



# NIH Application Submission Tips for International Applicants



## Prepare to Apply and Register - Start early!

### Get registered!

Registrations with Grants.gov and NIH eRA Commons must be completed prior to submission. It can take 6 weeks or more to complete all required registrations. Once a Dun & Bradstreet number (DUNS) is obtained, you can work on both Grants.gov and eRA Commons registrations at the same time.

For details visit: <http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/registration.htm>.

**Grants.gov** requires a one-time registration for your organization and includes registering with the System for Award Management (SAM).

- The E-business Point of Contact designated during registration is responsible for authorizing Authorized Organizational Representatives (AORs) to submit on behalf of your organization.
- Foreign applicants need a NATO Commercial and Government Entity (NCAGE) code prior to registering with SAM. The form and instructions can be found at: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.
- Organizations with an address containing APO, FPO, or AE do *not* need an NCAGE code.
- A few countries may have trouble accessing the SAM website. If so, call 334-206-7828.
- An annual renewal of SAM information is needed to keep your Grants.gov registration active.

**eRA Commons** requires a one-time registration for the organization.

- Signing Officials (SOs) register in the Commons and then set-up (or affiliate if accounts already exist) accounts for the Project Directors/Principal Investigators (PD/PIs).
- SOs and PIs need separate accounts in Commons because each has different privileges.

### Choose a Submission Option

- Learn about available submission options at: <http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/choose-a-submission-option.htm>.
- Consider using NIH's ASSIST online service. ASSIST provides many advantages over Grants.gov downloadable forms (pre-submission validation of many NIH business rules, pre-submission preview of your application; tracking in multiple systems from single interface). You must have an eRA Commons account to login to ASSIST (<https://public.era.nih.gov/assist>).

### Find Funding Opportunities

- Search for funding opportunities: [NIH Guide for Grants and Contracts](#) and [Grants.gov Search Grants](#).
- Read the eligibility information carefully to determine if your organization can apply.

## Format and Write Your Application

- Follow instructions in the application guide *and* within your funding opportunity. Instructions in the opportunity text overrule those found in the application guide.
- SF424 R&R cover form – *Item 6, Employer Identification Number (EIN)*: Use 44-4444444 if you don't have an EIN. *Item 13, Congressional District*: enter 00-0000.
- R&R Budget form – Use this 'detailed' (non-modular) budget form and request budgets in U.S. dollars.

Foreign institutions may request funds for limited F&A costs (8 percent of modified total direct costs less equipment) to support the costs of compliance with NIH requirements.

- R&R Other Project Information form – Complete *section 6* covering activities outside the U.S and add an attachment titled “Foreign Justification” under *item 12, Other Attachment*.
- PHS 398 Research Plan form – Provide the names of the countries where select agent research will be performed in the Select Agent Research attachment.
- R&R Senior/Key Person Profile form – Include the PD/PI eRA Commons username in the “Credential, e.g. agency login” field.
- Project/Performance Site Location form – Enter 00-0000 for Project/Performance Site Congressional District.

## Submit, Track & View Your Application

- Only the Authorized Organization Representative (AOR) can submit applications to Grants.gov.
- NIH sends notifications to the contact, PD/PI and AOR email addresses on the SF424 (R&R) form. Email can be unreliable. Check your application status in eRA Commons. Allow up to 4 hours from the time you submit to Grants.gov for the status to appear in eRA Commons (<https://commons.era.nih.gov/commons/>).
  - Errors prevent successful submission – your application will not be accepted until all errors are resolved and the AOR submits a complete “Changed/Corrected” application through Grants.gov.
  - Warnings do not stop processing and are addressed at the discretion of the applicant.
- You have two business days (Monday – Friday, excluding U.S. federal holidays) after submission of an error-free application to check your application image in eRA Commons for assembly issues.
  - Corrective submissions overwrite previous submissions and must be made prior to the due date.
- Viewing your application in eRA Commons is the best way to ensure NIH has received it correctly.

## Finding Help

### How To Apply – Application Guide

<http://grants.nih.gov/grants/how-to-apply-application-guide.htm>

### eRA Commons Help Desk

Help with: eRA Commons registration, ASSIST, addressing errors/warnings, and post submission functionality

Web: <http://era.nih.gov/help/>  
Phone: 301-402-7469  
Email: [commons@od.nih.gov](mailto:commons@od.nih.gov)  
Hours: Monday – Friday, 7 a.m. to 8 p.m. ET

### Grants Info

Help with: NIH funding opportunity, application guidelines and grant-related resources

Phone: 301-435-0714  
Email : [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov)

### Grants.gov Contact Center

Help with: Grants.gov registration and Grants.gov submission issues

Phone: 1-800-518-4726  
International: 606-545-5035  
Email : [support@grants.gov](mailto:support@grants.gov)

### Dun & Bradstreet (DUNS)

Phone: 1-866-705-5711  
Online DUNS # request:  
<http://fedgov.dnb.com/webform>  
Email: [govt@dnb.com](mailto:govt@dnb.com) (U.S.)  
Email: [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com) (non-U.S.)

### System for Award Management

\* [Quick Start Guide for New Foreign Registrations](#) \*  
Phone: 1-866-606-8220  
International: 334-206-7828  
Service Desk: [www.fsd.gov](http://www.fsd.gov)  
Hours: Monday – Friday, 8 a.m. to 8 p.m. ET