



# Electronic Submission of Grant Applications For Foreign Organizations



from Idea to Discovery



# Application Process Overview



Prepare to Apply/Register  
Find an Opportunity  
Prepare an Application  
Submit, Track, View



# Understand NIH Grants

## Grants.nih.gov – a primary resource

- Home
- About Grants
- Funding
- Forms & Deadlines
- Grants Policy
- News & Events
- About OER
- NIH Home

### About Grants

#### Grants Process

- Grants Process Overview
- Grant Application Basics
- Types of Grant Programs
- How to Apply
- Peer Review Process
- Award Management
- Foreign Grants Information
- NIH Financial Operations (w/Funding Strategy)

#### Electronic Grants

- Electronic Research
- eRA Commons
- Applying Electronically

### Grants Policy

- Policy & Guidance
- Compliance & Oversight
- Research Involving Human Subjects
- Office of Laboratory Animal Welfare (OLAW)
- Peer Review Policies & Practices
- Intellectual Property
- Invention Reporting (iEdison)
- NIH Public Access
- Research Integrity

### Funding

#### Funding Opportunities

Search NIH Guide for Grants and Contracts

- Unsolicited Applications (Parent Announcements)

### Forms & Deadlines

- Forms & Applications
- Due Dates & Submission Policies
- Submitting Your Application

### FORMS AND DUE DATES

- OER and You
- OER Annual Reports
- OER Offices
- Contact Us

#### Global OER Resources

- Glossary & Acronyms
- Frequently Used Links
- Frequently Asked Questions

**BASICS**

**FUNDING OPPORTUNITIES**

**FOREIGN GRANT INFO**

**APPLYING ELECTRONICALLY AND eRA**

**POLICY**

### News & Events

#### News Flashes

- **NEW** Electronic Submission Webinar for Foreign Institutions - Sept. 27 - Register Today!
- **NEW** Revised Pre- and Post-Award Application Forms and Instructions Available
- **NEW** Attention SBIR and STTR Phase I Awardees: Niche Assessment Program Announced

#### Get Connected

- Nexus (News)
- Rock Talk (Blog)
- Workshops & Training
- Listservs & Feeds



#### Hot Topics

Electronic submission of grant applications is **required** for all competing grant applications to NIH\*

The process requires great *attention to detail* to ensure successful submission!

\* Except multi-project applications, which are transitioning to electronic submission in 2013.



# Internal organization considerations

## Application preparation

- Who in your organization is responsible for preparing each part of the application?

## Signing authority

- Who has the authority to sign the application on behalf of your organization?

## Review process

- What internal reviews & approvals are needed before submission?

## Internal deadlines

- How far in advance do you need to complete the application to meet internal deadlines?

**Administrators and PIs must work together**



# Two Systems Working Together

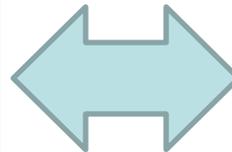
## Grants.gov

The U.S. Federal government's portal to find and apply for Federal grant funding.

Used by all 26 Federal grant-making agencies.

### **IMPORTANT:**

Each system has its own registration and application requirements.



## eRA Commons

NIH's Electronic Research Administration system that allows applicants, grantees, and NIH staff to access, share and transmit information related to applications and awarded grants.

Used by NIH and other HHS components

### **IMPORTANT:**

Each system has its own help desk and support.



## Different ways to submit an electronic application:

- Downloadable forms
  - Most common
- Institutionally developed system-to-system data stream
  - Usually used only by institutions who have lots of NIH grant funding.
- Services of a commercial service provider  
<http://era.nih.gov/ElectronicReceipt/sp.htm>



## Adobe Reader Required

Only specific Adobe Reader versions are compatible with Grants.gov forms.

- Check Grants.gov's Download Software page at [Grants.gov/resources/download\\_software.jsp](http://Grants.gov/resources/download_software.jsp)

## PDF Converter

Requested documents must be included in application in PDF format

- Follow NIH PDF guidelines: [http://grants.nih.gov/grants/ElectronicReceipt/pdf\\_guidelines.htm](http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm)

Organizations must register in multiple systems to apply. Start a **MINIMUM** of 8 weeks before the application due date.

A yellow triangular warning icon with a black exclamation mark inside, positioned to the right of the tilted text box.

All registrations **must be complete** by the application due date in order to apply.



# Organizations Must Register to Apply

Organizations must register in all the following systems:

- NCAGE (foreign only)
- DUNS
- SAM
- Grants.gov
- eRA Commons

PIs must work with their institution to register in:

- eRA Commons



**Check to see if your organization is already registered.**



# Organizational Registration: NCAGE



Foreign organizations must obtain a NATO Commercial & Government Entity Codes

- It is a 5 character code used to identifying a given facility at a specific location
- Required for System for Award Management (SAM) Registration

Information on how to obtain NCAGE codes may be found at

[http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp).

Phone: 269-961-7766



# Organizational Registration: DUNS



- Dun & Bradstreet (D&B) provides a unique nine digit identification number your business / institution.
- Free
- Begin the process at:  
<http://fedgov.dnb.com/webform>



# Organizational Registration: SAM



## SAM - System for Award Management

- Replaces what used to be the Central Contractor Registration (CCR)
- If you were previously registered in CCR you will need to go to SAM to create a SAM account.
  - Your e-mail address will link your new SAM account with your old CCR info.

*Annual renewal is required!*



# Required Registrations: SAM

## Steps for Registering Your Entity in SAM

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create a Personal Account and Login
3. Click “Register New Entity” under “Manage Entity”
4. Select type of Entity
5. Select “No” to “Do you wish to bid on contracts?”
6. Select “Yes” to “Do you want to be eligible for grants and other federal assistance?”
7. Complete “Core Data”
8. Complete “Points of Contact”
9. Wait for registration validation



### “Core Data”

- ✓ DUNS
- ✓ Business Info
- ✓ NCAGE Code
- ✓ General Information
- ✓ Financial Information
- ✓ Executive Compensation
- ✓ Proceeding Details

This information is from:

[http://www.acquisition.gov/SAM\\_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf](http://www.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf)



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 (System for Award Management). To the right are login fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login area is a 'Create an Account' link. A dark blue navigation bar contains the following menu items: HOME, SEARCH, HELP (circled in red), EXTRACTS, and GENERAL INFORMATION. Below the navigation bar, the 'Help' section is active, showing a sidebar with links to 'FAQs', 'User Guides', 'Demonstration Videos', and 'Exclusions Information' (all circled in red). The main content area is titled 'SAM User Help' and 'Top FAQs'. It contains three numbered questions with bulleted answers:

- 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?**
  - No
- 3. Do I need to create a SAM account?**
  - It depends
  - You DO NOT need an account if you are a contractor or subcontractor who is publicly available in CCR, OR
  - You DO need an account in SAM if:
    - You want to see more than 100 pages of a contract

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



## Overview of Grants.gov Registration Steps

1. Obtain DUNS Number
2. Obtain NCAGE Code
3. Register with SAM

Designate an E-business Point of Contact (E-Biz POC) who is responsible for approving requests for application submission authority.

