

How to Write an NIH-AREA grant

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Thinking about an NIH-AREA grant proposal...

Realize that NIH \neq NSF

How so?

- NIH has a mission defined by law and is mandated to “improve health through research.”
- Each agency has published funding priorities
- NIH has program directors to help you with your submission and scientific review administration to do the review process – two people – two jobs.
- Peer review process itself is defined by law and gives a priority score.

Where do I start?

Google “NIH AREA grant”!

- Look at the home page:
<http://grants.nih.gov/grants/funding/area.htm>
- Look at the guidelines (link from first page).
<http://grants.nih.gov/grants/guide/pa-files/PA-06-042.html>
- Review the “basics”
http://grants.nih.gov/grants/grant_basics.htm
- Look at the various institutions, their mission and their funding priorities (you have to dig a bit on these – but they are there!)
<http://www.nih.gov/icd/>
- Find the contact people for you area(s) of interest
http://grants.nih.gov/grants/funding/area_contacts.htm

How does this help?

- Your first goal is to find the proper place to submit your proposal – if your proposal doesn't match the agency mission, it doesn't matter how good the science is – the institute will not fund it.
- Look at “mission” and “research priorities”
- You can cite/use this information to help write your significance and justification for you project!

How does this help? (cont'd)

- Look at the agency contacts – you **NEED** to contact them to find the right person for you to work with.
- Use e-mail to contact.
- Provide a brief summary of your project (brief means 20 lines or less) and relate your project to the agency info.
- Ask: Is this area of interest to you? If not, can you suggest the name of someone who may be interested?
- Don't stop with one person if the response is lukewarm.

How does this help? (cont'd)

AREA contacts are listed here:

http://grants.nih.gov/grants/funding/area_contacts.htm

National Institute of
General Medical Sciences

Dr. Jean Chin

301-594-2485

chinj@nigms.nih.gov

How does this help? (cont'd)

You now have accomplished three things:

- 1) You have found an advocate and advisor for your proposal
- 2) You have the proper info for your cover letter!
- 3) You have information to include in your significance and justification – you want to align these with agency priorities because

study sections only recommend,
institutes fund!

How to write a good NIH-AREA grant

- Repeat 5x “grant writing is a learned skill”
- Repeat as necessary “read the guidelines, read the criteria for review, use the nomenclature the RFP uses, use the order the RFP uses – do NOT deviate!”

Understand how the review process works

1) orientation

2) streamlining

If each of 3 reviewers say strengths < weaknesses, can request to streamline. If no one objects, there is no further discussion.

3) discussion

4) ALL panelists assign a score.

You must make it past streamlining!

- Organize your proposal!
- Make it easy to understand – limit jargon.
- Make it easy for reviewers to find information.
- Make sure your summary and specific aims are “über-clear” as this may be all most of the panel reads during the discussion.

AREA Line-by-Line

Executive summary

“to stimulate research.....”

“support small-scale health-related research projects

PIs must have “the skills, knowledge and resources necessary” – if you don’t have all you need, find a collaborator!

AREA Line-by-Line

Research Objectives- Background

Congressionally funded.

Expect that investigator will benefit, institution will benefit and students will benefit from the proposed research program.

NOT a training program.

You must be registered in NIH eRA Commons and know your user name

Electronic Research Administration

eRA Commons

Sponsored by National Institutes of Health

Welcome Guest
Institution: Not Affiliated
Authority:

Version 2.13.3.1

Home Links eRA Partners Help

COMMONS USER ALERT : None at this time

What's NEW on the COMMONS

Support Tip: We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at [Avoiding Common Errors](#).

Commons Login ?

* indicates required field

Username *

Password *

Login Reset

[Forgot Password?](#)

System Notification

More Recent Features of Commons include:

- ◆ *****NEW*** xTrain** has been released in a pilot mode for a limited pool of institutions. If you are not a participant in the xTrain pilot please do not enter the xTrain system. This functionality will be released to full production mid-2008. For more information please contact the eRA Helpdesk.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **NEW For Directors Pioneer Applications only.** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#)
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Demo Facility** - [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons Demo](#)

Links

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Electronic Application Submission](#)
- ▶ [Grants.gov](#)
- ▶ [iEdison](#)
- ▶ [Loan Repayment Program](#)
- ▶ [National Institutes of Health](#)
- ▶ [Public Access Policy Page](#)

Review criteria for NIH-AREA grants

Significance
Approach
Innovation
Investigator
Environment

Note: These are so important they are listed twice in your handout!

Don't be afraid to use these
as section headings!

Writing your AREA grant

You may have noticed that the announcement only mentions the research plan – not the sections.

The NIH site “Writing Your Application” provides guidance.

http://grants.nih.gov/grants/writing_application.htm

Research Plan Elements

- **Specific Aims:** what you intend to do
- **Background and Significance:** why the work is important
- **Preliminary Studies/Progress Report:** what has already been done
- **Research Design and Methods:** how you are going to do the work

Important Writing Tips

- Reviewers are accustomed to finding information in specific sections of the application. Organize your application to effortlessly guide
- Think like a reviewer. A reviewer must often read 10 to 15 applications in great detail and form an opinion about each of them.
- Start with an outline following the suggested organization of the application.
- Write one sentence summarizing the topic sentence of each main section .
- Make one point in each paragraph.
- Keep sentences to 20 words or less. Write simple, clear sentences.

