



# NIH eSubmission Tips for International Applicants



## Prepare to Apply - Start early!

**Get registered:** Registrations with *Grants.gov* and the 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.

**Grants.gov** requires a one-time registration for the 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 (AOR) to submit on behalf of the 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: [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp).
- 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 a *Grants.gov* registration active.
- For details visit: <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

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

- Remember to sign and fax back the registration paperwork promptly for processing.
- Signing Officials (SOs) register in the Commons and then set up accounts for the Project Directors/Principal Investigators (PD/PIs).
- SOs and PIs need separate accounts in Commons because each has different privileges.
- For instructions visit: <http://grants.nih.gov/grants/ElectronicReceipt/preparing.htm>.

## Required software

- Only specific versions of the required Adobe Reader software are compatible with *Grants.gov*. Please visit <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html> for more information.
- Portable Document Format (PDF) software to prepare required attachments. PDF format is required by NIH for all text attachments. (See [http://grants.nih.gov/grants/ElectronicReceipt/pdf\\_guidelines.htm](http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm)).

## Find Opportunity and Download Package

- All funding opportunities are posted in the [NIH Guide for Grants and Contracts](#) and [Grants.gov Find](#).
- Read the Executive Summary in the funding opportunity announcement for organization and PD/PI eligibility.
- **IMPORTANT:** All electronic applications must be in response to a funding opportunity announcement (FOA). Investigator-initiated applications may be submitted using a “Parent” electronic application package for your chosen grant program (i.e. R01, R03 etc.) shown on the [Parent page](#) of the [NIH Grants & Funding](#) website or search for FOAs with “Parent” in the title.

## Prepare Application

- Follow instructions in the application guide *and* within the FOA. Instructions in the FOA overrule those found in the application guide.
- SF424 R&R cover form – *Item 6*: non-U.S. organizations may use 44-4444444 in the Employer Identification field if you do not have an EIN. *Item 13*: enter 00-0000 for Congressional District of Applicant.

- R&R Budget form – foreign applicant organizations must use this ‘detailed budget’ form ([NOT-OD-06-096](#)). Remember to include effort of a value greater than zero in either calendar months or a combination of academic and summer months for all Senior/Key Persons listed in the budget.
- R&R Other Project Information form – Section 6 covering activities outside the U.S. must be completed. Add an attachment titled “Foreign Justification” under Other Attachments, item 12.
- PHS 398 Research Plan form – In Select Agent Research attachment, provide the names of the countries where Select Agent Research will be performed.
- R&R Senior/Key Person Profile form – Remember to 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 Application to Grants.gov

- Only the Authorized Organization Representative (AOR) can submit applications to Grants.gov.

### Check Submission Status in eRA Commons

- NIH sends notifications to the three email addresses on the application SF424 R&R cover form (Contact, PD/PI and AOR), but 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.

### Check Assembled Application

- Applicants have two business days (Monday – Friday, excluding U.S. federal holidays) to view/print the application just as a reviewer will see it. 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

For general information on the NIH Electronic Submission of Grant Applications:  
<http://era.nih.gov/ElectronicReceipt/>

For information on eRA Commons registration, application validation, and post submission functionality:

- **eRA Commons Help Desk**  
Web: [grants.nih.gov/support](http://grants.nih.gov/support)  
Phone: 301-402-7469  
Hours: Monday – Friday, 7 a.m. to 8 p.m. ET

For information about Grants.gov registration, form viewer software (e.g. Adobe) and form navigation contact:

- **Grants.gov Contact Center**  
Phone: 1-800-518-4726  
International: 606-545-5035  
Email : [support@grants.gov](mailto:support@grants.gov)  
Hours: 24 hours a day, 7 days a week  
(Closed on Federal Holidays)

For NIH funding opportunity, application guidelines and grant-related resources contact:

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

Other Key Contacts:

- **Dun & Bradstreet (DUNS)**  
Phone: 1-866-705-5711  
Online DUNS # request:  
<http://fedgov.dnb.com/webform>  
Email: [govt@dnb.com](mailto:govt@dnb.com)
- **System for Award Management**  
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