### 4. Grants.gov Username and Password

Anyone who will submit or track applications for your organization must complete an Authorized Organization Representative (AOR) profile on Grants.gov and create a username and password.

### 5. AOR Authorization

The E-Biz POC will receive an email regarding the AOR request and must login to Grants.gov to **approve the request by providing the “Authorized Applicant” role to the user.** There can be more than one AOR for your organization.

### 6. Track AOR Status

At any time, you can track your AOR status by logging in with your username and password.





## **IMPORTANT!**



### **Register multiple AORs (Authorized Organizational Representatives)!**

- Only a person with the AOR status can submit an application to Grants.gov
- Coverage in case primary person not available.
- Allows multiple people to track status of application.



# Getting Help: Grants.gov

## Help and Support for Grants.gov:

- Hours of Operation: 24x7 except federal holidays.
- Email: [support@grants.gov](mailto:support@grants.gov)
- Phone: 800-518-4726
- Web site: [Grants.gov](http://Grants.gov)
- Help Page: [Grants.gov/help/help.jsp](http://Grants.gov/help/help.jsp)
- On-line help request: [grants-portal.psc.gov/Welcome.aspx?pt=Grants](http://grants-portal.psc.gov/Welcome.aspx?pt=Grants)
  - Click on Contact Us in upper right corner



## Grants.gov Self-Service Web Portal



### Welcome

Welcome to the Self-Service Knowledgebase. Please make a selection from the top ten FAQ's below, check the status of an existing ticket, or access our self-help options.

Font Size: A A A

Contact Us | Welcome



# Registration in eRA Commons

Both the applicant organization AND the PI need to be registered in the eRA Commons

1. Applicant organization needs to register
2. Applicant organization initiates PI registration in eRA Commons
  - Or affiliates a PI with their institution if PI already has a Commons account
3. PI completes registration process in Commons.



## Overview of eRA Commons Registration Steps



- 1. Complete the online Institution Registration Form**
- 2. Print & fax the registration page**

The Signing Official (SO) must sign, *date and fax* the registration to the number listed on the form.
- 3. Signing Official must verify email address**

Once the registration is submitted electronically an email verification is sent. SO must *click link to verify email*.

***Steps 2 & 3 must be completed before NIH can process the registration.***
- 4. Signing Official receives “Approval” email from NIH**

The “Approval” email contains *a link to information that you must verify* as correct before the confirmation process is completed.
- 5. Signing Official receives user names and temporary passwords**

After the completion of the confirmation, the SO will receive two emails that contain the user names and temporary password for the SO and Account Administrator (AA) created during the registration process.
- 6. Log into Commons**

The SO and AA log into Commons and can administer additional accounts as needed.



## Help and Support for eRA Commons:

- Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time, except for Federal holidays
- Web: [grants.nih.gov/support](https://grants.nih.gov/support)
- **Toll-free:** 1-866-504-9552
- **Phone:** 301-402-7469
  
- Web site: <https://public.era.nih.gov/commons/>
- On-line help requests: <http://era.nih.gov/help/index.cfm>



# Who Does What? Registering People

## Electronic SF424 (R&R) Application Submission Process

### Roles of AOR/SO and PI in electronic submission

	Prepare to apply	Find opportunity and download package	Prepare application	Submit application to Grants.gov	Check submission status in Commons	Verify
<b>Authorized Organizational Representative (AOR)/Signing Official (SO)</b>	Registers at Grants.gov and Commons Helps PI Register in Commons; Updates Institutional Profile			Submits application to Grants.gov	If errors found, AOR/SO submits changed/corrected application to Grants.gov	
<b>Principal Investigator (PI)</b>	Registers in Commons through AOR/SO; Updates Personal Profile	Finds and downloads opportunity-specific application from Grants.gov or NIH Guide**	Prepares SF424(R&R) application package; sends completed package to AOR**			
<b>AOR/SO and PI</b>	Download Compatible Adobe Reader from Grants.gov				Check status of application in Commons If errors found, AOR/SO and PI correct the application**	Verify application, if no errors

\*\* Business practice may vary by institution. Please check with your business office

**Submission complete**



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- Peer Review Policies & Practices
- Intellectual Property
- Invention Reporting (iEdison)
- NIH Public Access
- Research Integrity

### Funding

#### Funding Opportunities

Search NIH Guide for Grants and Contracts

Go

- Funding Opportunities & Notices
- Unsolicited Applications (Parent Announcements)
- Recovery Act Grant Information
- Research Training & Career Development
- Small Business (SBIR/STTR)
- Contract Opportunities
- NIH Loan Repayment Programs
- Challenge.gov

### Forms & Deadlines

- Forms & Applications
- Due Dates & Submission Policies
- Submitting Your Application

## Funding Opportunities are posted in the NIH Guide for Grants and Contracts

- NIH Common Fund
- OppNet (Behavioral & Social Sciences)

#### Award Data

- Search NIH Awards (RePORTER)
- NIH Data Book
- Reports, Data & Analyses (RePORT)

### About OER

- OER and You
- OER Annual Reports
- OER Offices
- Contact Us

#### Global OER Resources

- Glossary & Acronyms
- Frequently Used Links
- Frequently Asked Questions

### Events

#### Flashes

- Electronic Webinar for Foreign Institutions - Sept. 27 - Register Today!
  - **NEW** Revised Pre- and Post-Award Application Forms and Instructions Available
  - **NEW** Attention SBIR and STTR Phase I Awardees: Niche Assessment Program Announced
- More...

### Get Connected

- Nexus (News)
- Rock Talk (Blog)
- Workshops & Training
- Listservs & Feeds



More...