- **Be realistic.**
 - Don't propose more work than can be reasonably done
 - Make sure that the personnel have appropriate scientific expertise and training.
 - Make sure that the budget is reasonable and well-justified.
- Capture the reviewers' attention by making the case for why NIH should fund your research.
- Include enough background information to enable an intelligent reader to understand your proposed work.
- Include a cover letter!
- Use the active, rather than passive, voice. For example, write "We will develop an experiment," not "An experiment will be developed."
- Use a clear and concise writing style so that a non-expert may understand the proposed research.
- Make your points as directly as possible.

- Use basic English, avoiding jargon or excessive language. Be consistent with terms, references and writing style.
- Spell out all acronyms on first reference.
- Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger.

Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch. Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins.

- Use sub-headings, short paragraphs, and other techniques to make the application as easy to navigate as possible.
- Use diagrams, figures and tables, and include appropriate legends, to assist the reviewers to understand information.

- Use bullets and numbered lists
- Indents and bold print add readability.
- Bolding highlights key concepts and allows reviewers to scan the pages and retrieve information quickly.
- Do not use headers or footers.
- If writing is not your forte, seek help!

Proofreading and Final Edits

- Allow sufficient time to put the completed application aside, and then edit it from a fresh vantage point. Try proofreading by reading the application aloud.

Working with the electronic forms

NIH provides its own guide to working with grants.gov and extremely detailed information about each form and the content.

The guide can be useful.....



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[Resources](#)

[Finding Help](#)

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- ▶ [No degrees submitted for PD/PI](#)

[How To Submit A Corrected Application](#)

Related Links

[SF424 \(R&R\) Application Guide \(MS Word - 2.82 MB\) — Version 2](#)

[SBIR/STTR SF424\(R&R\) Application Guide \(MS Word - 3.10 MB\) —Version 2](#)

[Feb/Mar 2007 Top R01 Warnings. \(PDF - 84 KB\)](#)

but is not light reading!

Grants.gov Application Guide SF424 (R&R)

A guide for preparing and submitting applications via
Grants.gov

Version 2 (To be used with [PureEdge](#) application packages
indicating Version 2 and Version 2a)

January 15, 2008

1/178 At 8.1"

Ln 16 Col 1

REC

TRK

EXT

OVR

English (U.S)



The list of FAQs is helpful.....

Electronic Research Administration

eRA Commons

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[Home](#) [Links](#) [eRA Partners](#) [Help](#)

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Frequently Asked Questions

- [Prepare to Apply](#)
 - [Registration in Grants.gov](#)
 - [Registration in Commons](#)
 - [Hardware](#)
 - [Software](#)
 - [Policy](#)
- [Find Opportunity and Download Application Package](#)
- [Prepare Application](#)
 - [Application Guide](#)
 - [Resubmission, Revision, Renewal](#)
 - [SF424 \(R&R\)](#)
 - [Application Form](#)
 - [Budget \(including Subaward\)](#)
 - [Person Months](#)
 - [Administrative Supplements](#)
 - [Application File Size](#)
 - [Attachments/Appendix](#)
 - [PDFs](#)
 - [Multiple PI](#)
 - [Page limitations](#)
 - [Character limitations](#)
- [Check Submission Status](#)
 - [Status](#)
 - [Email notifications](#)
 - [Submitting application again](#)
- [Check Assembled Application/ Post Submission](#)
- [Special Categories](#)
 - [NIH & Grants.gov](#)
 - [NIH](#)
 - [Grants.gov](#)
 - [SBIR/STTR](#)
 - [Registration](#)
 - [Funding Opportunity Announcement](#)
 - [SF424 \(R&R\) form](#)
 - [Policy/Process](#)
 - [Miscellaneous](#)
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Common errors are listed, and will cause your application to be rejected from eRA commons



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[Feb/Mar 2007 Top R01 Warnings](#). (PDF - 84 KB)

Common Questions about grants.gov

- Do I have to use grants.gov?
- Who must register?
- How do I use it?
- What is PureEdge?
- Can I use a Mac?
- What is the minimum information I need to submit my grant?
- Who signs and submits the proposals?
- How do I track my submission?

Common Questions about grants.gov

- Do I have to use grants.gov? *yes*
- Who must register? *your institution*
- How do I use it? *off-line*
- What is PureEdge? *the software*
- Can I use a Mac? *maybe*
- Who signs and submits the proposals?
your AOR (sponsored programs)
- How do I track my submission?
through eRA Commons

Can I use a Mac?

2.3.3 Special Instructions for Macintosh Users

Mac users can use any of the following options to view, complete and submit Grants.gov PureEdge-based applications:

IBM Workplace Forms (PureEdge) Viewer for Macintosh: IBM has provided Special Edition Mac Viewers for PPC and Intel that are now available for download. See

http://www.grants.gov/resources/download_software.jsp for more information.

NIH-hosted Citrix® servers: For non-Windows users, a free Citrix server is available to remotely launch a Windows session and submit completed grant applications. See

http://www.grants.gov/resources/download_software.jsp for more information.

Commercial Service Providers offer a wide range of platform independent services - from low-cost, single transaction options through full scale, end-to-end grants management solutions.

You should coordinate with your institutions' grants office to explore these options further. See <http://era.nih.gov/ElectronicReceipt/sp.htm> for more information.

Maybe...

Citrix Server for Non-Windows Users

For non-Windows users, a free Citrix server is available to remotely launch a Windows session and submit completed grant applications. Note that a limited amount of users can access the Citrix Server at any one time. You will need to save your application often and also log off when you are not working on your application package to help maximize server use. Wait until you are close to completion of your package before attaching any documents to keep the size of the file as small as possible. Finally, you will find the best time to work and submit an application via Citrix is during off-peak hours, usually between 10 p.m. and 10 a.m., EST.

As a part of our ongoing commitment to releasing new features and site enhancements, Grants.gov is proud to partner with NIH (National Institutes of Health) to launch Citrix server availability for all users.

