

Grants.gov & NIH Electronic Submission Tips for Administrators

Grants.gov Tips:

- **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.”
- **Very Important:** Read the agency User Guide (if applicable) and most importantly, **READ and follow the specific guidance found in the FOA** (FOA=Funding Opportunity Announcement, e.g., **RFA, PA, or Solicitation**). This guidance will take you through the application package step-by-step.
- All applications must now be submitted in response to a specific FOA (RFA, PA, or Solicitation). Make sure the package you are submitting corresponds to the appropriate FOA.
- *Immediately* save the package to your **desktop** before working on the application (this is so you are not entering information while the package is open in your web browser with the potential of losing data you have entered). It is highly advisable that you always work on the package that is saved to your local machine (not on shared drives, zip disks, jump drives, flash drives, etc.).
- You must complete *all* required budget fields for one budget period before moving on to the next (document will not allow you to do otherwise).
- Watch your spacing when copying and pasting—especially with email addresses—make sure you have not included unnecessary spaces before or after essential text.
- Applications are reviewed in hard copy; please also provide hard copy of FOA (RFA, PA, or Solicitation).

NIH/G.g General Guidance

- URA’s [sample NIH application package](#)-- **This is your best guide to help you prepare the application.**
- PIs must sign the [NIH Certification Statement](#) (this form must be included with the [PTF](#)).
- Note that budgets in G.g calculate effort in calendar months rather than on a percentage basis.
- 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.
- 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.
- Project Summary Abstract and Project Narrative are separate and must be attached as separate PDFs (see program announcement for format guidelines).
- After submission the PI and URA will receive an email from NIH. **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 you of the application status.

Grant Application Package Guidance

- Grant Application Package (first screen you see when you open a package)
 - Application Filing Name = Project title (note: enter as much as possible—it gets cut off about half way into the field)

WARNING: There are ‘reset entry’ buttons on some of the PureEdge forms. If you wish to delete information on a form where there is a ‘reset entry’ button, you must use the button rather than manually deleting the information. Note: the ‘reset entry’ buttons **may** not delete/remove attachments; therefore, the ‘delete attachment’ button must be used. Beware: The ‘reset entry’ button has proven to be inconsistent.

- SF 424 (R&R)

5/14/2007

Please note: This document will be updated when changes are warranted. The current document can be found at

<http://researchadmin.uchicago.edu/proposals/gg.shtml>.

- We recommend you start working on the 424 (R&R) first because **following pages pre-fill from it.**
- If Type of Application is Renewal, Revision or Resubmission (box 8), enter **only** the **IC** and **Serial Number** from the grant number (e.g. 1R01CA012345-01) in box 8 you would enter CA012345-- this also applies if you have to submit a "Changed/Corrected Application".

↑ ↑
 IC Serial Number

- R&R Senior Key Person Profile (Expanded)

- Credential, e.g., agency login =eRA Commons ID – mandatory for PI; we advise requesting an eRA Commons user names for all Senior Key Persons. To request an eRA Commons user name email <era-help@ura.uchicago.edu>.
- Allows for the entry of the PD/PI and 39 additional Key persons, Other Significant Contributors, or additional PD/PIs (for multiple PD/PI applications). For more than 8 key persons, upload the PureEdge attachments from page 2 of the 'R&R Senior Key Person Profile (Expanded)' form.
- 'Project Role' is a drop down list. For multiple PD/PI applications only, select PD/PI, if appropriate. For co-investigators we recommend selecting 'Faculty' or 'Other'. If 'Other,' enter Co-Investigator in the 'Other Project Role Category' field. Do not use 'Co-PD/PI' for NIH; it is not recognized by NIH.

- Optional Document/file

- PHS 398 Cover Letter (see program announcement for guidelines)
 - When submitting a 'Changed/Corrected Application' after the submission date, a cover letter is required explaining the reason for the Changed/Corrected Application. For further guidance, see the [NIH Sample Package](#).

- R&R Budget Form & Modular Budget Form

- Do not submit both modular and detailed budgets. Complete one, as appropriate.

Post-submission

- When submitting a 'changed/corrected application' (box 1) for a 'new' application (box 8), the 'Federal Identifier' box activates (turns yellow), type N/A (box 4). If Type of Application is Renewal, Revision or Resubmission (box 8), enter **only** the **IC** and **Serial Number** from the current grant number (e.g. 1R01CA012345-01) in box 8 you would enter CA012345-- this also applies if you have to submit a "Changed/Corrected Application".

↑ ↑
 IC Serial Number
- 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.