### Hot Topics



# Find Opportunity

Find Funding Opportunity Announcements (FOAs) in either:

NIH Guide for Grants and Contracts

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

**Grants.gov**

<http://www.grants.gov>

**Funding**

**Funding Opportunities**

Search *NIH Guide for Grants and Contracts*

- Funding Opportunities & Notices
- Unsolicited Applications (Parent Announcements)
- Record Act Grant Information
- Record Training & Career Development
- Small Business (SBIR/STTR)

Parent Announcements for Unsolicited Applications



Why Check Both?

**Applicant Login**

**Find Grant Opportunities**

- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Subscriptions

**Get Registered**

- Apply for Grants
- Track My Application
- Applicant Resources
- Search, FAQs, Userguides and site information



# Finding FOAs in NIH Guide

Review list of FOAs matching your criteria and find FOA of interest

Announcement Number	Related Announc.	Issuing Organization	Release Date	Opening Date (SF424 Only) ?	Expiration Date	Activity Code(s)	Title
<a href="#">PA-12-006</a>	<a href="#">See Related</a>	NIH	11/02/2011	01/25/2012	01/08/2015	R15	Academic Research Enhancement Award (Parent R15)
<a href="#">PA-11-260</a>	<a href="#">See Related</a>	NIH	07/22/2011	08/12/2011	09/08/2014	R01	Research Project Grant (Parent R01)
<a href="#">PA-11-261</a>	<a href="#">See Related</a>	NIH	07/22/2011	08/12/2011	09/08/2014	R21	NIH Exploratory/Developmental Research Grant Program

Click **Announcement Number** link to access FOA information

							Program (Parent R03)
<a href="#">PA-10-071</a>	<a href="#">See Related</a>	NIH	01/04/2010	03/12/2010	01/08/2013	R13,U13	NIH Support for Conferences and Scientific Meetings (Parent R13/U13)



# Funding Opportunity Announcement

- 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 trump 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



## Excerpt from PA-11-260 FOA

### Required Application Instructions

It is critical that applicants follow the instructions in the [SF 424 \(R&R\) Application Guide](#) (for FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)). Conformance to all requirements of the FOA is required and strictly enforced. Applicants must read and follow all applicable instructions as any program-specific instructions noted in [Section IV](#). When the program-specific instructions in the [NIH Guide](#), follow the program-specific instructions. **Applications that do not comply with the instructions are not accepted for review.**

Click **Apply for Grant Electronically** button found within the FOA in the NIH Guide.

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 page for the FOA

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
	PA-11-260	ADOBE-FORMS-B2	ADOBE-FORMS-B2	National Institutes of Health	download

Click **download**.

Select highest available Competition ID if more than one choice is presented



# Download App. Instructions & Package



GRANTS.GOV<sup>SM</sup>

[Contact Us](#) [SiteMap](#) [Help](#)  [RSS](#) [Home](#)

## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the application for the following opportunity:

**CFDA Number:** 93.396: Cancer Biology Research

**Opportunity Number:** PAR-12-289: Revisions for Early-Stage Development of Informatics Technology (U01)

**Competition ID:** ADOBE-FORMS-B2

**Competition Title:** Adobe-Forms-B2

**Agency:** National Institutes of Health

**Opening Date:** 12/22/2012

**Closing Date:** 06/18/2015

**Sign up for Agency updates to FOA**

To download an application, you will need to submit an email address so that you can be notified of any changes to the application before the closing date. Your e-mail address will allow us to e-mail you in the event this opportunity is changed and republished on Grants.gov before its closing date.

Email:  Confirm Email:

Would you like to receive synopsis modification notices as well?

No, I do not wish to provide my email address



# Download App. Instructions & Package



Contact Us SiteMap Help  RSS Home

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**Competition Title:** Adobe-Forms-B2

**Agency:** National Institutes of Health

**Opening Date:** 12/22/2012

**Closing Date:** 06/18/2015

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, [please click here](#).

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

**Download application instructions and application package**



# Application Process Overview

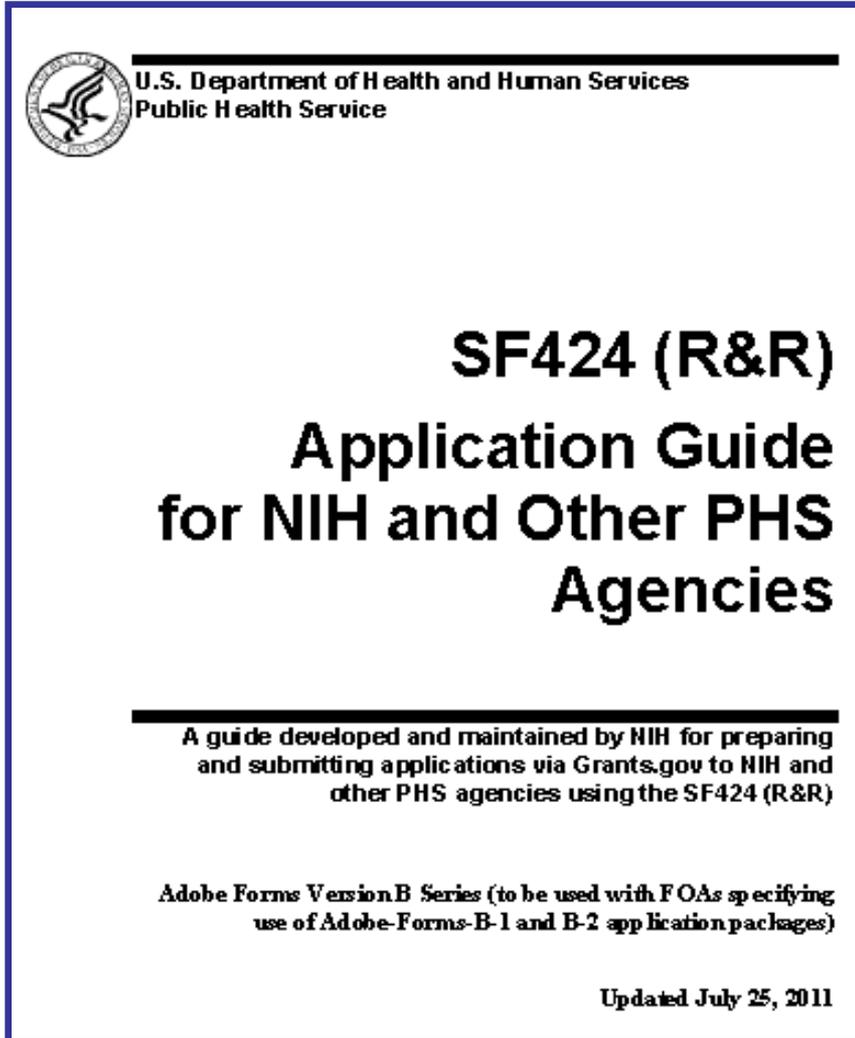
- ✓ Register
- ✓ Prepare to Apply
- ✓ Find an Opportunity
- ✓ Prepare an Application
- Submit, Track, View