Non-Windows users are able to download and complete the PureEdge forms by taking advantage of the free Citrix server. Non-Windows users are also able to submit completed grant applications via the Citrix environment. Instructions are provided below on how to use the Citrix server functionality.

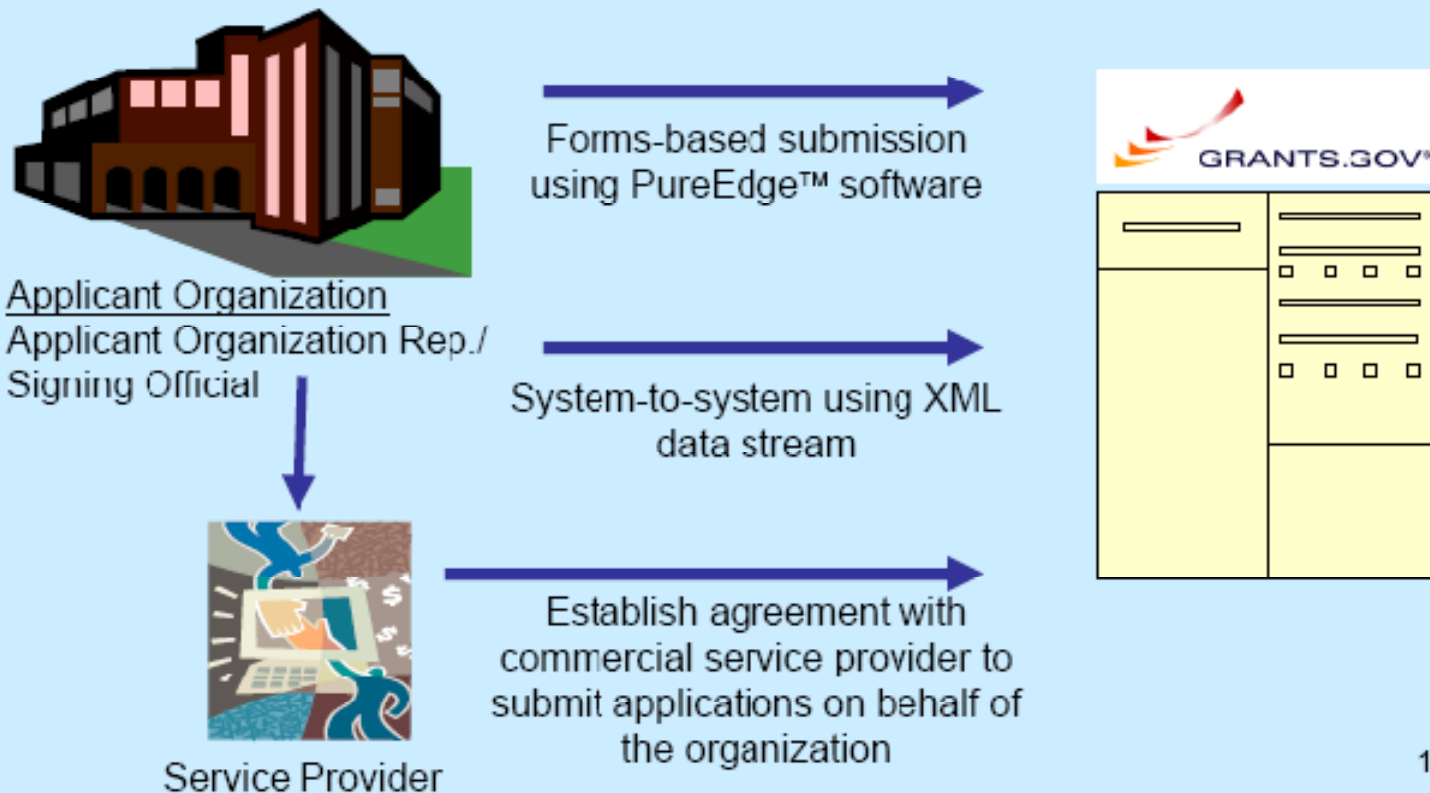
Macintosh System requirements are:
OS X Version 10.1, 10.2, 10.3 or 10.4
128 MB of RAM
10 NB Disk Space
PowerPC Processor

Click here to [Download the Citrix Package for Macintosh OS X users](#). An installation guide that walks you through each step of the installation is available here.

[Citrix Installation and Important Tips](#) 

Choose Submission Method

- The applicant organization's business office will need to decide how their organization will submit grants electronically to Grants.gov.



What is grants.gov?

Type: www.grants.gov

Favorites Center (Alt+C)
View favorites, feeds, and history

FOR APPLICANTS

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Get Registered

Apply for Grants

Track Your Application

Applicant Resources

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

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Find. Apply. Succeed.

Grants.gov is your source to **FIND** and **APPLY** for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov.

To find out if you are eligible for grant opportunities offered on this site, [click here](#).

What's New This Week at Grants.gov

New Opportunities This Week

Important Software Version Announcement:
Adobe Reader 8.1.1 Required.

Read the latest "Succeed" Quarterly Newsletter

See What's New with Grants.gov

Sign-up for Grants.gov Updates

Click here to view more information on
Vista and Microsoft Office 2007 Compatibility

Sign-up for our
"Succeed"
Quarterly
Newsletter

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- [E-Biz POC Login](#)

FOR GRANTORS

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- [New Grantor Users](#)
- [Resources](#)

Unfortunately it is sometimes difficult to “find” anything from this page – easier to go back to the NIH-AREA PA page and use their link to the download.

