Report](#)

## Grants.gov Workspace – Work In Progress Applications

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

**GRANTS.GOV™** SEARCH: Grant Opportunities  Enter Keyword GO

HOME | LEARN GRANTS | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV > Applicants > Manage My Workspace

**MANAGE MY WORKSPACE**

PAR-16-014 - PKG00027108  
Novel Genomic Technology Development (R01)  
Department of Health and Human Services  
National Institutes of Health

Application Filing Name: sample forms-d app [Edit Name]  
Workspace ID: WS00000259  
Workspace Status: New  
Opening Date: May 05, 2016  
AOR Status: Active  
Last Submitted Date: ---  
Closing Date: Jan 11, 2018  
Workspace Owner: Workshop Participant  
SAM Expiration Date: Jan 01, 2020

FORMS | PARTICIPANTS | ACTIVITY | **DETAILS**

**Workspace Details:**

DUNS: 616208109000 Created on: Feb 02, 2016  
Organization: COLUMBUS, MEGAN Last Activity Date: Feb 02, 2016

**Package Details:**

CFDA: ---  
**Competition ID - Title: FORMS-D - Use for due dates on or after 5/25/2016**  
Contact Information: eRA Service Desk  
http://grants.nih.gov/support/index.html

## ***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-D application	
<del>Received: 06/04/2016</del>	FOA: PAR-16-014	Council: 01/2017
Competition ID: FORMS-D	Novel Genomic Technology Development (R01)	
<del>1 R01 HG999999-01</del>	Dual:	Accession Number: 1234567
IPF: 123456	Organization: Whatsamatta U	
Former Number:	Department: Amazing Research Department	
IRG/SRG: MGA	AIDS: N	Expedited: N
<u>Subtotal Direct Costs</u> <u>(excludes consortium F&amp;A)</u> Year 1: 250,000 Year 2: 250,000 Year 3: 250,000 Year 4: 250,000 Year 5: 250,000	Animals: N Humans: Y Clinical Trial: N Current HS Code: 30 HESC: N	New Investigator: N Early Stage Investigator: N
<i>Senior/Key Personnel:                      Organization:                      Role Category:</i>		
Cher D Money PhD	Whatsamatta U	PD/PI
Jimmy Moore PhD	Whatsamatta U	Consultant
Will U Kurem PhD	Cures R Us	Consultant

## **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.