# Application Guide

- *Read and follow application guide instructions*
- Agency-specific instructions are marked with the HHS logo



The image shows the cover of a guide titled "SF424 (R&R) Application Guide for NIH and Other PHS Agencies". At the top left is the U.S. Department of Health and Human Services Public Health Service logo. The title is centered in large, bold, black font. Below the title, a horizontal line separates it from a paragraph: "A guide developed and maintained by NIH for preparing and submitting applications via Grants.gov to NIH and other PHS agencies using the SF424 (R&R)". Another horizontal line follows. Below that is the text: "Adobe Forms Version B Series (to be used with FOAs specifying use of Adobe Forms B-1 and B-2 application packages)". At the bottom right of the cover is the date "Updated July 25, 2011".

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

**SF424 (R&R)**  
**Application Guide**  
**for NIH and Other PHS**  
**Agencies**

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

Adobe Forms Version B Series (to be used with FOAs specifying use of Adobe Forms B-1 and B-2 application packages)

Updated July 25, 2011





- NIH uses the SF424 Research & Related (R&R) data set
  - Owned and maintained by Grants.gov
- NIH electronic grant applications include:
  - Federal-wide (R&R) components
    - NIH does not have control over which fields are marked required in these government-wide forms
  - Agency-specific (PHS) components



# Grant Application Package Screen

Save the package locally.

\*Application Form Screen - Top\*

Save & Submit **Save** Print Cancel Check Package for Errors

GRANTS.GOV™ Grant Application Package

Opportunity Title:	Research Project Grant (Parent R01)
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Opportunity Number:	PA-11-260
Competition ID:	ADOBE-FORMS-B2
Opportunity Open Date:	08/12/2011
Opportunity Close Date:	09/07/2014
Agency Contact:	Grants Info Grants Information E-mail: GrantsInfo@nih.gov Phone: 301-435-0714

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:

Make sure you have the correct application package.

FOA information is automatically populated and not editable.

Mandatory Grants.gov fields highlighted yellow with red box.



# Grant Application Package Screen

Mandatory Documents must be completed prior to submission.

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

\*Application Form Screen - Bottom\*

## Mandatory Documents

SF424 (R & R)  
Research & Related Senior/Key Person Profile (E)  
Research & Related Other Project Information  
Research & Related Project/Performance Site Loc.  
PHS 398 Cover Page Supplement  
PHS 398 Research Plan  
PHS 398 Checklist

## Optional Documents

PHS 398 Cover Letter File  
PHS 398 Modular Budget  
Research & Related Budget  
R & R Subaward Budget Attachment(s) Form

Move Form to Complete



Move Form to Delete



M

SU

M



## Mandatory Documents for Submission

**IMPORTANT:**

Optional means you must read the FOA instructions to know if you need the form!

Open Form

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



# Completing the Application

## Tips for Success:

- Follow FOA-specific guidelines (e.g., special attachments, specific section headings)
- Follow application guide requirements
  - Including guidelines for fonts and margins
- Do not include page headers or footers
  - Section headings as part of the text are encouraged
- Avoid 2-column and “landscape” formats



# Avoiding Common Errors

Watch for fields that are required by NIH but not marked required on federal-wide forms

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 government, or foreign entity.

Organization Name: Whatsamatta U

DUNS Number: **6162081090000** ← 

\* Street1: 123 Easy Street

Street2:

\* City: Bethesda

\* State: MD: Maryland

Province:

\* Country: USA: UNITED STATES

**ADOBE-FORMS-B1 & later:  
Project/Performance Site DUNS  
is not required by Grants.gov,  
but is still required by NIH for  
federal reporting.**

**IMPORTANT:**  
The DUNS number on the application must be the same one associated with the AOR's account in Grants.gov.



# Avoiding Common Errors

More fields that are required by NIH but not marked required on federal-wide forms

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

Position/Title: Department:

Organization Name: Division:

\* Street1: Street2:

\* City: County: \* State: Province:

\* Country: USA: \* Zip / Postal Code:

\* Phone Number Fax Number \* E-Mail

Credential, e.g., agency login: **Enter PI Commons Username**

\* Project Role: PD/PI Other Project Role Category:

\* Attach Biographical Sketch Add Attachment Delete Attachment View Attachment

Attach Current & Pending Support Add Attachment Delete Attachment View Attachment

**PROFILE - Senior/Key Person 1**

Prefix \* First Name Middle Name \* Last Name Suffix

Position/Title: Department:

Organization Name: **Enter Organization Name**

\* Street1: Street2:

\* City: County: \* State: Province:

\* Country: USA: \* Zip / Postal Code:

\* Phone Number Fax Number \* E-Mail

Credential, e.g., agency login:

\* Project Role: Other Project Role Category:

\* Attach Biographical Sketch Add Attachment Delete Attachment View Attachment

Attach Current & Pending Support Add Attachment Delete Attachment View Attachment

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

**eRA Commons Username must be supplied in *Credential* field for everyone with PD/PI role**



**Organization name is used to determine reviewer conflicts and is required for all Sr/Key entries**





# Avoiding Common Errors

Some terminology used by other federal agencies, but not used by NIH.

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix:  \* First Name:  Middle Name:

\* Last Name:

Position/Title:

Organization Name:

\* Street1:

Street2:

\* City:  County/ Parish:

\* State:

\* Country: USA: UNITED STATES

\* Phone Number:  Fax Number:

\* E-Mail:

Credential, e.g., agency login:

\* Project Role:  Other Project Role:

Degree Type:

Degree Year:

\* Attach Biogr

Attach Curre

FILE - Senior/Key Person 1

**CAUTION!**

NIH does not support "Co-PD/PI" field. If you have multiple Program Directors (PD) and Principle Investigators (PI), use "PD/PI"



# Avoiding Common Errors

Include effort > 0 for all Sr/Key listed on the R&R Budget form.