<http://grants.nih.gov/grants/guide/pa-files/PA-06-042.html>

1) The application must be submitted to Grants.gov by the submission date (see “Key Dates” below)

2) Applicants must complete a verification step in the eRA [Commons](#) within two business days of notification from NIH. Note: Since email can be unreliable, it is the responsibility of the applicant to periodically check on their application status in the [Commons](#).

Program Announcement (PA) Number: PA-06-042

[Apply for Grant Electronically](#)

For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://grants.gov/CustomerSupport>

To download the application...

Download Grant Applications

Home » Applicants » Search Opportunities »

APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
- ▶ Search Opportunities
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
- Email Subscription
- Apply for Grants
- Track My Application
- Applicant Help

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SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer or Adobe Reader installed. Application packages may be in either PureEdge or Adobe format and applicants are encouraged to have both. Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
	PA-06-042	VERSION-2-FORMS	Version-2-Forms	National Institutes of Health	download

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

- Opportunity Number:** PA-06-042: Academic Research Enhancement Award (R15)
- Competition ID:** VERSION-2-FORMS
- Competition Title:** Version-2-Forms
- Agency:** National Institutes of Health
- Opening Date:** 07/18/2006
- Closing Date:** 01/07/2009

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

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](#)

Application Instructions

SF424 (R&R) General Application Instruction Links:

The Application Instructions for this Funding Opportunity Announcement are located at the following links, in either MS Word or PDF format:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc (MS Word)

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.pdf (PDF)

Applicants are encouraged to return to these links for the most current revision of these instructions.

General Information and Help Links:

SF424 (R&R) Application and Electronic Submission Information:

<http://grants.nih.gov/grants/funding/424/index.htm>

General information on Electronic Submission of Grant Applications:

<http://era.nih.gov/ElectronicReceipt/>

Finding Help:

<http://era.nih.gov/ElectronicReceipt/support.htm>

Free Software Downloads:

PureEdge Application Package Viewer:

<http://www.grants.gov/DownloadViewer>

Application Package

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Academic Research Enhancement Award (R15)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-06-042
Competition ID: VERSION-2-FORMS
Opportunity Open Date: 07/18/2006
Opportunity Close Date: 01/07/2009
Agency Contact: Grants Info
TTY 301.451.0088
E-mail: GrantsInfo@nih.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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:

Mandatory Documents

- SF424 (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- PHS 398 Cover Page Supplement
- PHS 398 Modular Budget
- PHS 398 Research Plan

Move Form to Submission List

Move Form to Documents List

Mandatory Completed Documents for Submission

Open Form

Note the mandatory documents



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Move Form to Submission List



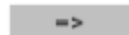
Move Form to Documents List



Mandatory Completed Documents for Submission

[Open Form](#)

Move Form to Submission List



Optional Completed Documents for Submission

Optional Documents

- PHS 398 Cover Letter File

And the optional....



Grant Application Package

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Move Form to Submission List



Move Form to Documents List



Mandatory Completed Documents for Submission

Open Form

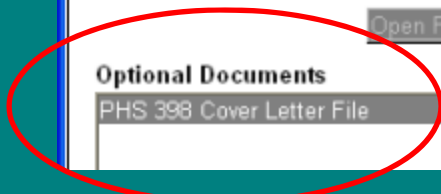
Optional Documents

- PHS 398 Cover Letter File

Move Form to Submission List



Optional Completed Documents for Submission



The SF424 page 1 top

Close Form Next Print Page About

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	2. DATE SUBMITTED 	Applicant Identifier _____
	3. DATE RECEIVED BY STATE 	State Application Identifier _____
	4. Federal Identifier _____	

1. * TYPE OF SUBMISSION

Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION

* Legal Name: _____

Department: _____ Division: _____

* Street1: _____ Street2: _____

* City: _____ County: _____ * State: _____

Province: _____ * Country: USA * ZIP / Postal Code: _____

*** Organizational DUNS:** _____

Person to be contacted on matters involving this application


Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____

* Phone Number: _____ Fax Number: _____ Email: _____

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): _____

7. * TYPE OF APPLICANT:
Please select one of the following

Select type of applicant

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): <input type="text"/>	7. * TYPE OF APPLICANT:
8. * TYPE OF APPLICATION: <input checked="" type="radio"/> New	Please select one of the following 
<input type="radio"/> Resubmission <input type="radio"/> Renewal <input checked="" type="radio"/> Continuation <input type="radio"/> Revision	A: State Government B: County Government C: City or Township Government D: Special District Government E: Regional Organization F: U.S. Territory or Possession G: Independent School District H: Public/State Controlled Institution of Higher Education I: Indian/Native American Tribal Government (Federally Recognized) J: Indian/Native American Tribal Government (Other than Federally Recognized) K: Indian/Native American Tribally Designated Organization L: Public/Indian Housing Authority M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N: Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O: Private Institution of Higher Education P: Individual Q: For-Profit Organization (Other than Small Business) R: Small Business S: Hispanic-serving Institution T: Historically Black Colleges and Universities (HBCUs) U: Tribally Controlled Colleges and Universities (TCCUs) V: Alaska Native and Native Hawaiian Serving Institutions W: Non-domestic (non-US) Entity X: Other (specify)
If Revision, mark appropriate box(es). <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify):	
* Is this application being submitted to other agencies? Yes <input type="radio"/> No <input checked="" type="radio"/>	
What other Agencies?	
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <input type="text"/>	
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) <input type="text"/>	
13. PROPOSED PROJECT:	
* Start Date <input type="text"/> <input type="text"/> * Ending Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION	
Prefix: * First Name:	Middle Name:
* Last Name:	Suffix:

Congressional district:

<http://www.congressmerge.com/onlinedb/index.htm>

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: 199 characters and spaces	
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)	
13. PROPOSED PROJECT: * Start Date: // * Ending Date: //	14. CONGRESSIONAL DISTRICTS OF: a. * Applicant: b. * Project:
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:	
Prefix: <input type="text"/> ▼ * First Name: <input type="text"/> Middle Name: <input type="text"/>	<p>This entry is invalid. Please try again.</p> <p>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.</p> <p>If outside the US, enter 00-000.</p> <p>To locate your congressional district, visit the Grants.gov web site</p> <p>This field is required.</p>
Position/Title: <input type="text"/> * Organization: <input type="text"/>	
Department: <input type="text"/> Division: <input type="text"/>	
* Street1: <input type="text"/> Street2: <input type="text"/>	
* City: <input type="text"/> County: <input type="text"/>	
Province: <input type="text"/> * Country: USA: ▼ * ZIP / Postal Code: <input type="text"/>	
* Phone Number: <input type="text"/> Fax Number: <input type="text"/> * Email: <input type="text"/>	

SF424 page 2- don't forget this section!

<input type="button" value="Close Form"/>		<input type="button" value="Previous"/>	<input type="button" value="Print Page"/>
SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE		Page 2	
16. ESTIMATED PROJECT FUNDING		17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. * Total Estimated Project Funding <input type="text"/>		<input checked="" type="radio"/> YES <input type="radio"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. * Total Federal & Non-Federal Funds <input type="text"/>		DATE: <input type="text"/>	
c. * Estimated Program Income <input type="text"/>		<input checked="" type="radio"/> NO <input type="radio"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR	
		<input type="radio"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)			
<input checked="" type="checkbox"/> I agree			
<small>* The list of certifications and assurances, or an internet link where you may obtain this list, is contained in the announcement or agency specific instructions.</small>			
19. Authorized Representative			
Prefix: <input type="text"/> * First Name: <input type="text"/> Middle Name: <input type="text"/> * Last Name: <input type="text"/> Suffix: <input type="text"/>			
* Position/Title: <input type="text"/> * Organization: <input type="text"/>			
Department: <input type="text"/> Division: <input type="text"/>			
* Street1: <input type="text"/> Street2: <input type="text"/>			
* City: <input type="text"/> County: <input type="text"/> * State: <input type="text"/>			
Province: <input type="text"/> * Country: <input type="text"/> USA: <input type="text"/> * ZIP / Postal Code: <input type="text"/>			
* Phone Number: <input type="text"/> Fax Number: <input type="text"/> * Email: <input type="text"/>			
* Signature of Authorized Representative		* Date Signed	
<input type="text"/>		<input type="text"/>	
Completed on submission to Grants.gov		Completed on submission to Grants.gov	
20. Pre-application <input type="text"/>		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
		<input type="button" value="View Attachment"/>	
21. Attach an additional list of Project Congressional Districts if needed.			
<input type="text"/>		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
		<input type="button" value="View Attachment"/>	

Research and related project info form has a number of critical attachments.

This opportunity is only open to organizations, applicants who are submit government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

- SE424 (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- PHS 398 Cover Page Supplement
- PHS 398 Modular Budget
- PHS 398 Research Plan

Move Form to Submission List



Move Form to Documents List



Open Form

Optional Documents

- PHS 398 Cover Letter File

Move Form to Submission List



Most of this is obvious but not all...

3. * Is proprietary/privileged information included in the application? Yes No

4.a. * Does this project have an actual or potential impact on the environment? Yes No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No

4.d. If yes, please explain:

5.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No

5.b. If yes, identify countries:

5.c. Optional Explanation:

6. * Project Summary/Abstract

7. * Project Narrative


8. Bibliography & References Cited

9. Facilities & Other Resources

10. Equipment

11. Other Attachments


6. Project Summary/Abstract



The Project Summary must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a scientifically or technically literate lay reader. This Summary must not include any proprietary/confidential information.

To attach a project summary/abstract file, click Add Attachment, browse to where you saved the file, select the file, and then click Open.


The first and major component of the Project Summary/Abstract (i. e., “Description”) is a **Project Summary**. It is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application’s broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., **relevance to the mission of the agency**). Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and insofar as possible understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. **Finally, please make every effort to be succinct. This section must be no longer than 30 lines of text,** and follow the required **font and margin specifications**. An abstract which exceeds this allowable length may be flagged as an error by the agency upon submission. This would require a corrective action before the application will be accepted.



Watch this nomenclature....

7. Project Narrative:

For NIH and other PHS agencies applications, this attachment will reflect the second component of the Project Summary. The second component of the Project Summary/Abstract (i.e., “Description”) is Relevance.



Using no more than two or three sentences, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.

This is also where your refs, facilities and equipment statements are attached.

3. * Is proprietary/privileged information included in the application? Yes No

4.a. * Does this project have an actual or potential impact on the environment? Yes No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No

4.d. If yes, please explain:

5.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No

5.b. If yes, identify countries:

5.c. Optional Explanation:

6. * Project Summary/Abstract

7. * Project Narrative

8. Bibliography & References Cited

9. Facilities & Other Resources

10. Equipment

11. Other Attachments

Save often, but realize that any empty box will generate a warning.

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV **Grant Application Package**

Opportunity Title: Academic Research Enhancement Award (R15)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-06-042
Competition ID: VERSION-2-FORMS
Opportunity Open Date: 07/18/2006
Opportunity Close Date: 01/07/2009
Agency Contact: Grants Info
TTY 301.451.008
E-mail: GrantsIn

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

WARNING

One or more of the items in this form contains an invalid value. Do you want to proceed anyway?

