

Grants.gov & NIH Electronic Submission Tips for PIs

- **It is imperative to submit early.** *Final ready-to-submit* electronic applications must be received by URA no later than noon the business day before the agency deadline. URA will not resubmit applications which have been accepted in the NIH Commons error-free. [NIH Guidance states] “While the assembled application image is not available to view until it has passed the NIH validations and received no errors, each attachment should be reviewed carefully and printed prior to submitting to ensure it's ready to go. Applicants are strongly encouraged to start the application process early and submit before the deadline to ensure time for corrections PRIOR to the submission deadline. Once the application is submitted via Grants.gov it is similar to dropping the old paper application into the FedEx box and there is not an opportunity to take it back to make changes.”
 - PIs have two days to review an application once the image appears in the NIH Commons. An application may be rejected if, *due to an eRA Commons or Grants.gov system issue*, the application does not correctly reflect the submitted application package (e.g., some part of the application was lost or didn't transfer correctly during the submission process). The PI/Administrator should contact URA to reject an application. NIH does not condone the submission of "works in progress" or test applications.
- Do not add any headers or footers to any document; fonts must be Arial, Helvetica, Palatino Linotype or Georgia at 11pts or larger; margins must be .5” on all pages; and there must be no more than 15cpi with no more than 6 lines per inch.
- It is highly recommended that PIs periodically update their Commons information (Personal Profile).
- All applications must now be submitted in response to a specific FOA (FOA=Funding Opportunity Announcement, e.g., RFA, PA, or Solicitation). Make sure the package you are submitting corresponds to the appropriate FOA. NIH has developed Parent announcements for use by applicants who wish to submit what were formerly termed, Investigator-initiated or “unsolicited” applications.
- PIs must sign the [NIH Certification Statement](#) (this form must be included with the [PTF](#)).
- Abstract and project narrative are broken into two sections.
- Research plan and human subject sections are broken into multiple sections; see program instructions for guidance.
- NIH strongly encourages applicants not to use double columns to present research plans.
- Do NOT include multiple PD/PIs, unless solicitation allows. See <http://grants.nih.gov/grants/multi_pi/index.htm> for additional information on multiple PD/PIs.
- Note that budgets in G.g calculate effort in calendar months rather than on a percentage basis.
- After submission you and URA will receive an email from NIH directing you to the NIH Commons where you can view the status of your application. **Errors** must be corrected in order for submission to be accepted by NIH. **Warnings** are advisory in nature and do not require action for the application to proceed. URA will notify your administrator of your application status.