Expiration Date: 08/30/2011

**RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1**

\* ORGANIZATIONAL DUNS:

\* Budget Type:  Project  Subaward/Consortium

Enter name of Organization:

\* Start Date:  \* End Date:  Budget Period 1

**A. Senior/Key Person**

Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PD/PI	<input type="text"/>	<input type="text"/>	<input type="text"/>				
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>									
9.	Total Funds re											<input type="text"/>
Total Senior/Key Person											<input type="text"/>	

**Must provide effort in Calendar Months OR a combination of Academic Months and Summer Months. Error will result if all 3 are empty or if all 3 have data.**



## Use PDF format for all attachments

- Use simple PDF-formatted files
  - Do not use Portfolio or similar feature to bundle multiple files into a single PDF
  - Disable security features like password protection
- Keep file names to 50 characters or less and use only letters, numbers, underscore (\_), space, and dash (hyphen -)
- Do not include headers or footers
  - Section headings as part of the text are encouraged
- Follow guidelines for fonts and margins
- Avoid 2-column and “landscape” format

### **PDF Guidelines:**

[http://grants.nih.gov/grants/ElectronicReceipt/pdf\\_guidelines.htm](http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm)



# Avoiding Common Errors

## Use the Application for hints and help:

Hover over a field and help text will appear.

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, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:  County:

\* State:

Province:

\* Country: USA: UNITED STATES

\* ZIP / Postal Code:

\* Project/ Performance Site Congressional District:

Program District: Enter the Congressional District in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district.

If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland.

If nationwide (all districts in all states), enter US-all.

If the program/project is outside the US, enter 00-000.

To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application.



## Review the Web Page on Avoiding Common Errors:

The screenshot shows the NIH Grants.gov website. The navigation bar includes links for Home, About Grants, Funding, Forms & Deadlines, Grants Policy, News & Events, About OER, and NIH Home. The left sidebar contains a menu with categories like Electronic Grants, Applying Electronically, Avoiding Common Errors, and Grants Basics. The main content area is titled "Applying Electronically - Avoiding Common Errors" and includes a sub-section "Ten Checks to Help Avoid Common Errors" with a list of three items. The right sidebar features "Need Help?", "Subscribe!", a search box, "Tips", and "What's New?".

**Home** | **About Grants** | Funding | Forms & Deadlines | Grants Policy | News & Events | About OER | NIH Home

**Electronic Grants**

- Applying Electronically
  - Prepare to Apply & Register
  - Find Opportunity & Download Application Package
  - Prepare Application
  - Submit, Track & View Application
- Avoiding Common Errors
  - Frequently Asked Questions
  - Training
  - Resources
  - Finding Help
  - Site Map
  - eRA Commons
  - Intranet Link (NIH Staff Only)
- Grants Basics

### Applying Electronically - Avoiding Common Errors

**On This Page:**

- [Ten Checks to Help Avoid Common Errors](#)
- [Avoiding Common Warnings](#)
- [How To Submit A Corrected Application](#)

#### Ten Checks to Help Avoid Common Errors

NIH recently examined a sample of approximately 45,000 applications received from January through April, 2010 to see which errors applicants most commonly received. Going through the final checks below will help you avoid errors and successfully submit your application! For additional help avoiding common errors check out our [Annotated Forms](#) with field-by-field tips on completing the SF424.

- Does the DUNS number on the SF424 (R&R) cover form match the DUNS used for Grants.gov & Commons registration?**
- Did you provide correct Type of Submission (box #1), Federal Identifier (box #4), and Type of Application (box #8) information on the SF424 (R&R) cover form?**  
These three fields all work together - be sure to follow the [application guide](#) instructions carefully.
- Did you include the eRA Commons ID in the Credential field of the R&R Sr/Key Person Profile form for all PD/PIs?**  
Including the eRA Commons ID for the PD/PIs is an NIH requirement and is critical to our ability to process your application and the associated funding information. For more information, see the [eRA Commons ID](#) page.

**Need Help?**

**Subscribe!**

Search this site only

[Advanced Search](#)

**Tips**

**What's New?**

**Related Links**

- [Grants.gov Get Registered](#)
- [Obtaining a DUNS number](#)
- [Registering with SAM](#)
- [Obtaining an EIN from the IRS](#)

[http://grants.nih.gov/grants/ElectronicReceipt/avoiding\\_errors.htm](http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm)



# Avoiding Common Errors – Multi-PI

- Remember, NIH does not support the role of Co-PD/PI. For multi-PI project use the PD/PI role for Senior/Key Person
- If multi-PI project, all list Senior/Key Persons need Credential field completed with eRA Commons Username (Required by NIH)
- For multi-PI project, must provide effort in Calendar Months OR a combination of Academic Months and Summer Months. Error will result if all 3 are empty or if all 3 have data



# Common Questions: Foreign Applicants

## Particular scenarios you need to be aware of:

- **SF424 Form: Item #6 Employer Identification field (EIN or TIN)** - non-U.S. organizations can use 44-4444444
- **Eligibility:** Check that FOA allows applications from foreign organizations
- **Budget:** Foreign applications ALWAYS require a detailed budget
- **Date:** Format is ALWAYS MM/DD/YYYY (09/27/2012)



# Common Questions: Foreign Applications

## On the SF424 (RR):

**State is NOT required IF country is selected first.**

OMB Number: 4040-0010  
Expiration Date: 08/31/2011

**Performance Site Location(s)**

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.

Project/Performance Site Primary Location

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:

\* State:

Province:

\* Country: USA: UNITED STATES

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

**Providence is required for Canada**

**Phone Number fields have 25 character limit, but no format requirements**

**Congressional District, use 00-000**



**NIH has made an SF424 (R&R) application package available with field by field tips to help you avoid common errors.**

[Grants.nih.gov/grants/ElectronicReceipt/files/app\\_form\\_tips.pdf](http://Grants.nih.gov/grants/ElectronicReceipt/files/app_form_tips.pdf)

OMB Number: 4040-0001  
Expiration Date: 06/30/2011

**APPLICATION FOR FEDERAL ASSISTANCE**  
**SF 424 (R&R)**

Fill out SF 424 (R&R) form first. It populates fields in other forms.

1. \* TYPE OF SUBMISSION

Use Changed/Corrected when correcting eRA errors/warnings.