Yes No

This opportunity is only open to organizations of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

SF424 (R&R)

Research & Related Other Project Information

Research & Related Project/Performance Site Location(s)

Research & Related Senior/Key Person Profile

PHS 398 Cover Page Supplement

PHS 398 Modular Budget

PHS 398 Research Plan

Optional Documents

PHS 398 Cover Letter File

Mandatory Completed Documents for Submission

Optional Completed Documents for Submission

And an overwrite warning if you keep the same name.

The screenshot shows the Grants.gov application interface. At the top, there is a toolbar with icons for file operations and a 'PureEdge POWERED' logo. Below the toolbar are buttons for 'Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The main content area is titled 'Grant Application Package' and features the Grants.gov logo. A form on the left contains the following information:

- Opportunity Title: Academic Research Enhancement Award (R15)
- Offering Agency: National Institutes of Health
- CFDA Number: [Empty]
- CFDA Description: [Empty]
- Opportunity Number: PA-06-042
- Competition ID: VERSION-2-FORMS
- Opportunity Open Date: 07/18/2006
- Opportunity Close Date: 01/07/2009
- Agency Contact: Grants Info, TTY 301.451.0088, E-mail: GrantsInfo@nih.gov

A blue text box on the right contains the following instructions:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

A 'SAVE FORM' dialog box is overlaid on the screen, displaying the message: 'File Already Exists. OVERWRITE?'. It has 'Yes' and 'No' buttons.

Below the form, there is a section for 'Mandatory Documents' with a list of documents and a 'Mandatory Completed Documents for Submission' section with a list of documents.

Performance site - simple



Grant Application Package

Opportunity Title:	Academic Research Enhancement Award (R15)
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Opportunity Number:	PA-06-042
Competition ID:	VERSION-2-FORMS
Opportunity Open Date:	07/18/2006
Opportunity Close Date:	01/07/2009
Agency Contact:	Grants Info TTY 301.451.0088 E-mail: GrantsInfo@nih.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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: [Redacted]

Mandatory Documents

- SF 424 (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- PHS 398 Cover Page Supplement
- PHS 398 Modular Budget
- PHS 398 Research Plan

Open Form

Move Form to Submission List



Move Form to Documents List



Mandatory Completed Documents for Submission

[Empty box for mandatory completed documents for submission]

Open Form

Optional Documents

- PHS 398 Cover Letter File

Move Form to Submission List



Optional Completed Documents for Submission

[Empty box for optional completed documents for submission]

Personnel – These are only PIs and senior personnel, the Bio Sketch and Current & pending go here. It will not let you move onto a third person until you have loaded something for Bio and C&P – an annoyance!

Opportunity Close Date:	01/07/2009
Agency Contact:	Grants Info TTY 301.451.0088 E-mail: GrantsInfo@nih.gov

This opportunity is only open to organizations, applicants who are submitting government, academia, or other type of organization.

* **Application Filing Name:** [Redacted]

Mandatory Documents

SF424 (R&R)	[List Controls]	Move Form to Submission List
Research & Related Other Project Information		=>
Research & Related Project/Performance Site Location(s)		
Research & Related Senior/Key Person Profile		Move Form to Documents List
PHS 398 Cover Page Supplement		
PHS 398 Modular Budget		=<
PHS 398 Research Plan		

[Open Form]

Optional Documents

PHS 398 Cover Letter File	Move Form to Submission List
	=>

The cover page supplement has to do with human subjects, organizational contact and stem cells – quite a mix!

Grant Application Package

Opportunity Title: Academic Research Enhancement Award (R15)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-06-042
Competition ID: VERSION-2-FORMS
Opportunity Open Date: 07/18/2006
Opportunity Close Date: 01/07/2009
Agency Contact: Grants Info
TTY 301.451.0088
E-mail: GrantsInfo@nih.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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:

Mandatory Documents

- SF424 (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- PHS 398 Cover Page Supplement
- PHS 398 Modular Budget
- PHS 398 Research Plan

Open Form

Move Form to Submission List =>

Move Form to Documents List <=

Mandatory Completed Documents for Submission

Open Form


Optional Documents

- PHS 398 Cover Letter File

Move Form to Submission List =>

Optional Completed Documents for Submission

Use a modular budget. You will need a separate justification for 1) personnel, 2) consortia, and 3) if you use modules unequally.

 **Grant Application Package**

Opportunity Title: Academic Research Enhancement Award (R15)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-06-042
Competition ID: VERSION-2-FORMS
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Opportunity Close Date: 01/07/2009
Agency Contact: Grants Info
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E-mail: GrantsInfo@nih.gov

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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:

Mandatory Documents

- SF424 (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- PHS 398 Cover Page Supplement
- PHS 398 Modular Budget
- PHS 398 Research Plan

Mandatory Completed Documents for Submission

Optional Documents

- PHS 398 Cover Letter File

Optional Completed Documents for Submission

Research Plan!

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Academic Research Enhancement Award (R15)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-06-042
Competition ID: VERSION-2-FORMS
Opportunity Open Date: 07/18/2006
Opportunity Close Date: 01/07/2009
Agency Contact: Grants Info
TTY 301.451.0088
E-mail: GrantsInfo@nih.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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: [Redacted]

Mandatory Documents

- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- PHS 398 Cover Page Supplement
- PHS 398 Modular Budget
- PHS 398 Research Plan
- PHS 398 Checklist

Move Form to Submission List =>

Move Form to Documents List <==

Open Form

Optional Documents

- PHS 398 Cover Letter File

Move Form to Submission List =>

Mandatory Completed Documents for Submission

Open Form

Optional Completed Documents for Submission

Once you have your 25-page (or less) research plan in its final form, you must split each section as follows:

2. Research Plan Attachments:

Please attach applicable sections of the research plan as follows:

1. Introduction to Application

(for RESUBMISSION or REVISION only)

2. Specific Aims

3. Background and Significance

4. Preliminary Studies / Progress Report

5. Research Design and Methods

6. Inclusion Enrollment Report

7. Progress Report Publication List

Do NOT worry about the number of pages at this point, but also do not be tempted to add a sentence or two here and there! The system will note that you are over the page limit, but will not prevent you from submitting.