Pre-application  Application  Changed/Corrected Application

2. DATE SUBMITTED

Applicant Identifier

Use Application for first submission attempt.

Field must be completed for DP1 and DP2 applications.

3. DATE RECEIVED BY STATE

4. a. Federal Identifier

b. Agency Routing Identifier

If Application (box 1) + New (box 8), then leave blank. If Changed/Corrected (box 1) + New (box 8), use previous Grants.gov tracking #. Otherwise, use institute and serial # of previous NIH grant/app. # (e.g., use CA987654 from 1R01CA987654-01).

5. APPLICANT INFORMATION

\* Organizational DUNS:

Must match DUNS used for Grants.gov and eRA Commons registrations. Must be 9 or 13 digits; no letters or special characters.

\* Legal Name:  Do not use Pre-application unless specifically noted in FOA (e.g., X02).

Department:  Division:

\* Street1:

Street2:

\* City:  County / Parish:

\* State:  Province:

\* Use these annotated forms in conjunction with the application guide



# Application Process Overview

- ✓ Register
- ✓ Prepare to Apply
- ✓ Find an Opportunity
- ✓ Prepare an Application
- ✓ Submit, Track, View





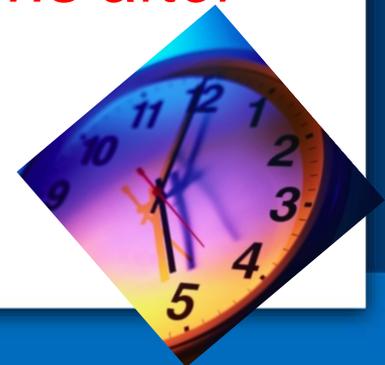
# On-time Submission

## 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.

*A few 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





# On-time Submission

The screenshot shows the Grants.gov application interface. At the top, there are buttons for "Save & Submit", "Save", "Print", "Cancel", and "Check Package for Errors". The "Save & Submit" and "Check Package for Errors" buttons are circled in blue. Below the buttons, the "Grant Application Package" section is visible, containing fields for Opportunity Title, Offering Agency, CFDA, and Grants Info. The "Check Package for Errors" callout points to the "Check Package for Errors" button. The "Save & Submit" callout points to the "Save & Submit" button. The "You must SUBMIT" callout points to the "Open Form" button at the bottom right.

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

**Check Package for Errors** only checks a subset of Grants.gov errors

You must **SUBMIT** the application for it to be checked against NIH application instructions. NIH errors/warnings will be displayed in the eRA Commons.

Open Form



# On-time Submission

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:

Warning: JavaScript Window

Enter your **Grants.gov** username and password – you must be fully registered to successfully submit.

Only the **AOR** can submit application!



# On-time Submission

**GRANTS.GOV<sup>SM</sup>**

Application Submission Verification and Signature

Opportunity Title: G.g AT07 and NIH Ext-UAT Test FOA (R01)  
Offering Agency: National Institutes of Health Stage  
CFDA Number: 93.838  
CFDA Description: Lung Diseases Research  
Opportunity Number: PA-B1-R01  
Competition ID: ADOBE-FORM5-B1  
Opportunity Open Date: 2010-09-09  
Opportunity Close Date: 2014-09-09  
Application Filing Name: Cher D Money sample application 1

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 package 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.



# On-time Submission



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

## Confirmation

Thank you for submitting your grant application currently being processed by the Grants.gov system. Over the next 24 to 48 hours, you will receive an email message from the Grants.gov system either being successfully validated by the system or rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated by the Grants.gov system, you will receive an email message within a few days or weeks from the date of submission.

You may also monitor the processing status of your application by clicking on the "Track My Application" link.

Note: Once the grantor agency has retrieved your application, they will contact you directly for any subsequent questions regarding making an award decision.

**IMPORTANT NOTICE:** If you do not receive a confirmation or a rejection email message within 48 hours, you can be reached by email at [support@grants.gov](mailto:support@grants.gov). Please include your Grants.gov tracking number in the subject line of your email. Grants.gov tracking numbers look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT00553542
<b>Applicant DUNS:</b>	61-620-8109
<b>Submitter's Name:</b>	Workshop Participant
<b>CFDA Number:</b>	93.838
<b>CFDA Description:</b>	Lung Diseases Research
<b>Funding Opportunity Number :</b>	PA-B2A-R01
<b>Funding Opportunity Description :</b>	G.g AT07 and NIH Ext-UAT Test FOA (R01)
<b>Agency Name :</b>	National Institutes of Health Stage
<b>Application Name of this Submission :</b>	cherdmoney_AT07_Workshop_Completed
<b>Date/Time of Receipt :</b>	2012.03.14 1:46 PM, EDT

Print/Save your Confirmation screen info

Grants.gov Tracking #

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

TRACK MY APPLICATION – To check the status of this application, please click the [https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking\\_num=GRANT00553542](https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00553542)



# Track Application – eRA Commons

Commons “Status” is an integral part of electronic application submission:

- Applications are retrieved from Grants.gov by eRA Commons and checked against NIH application and funding opportunity instructions
- Processing results are available in eRA Commons Status tab to SOs, PD/PIs and delegated assistants
- E-mail notifications concerning processing results are sent

## **IMPORTANT:**

DO NOT rely on email as the best way to know what is happening! Login to Commons and check the Status!!



# Check Status in Commons – PD/PI

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

## Status

Select Recent/Pending eSubmissions

### [Recent/Pending eSubmissions](#)

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

### [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:

Search

Clear

Or provide Grants.gov tracking number from e-mail notification



# Track Status in eRA Commons – PD/PI

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health

Welcome cherdmoney4  
 Institution: WHATSAMATTA U  
 Authority: PI [Log-out](#)

Version 2.28.01  
[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) **Status** [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

[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 subset of your Recent/Pending eSubmissions, please click [Recent/Pending eSubmissions](#) to see a complete list of your Recent/Pending eSubmissions.

**Indicates eSubmission Error**

1-7 of 7 1

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00524921		eSubmission Error	Great Research Proposal on Really Impressive Topic	MONEY, CHER D	3/25/2010 8:3:12	<a href="#">Show All Prior Errors</a>
GRANT00538617		eSubmission Error	Amazing Research Project	MONEY, CHER D	1/26/2011 8:36:35	<a href="#">Show All Prior Errors</a>

[Export to Excel](#)

**Grants.gov tracking #**

### Errors/Warnings for Prior Failed eSubmissions

Grants.gov Tracking #	Date	Error/Warning
GRANT00538617	2011-01-26	ERROR The DUNS Number for the Primary Location is required on the Project/Performance Site Location selection is not checked. (2.19.1)
		WARNING No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Personnel list. If your degrees are not current, please update them in the eRA Commons. Instructions on updating profile information are available at <a href="#">help/216.htm</a> . (4.29.1)
		WARNING In most cases, a Personnel Justification attachment should be included if a Modular Budget is used. (3.15.1)
		WARNING In most cases, a Bibliography and References Cited attachment should be included. (3.15.1)

[Close](#)

**Grants.gov tracking #/date are displayed, followed by the list of errors/warnings for each submission attempt**



# Track Status in eRA Commons



- Errors stop application processing and must be corrected



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

**Errors/warnings must be corrected by the submission deadline in order for the submission to be considered on time!**

## Helpful Links

Avoiding Common Errors page:

[http://grants.nih.gov/grants/ElectronicReceipt/avoiding\\_errors.htm](http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm)

Full list of Commons Validations:

[http://grants.nih.gov/grants/ElectronicReceipt/files/SF424RR\\_Validation.pdf](http://grants.nih.gov/grants/ElectronicReceipt/files/SF424RR_Validation.pdf)



- Errors stop application processing and must be corrected *before the submission deadline!*



- Warnings do not stop application processing, but can be corrected *before the submission deadline!* at the discretion of the applicant.

If you submit a corrected application (correcting warnings) after the submission deadline, the original on time application is overwritten and lost. The new submission will have a time stamp on it that is after the submission deadline, it will be marked as late, and will not be accepted.



# VERY IMPORTANT!

- *Submit Early!*
- *Days Early!*
- *Not Hours Early!*
- *Not Minutes Early!*
- *Days Early!*





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



# Application Viewing Window

- Applicants have **two (2) business days** to view the error free 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 **prior to the due date!**

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





# Status – View Application Image

Status is Pending Verification

GRANT00538620	<a href="#">AN:3029260</a>	Pending Verification	Amazing Research Project	MONEY, CHER D	1/26/2011 9:9:54	<a href="#">Show All Prior Errors</a>
---------------	----------------------------	----------------------	--------------------------	---------------	------------------	---------------------------------------

Follow link to detailed status info

## Status Information

### eSubmission Errors/Warnings

- No degrees have been submitted for application image, you should include the
- The Research Plan is limited to 25 pages. If the text does not exceed 25 pages then occupied by

Follow e-Application link to view assembled application image

### General Grant Information

Status: Application entered into system  
Institution Name: EXT UAT DEMO CORP  
School Name:  
School Category:  
Division Name:  
Department Name:  
PI Name: Mo

View Appendices and Cover Letter

### Other Relevant Documents ?

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



# Status – e-Application

Bookmarks

- Face Page
- Table of Contents
- Performance Sites
- Other Information
- Project Description
- Public Health Relevance Statement
- Key Personnel
- Biosketches
- Clinical Trial & HESC
- Modular Budget
- List of Research Plan Attachments
- Strategic Aims
- Strategy

OMB Number: 4040-0001  
Expiration Date: 06/30/2011

### APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

3. DATE RECEIVED BY STATE: [ ] State Application Identifier: [ ]

1. \* TYPE OF SUBMISSION  
 Pre-application  Application  Changed/Corrected Application

4. a. Federal Identifier: [ ]  
b. Agency Routing Identifier: [ ]

2. DATE SUBMITTED: [ ] Applicant Identifier: [ ]

5. APPLICANT INFORMATION \* Organizational DUNS: 616208109

\* Legal Name: Whatsanatta U  
Department: [ ] Division: [ ]  
\* Street1: 123 Easy Street  
Street2: [ ]  
\* City: My City County / Parish: [ ]  
\* State: MD: Maryland Province: [ ]  
\* Country: USA: UNITED STATES \* ZIP / Postal Code: 20817-1852

Person to be contacted on matters involving this application  
Prefix: [ ] \* First Name: Ima Middle Name: [ ]  
\* Last Name: Doer Suffix: [ ]  
\* Phone Number: 301-555-1111 Fax Number: [ ]  
Email: askera@mail.nih.gov

6. \* EMPLOYER IDENTIFICATION (EIN) or (TIN): 44-4444444

7. \* TYPE OF APPLICANT: [ ] 0: Private Institution of Higher Education  
Other (Specify): [ ]



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



# Submission Complete!

- 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**





# Need Assistance with Your Application Submission?

- 1. Check the FOA and/or Application Guide.**
- 2. Contact the appropriate help desk.**
- 3. If a problem with our systems is jeopardizing your ability to submit on-time be sure to:**
  - Contact the eRA Help Desk **before the application deadline** to document the problem!**



- **Grants.gov:**

For help with the Grants.gov registration process, downloading forms, form behavior or with technical aspects of submitting through the Grants.gov system:

- **Check the Grants.gov Website:** [www.grants.gov](http://www.grants.gov)
- **Grants.gov Contact Center**
  - Contact Center Phone: 1-800-518-4726
  - Business Hours: 24 hours/day; 7 days/week (closed on Federal Holidays)
  - E-mail: [support@grants.gov](mailto:support@grants.gov)

- **eRA Commons:**

For help with eRA Commons registration or system validations after submission through Grants.gov:

- **Check the eRA Commons Website:** <https://commons.era.nih.gov/commons/index.jsp>
- **eRA Commons Help Desk**
  - **Web support:** <http://era.nih.gov/help/index.cfm#era>
  - Phone: 301-402-7469
  - Toll Free: 866-504-9552
  - TTY: 301-451-5939
  - Business hours: Mon. –Fri. , 7 a.m. – 8 p.m. ET