Component: PHS 398 Research Plan—Helpful Hints

- Create as a single document using any word processing software. Separate only at the end before uploading
- Do not include headers or footers
- Do include a section heading as part of the text; i.e., Specific Aims, Background & Significance

The rest of page has other sections you may use – like letters of support

Human Subjects Sections

Attachments 8-11 apply only when you have answered "yes" to the question "are human subjects involved" on the R&R Other Project Information Form. In this case, attachments 8-11 may be required, and you are encouraged to consult the Application guide instructions and/or the specific Funding Opportunity Announcement to determine which sections must be submitted with this application.

8. Protection of Human Subjects	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9. Inclusion of Women and Minorities	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10. Targeted/Planned Enrollment	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
11. Inclusion of Children	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Other Research Plan Sections

12. Vertebrate Animals	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
13. Select Agent Research	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
14. Multiple PI Leadership Plan	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
15. Consortium/Contractual Arrangements	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
16. Letters of Support	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
17. Resource Sharing Plan(s)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

18. Appendix	Add Attachments	Remove Attachments	View Attachments
--------------	---------------------------------	------------------------------------	----------------------------------

Check list and Cover letter

checklist only confirms some information, but
don't forget the cover letter!

PHS 398 Cover Letter

OMB Number: 0925-0001
Expiration Date: 9/30/2007

*Mandatory Cover Letter Filename:

Add Cover Letter File

Delete Cover Letter File

View Cover Letter File

Cover Letter

Applicants are encouraged to include a cover letter with the application. The cover letter is only for internal use and will not be shared with peer reviewers. The letter should contain any of the following information that applies to the application:

1. Application title.
2. Funding Opportunity (PA or RFA) title of the NIH initiative.
3. Request of an assignment (referral) to a particular awarding component(s) or Scientific Review Group (SRG). The PHS makes the final determination.
4. List of individuals (e.g., competitors) who should not review your application and why.
5. Disciplines involved, if multidisciplinary.

Suggested format

In order to facilitate the use of these requests in conjunction with knowledge management analysis of the content of the application, applicants are requested to use the following format when assignment requests are contained in a cover letter.

Suggested format, cont'd

- List one request per line.
- Place institute/center (IC) and SRG review requests (if both are made) on separate lines.
- Place positive and negative requests (if both are made) on separate lines.
- Include name of IC or SRG, followed by a dash and the acronym. Do not use parentheses.
- Provide explanations for each request in a separate paragraph.

Examples:

Please assign this application to the following:

Institutes/Centers

National Cancer Institute - NCI

National Institute for Dental and Craniofacial Research –

Scientific Review Groups

Molecular Oncogenesis Study Section – MONC

Cancer Etiology Study Section – CE

Please do not assign this application to the following:

Scientific Review Groups

Cancer Genetics Study Section – CG

The reasons for this request are [provide a narrative explanation for the request(s)].

Who signs and submits the proposals?

Send your completed application to your
AOR!

Be aware that you may need to send the
attachments separately to reduce the
file size.

IMPORTANT!

Advice from Experience

IMPORTANT!

Read and follow all application instructions!

- Failure to follow instructions has resulted in applicants having to submit corrected applications.
- Two most common problems with applications to date:
 - There are application fields not marked as mandatory on the federal-wide form but that *are* required by NIH
 - Example: **The credential field of the R&R Senior/Key Person Profile component MUST contain the PI's assigned eRA Commons User ID for NIH to process the application submission**
 - All non-Pure Edge attachments **MUST** be in PDF format
 - NIH systems cannot accommodate other types of documents

IMPORTANT!

IMPORTANT!

Ahh – it's done....



GRANTS.GOV™

[For Applicants](#) [About Grants](#)

[Contact](#)

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

CONFIRMATION

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

Or is it?

How do I track my submission? Confirmation Process

2.11 After You Submit Your Application Via Grants.gov

The Authorized Organizational Representative (AOR) can use Grants.gov to check the status of an application at any time. Note that Grants.gov requires a user login and password. To check the status of an application, go to <https://apply.grants.gov/ApplicantLoginGetID>.

Once an application has been submitted via Grants.gov, several emails are generated by Grants.gov and sent to the AOR (also known as the Signing Official [SO]) named in the grant application indicating a Grants.gov tracking number that is assigned to the submission:

1) Submission Receipt: An email is sent indicating your application has been received by Grants.gov and is currently being validated.

2) Submission Validation Receipt: An email is sent indicating your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

3) Grantor Agency Retrieval Receipt: An email is sent indicating your application has been retrieved by the Grantor agency.

4) Agency Tracking Number Assignment for Application: An email is sent indicating your application has been assigned an Agency Tracking Number.

If the AOR/SO has not received a confirmation message from Grants.gov within 48 hours of submission, contact grants.gov.

What I hate to see...