- **Grants Info:**

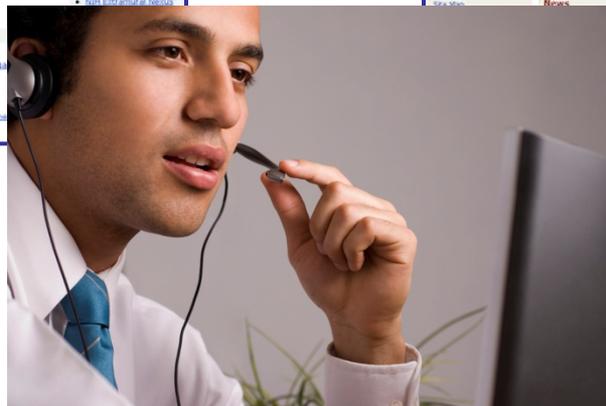
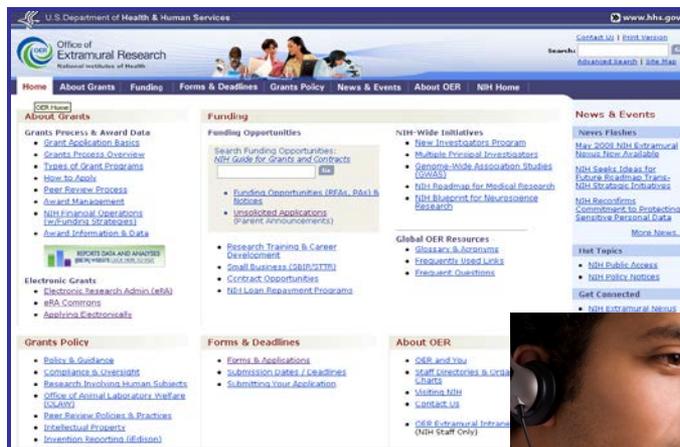
For help with grant policy, application content requirements and other general inquiries:

- Review the Application Instruction Guide
- Review the FOA
- **Grants Info**
  - Phone: 301-435-0714
  - E-mail: [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov)





# Applicant & Grantee Resources



# Understand NIH Grants

## Grants.nih.gov – a primary resource

- Home
- About Grants
- Funding
- Forms & Deadlines
- Grants Policy
- News & Events
- About OER
- NIH Home

### About Grants

#### Grants Process

- Grants Process Overview
- Grant Application Basics
- Types of Grant Programs
- How to Apply
- Peer Review Process
- Award Management
- Foreign Grants Information
- NIH Financial Operations (w/Funding Strategy)

#### Electronic Grants

- Electronic Research
- eRA Commons
- Applying Electronically

### Grants Policy

- Policy & Guidance
- Compliance & Oversight
- Research Involving Human Subjects
- Office of Laboratory Animal Welfare (OLAW)
- Peer Review Policies & Practices
- Intellectual Property
- Invention Reporting (iEdison)
- NIH Public Access
- Research Integrity

### Funding

#### Funding Opportunities

Search NIH Guide for Grants and Contracts

- Unsolicited Applications (Parent Announcements)

- NIH Loan Repayment Programs
- Challenge.gov

### Forms & Deadlines

- Forms & Applications
- Due Dates & Submission Policies
- Submitting Your Application

**BASICS**

**FUNDING OPPORTUNITIES**

**FOREIGN GRANT INFO**

**APPLYING ELECTRONICALLY AND eRA**

**FORMS AND DUE DATES**

**POLICY**

- Stem Cell Information
- NIH Common Fund
- OppNet (Behavioral & Social Sciences)

#### Award Data

- Search NIH Awards (RePORTER)
- NIH Data Book
- Reports, Data & Analyses (RePORT)

### News & Events

#### News Flashes

- **NEW** Electronic Submission Webinar for Foreign Institutions - Sept. 27 - Register Today!
- **NEW** Revised Pre- and Post-Award Application Forms and Instructions Available
- **NEW** Attention SBIR and STTR Phase I Awardees: Niche Assessment Program Announced

#### Get Connected

- Nexus (News)
- Rock Talk (Blog)
- Workshops & Training
- Listservs & Feeds



#### Hot Topics

#### Global OER Resources

- Glossary & Acronyms
- Frequently Used Links
- Frequently Asked Questions



## [Grants.nih.gov/Grants/ElectronicReceipt](https://www.grants.nih.gov/Grants/ElectronicReceipt)

U.S. Department of Health & Human Services www.hhs.gov

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### Electronic Grants

**Applying Electronically**

Prepare to Apply & Register  
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### Applying Electronically

Most competing grant programs at NIH require electronic application submission. Applicant organizations submit using [Grants.gov](https://www.grants.gov), the federal-wide portal for finding and applying for grants. Applicants must track their application submission from Grants.gov to the [eRA Commons](#), NIH's system for grants administration, to complete the submission process.

#### Electronic Application Process

```

graph LR
    1[1. Prepare to Apply & Register] --> 2[2. Find Opportunity  
Find Opportunity | Download Applic.]
    2 --> 3[3. Prepare Application]
    3 --> 4[4. Submit, Track & View]
  
```

[Process Overview](#)

#### Make Sure To...

- **Register early!** Registration at both [Grants.gov](https://www.grants.gov) and [eRA Commons](#) is required, can take 4 weeks or more and MUST be completed before the submission deadline. [Learn more.](#)
  - o [Verify](#) active [Central Contractor Registration \(CCR\)](#) well before the submission deadline. CCR must be renewed yearly for Grants.gov to accept the application.

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[Grants.nih.gov/grants/guide/listserv.htm](https://grants.nih.gov/grants/guide/listserv.htm)



# Resources for International Organizations

Foreign Grants Information Web Page

[Grants.nih.gov/grants/foreign/](https://grants.nih.gov/grants/foreign/)

NIH eSubmission Tips for International Applicants

[Grants.nih.gov/grants/ElectronicReceipt/files/Tips\\_for\\_International\\_Applicants.pdf](https://grants.nih.gov/grants/ElectronicReceipt/files/Tips_for_International_Applicants.pdf)

Common Questions & Answers for International Applicants

[Grants.nih.gov/grants/ElectronicReceipt/files/international\\_qa.pdf](https://grants.nih.gov/grants/ElectronicReceipt/files/international_qa.pdf)

Quick Contact Support for International Applicants

[Grants.nih.gov/grants/ElectronicReceipt/files/international\\_support.pdf](https://grants.nih.gov/grants/ElectronicReceipt/files/international_support.pdf)

eRA FAQs page (search on “foreign”)

[Era.nih.gov/commons/faq\\_commons.cfm](https://era.nih.gov/commons/faq_commons.cfm)

eRA Commons – How to: Basic Tasks Step by Step (search on “foreign”)

[Era.nih.gov/commons/steps\\_commons.cfm](https://era.nih.gov/commons/steps_commons.cfm)