- From: <eranotifications@mail.nih.gov>

Date: Fri, 22 Jun 2007 14:27:37 -0400 (EDT)

To: <salvoj@union.edu>

Subject: ACTION REQUIRED TO CONTINUE NIH GRANT APPLICATION SUBMISSION, Grants.gov tracking number GRANT00296797, PI Errors and/or Warnings

NIH has received the electronic application titled "Function and mechanisms of programmed cell clearance in a colonial urochordate" that was submitted through Grants.gov and compared the application to the instructions from the Application Guide and Funding Opportunity Announcement. **The eRA Commons has identified areas of the application that do not agree with the instructions**, and therefore have caused error and/or warning messages to be generated. Since errors will stop the application from moving forward in the submission process, **the errors must be corrected and the entire changed/corrected application must be submitted through Grants.gov**. At this stage, warnings do not require an action or submission of a changed/corrected application; however you should be aware they may need to be resolved after the submission process is completed.

To view the error/warning messages, log in to the eRA Commons at <https://commons.era.nih.gov/commons/> with your username and password. Select the "Status" tab. Find the Application ID with the correct Grants.gov tracking number. You will see "eSubmission Error" in the Application Status. **The Authorized Organization Representative (AOR) must submit the entire corrected application through Grants.gov using the Changed/Corrected Application Type of Submission. Do not start again as a new application.**

much better!

- From: <eranotifications@mail.nih.gov>
Reply-To: <admin@od.nih.gov>
Date: Fri, 22 Jun 2007 15:27:28 -0400 (EDT)
To: <salvoj@union.edu>
Subject: Validations Complete/Check Assembled Application, Grants.Gov
Tracking Number GRANT00296908, PI

NIH has received an electronic application. You will be able to view and/or print the entire assembled application on the eRA Commons by choosing the Status tab and selecting the link next to the appropriately titled application (e.g., AN12345). Please review the assembled application within the next two business days. ***If the application is acceptable, no action is required.*** If the application does not correctly reflect your submission (e.g., missing or garbled text), you can stop it from moving forward,....

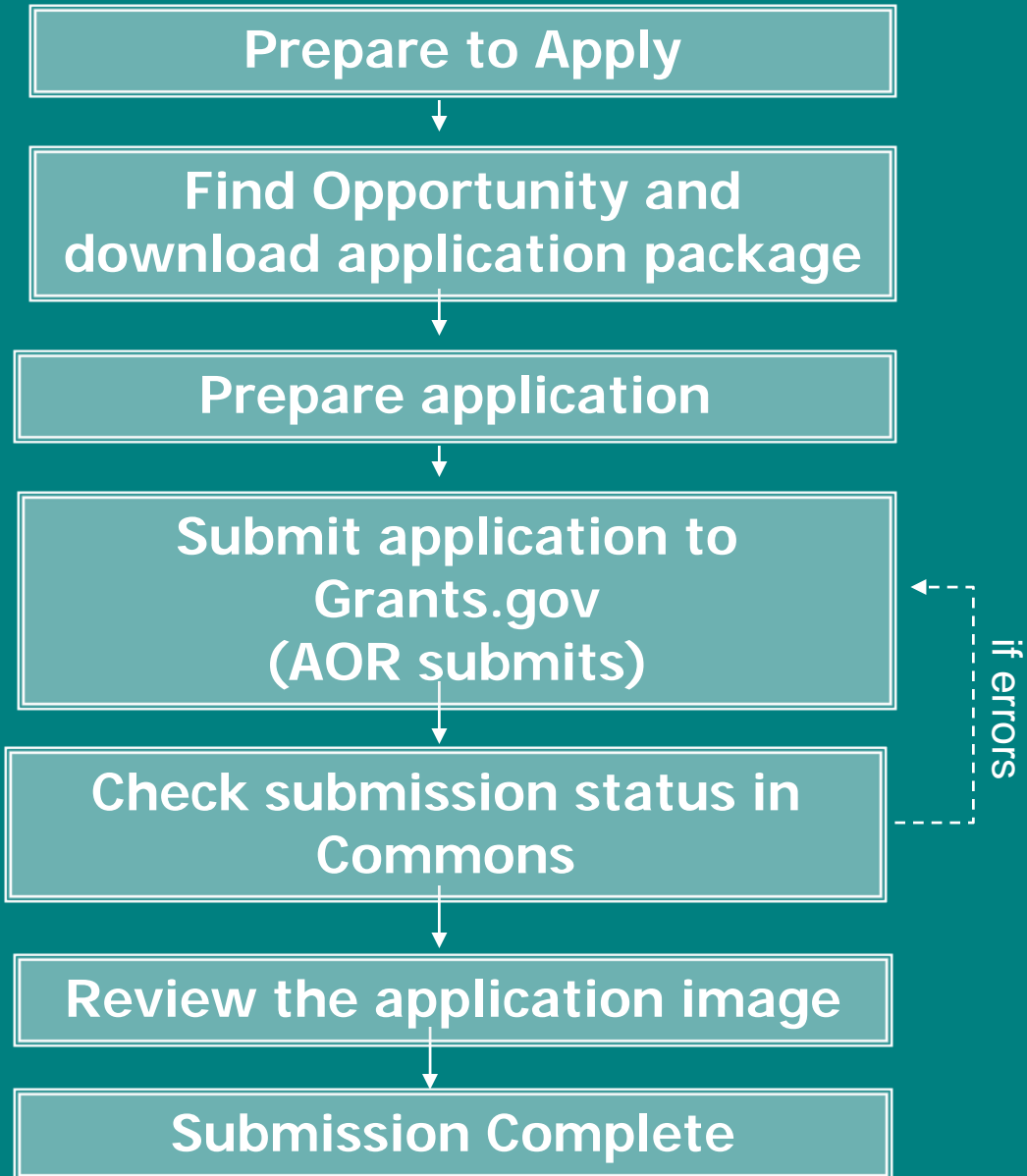
What if I find an error?

You have two days to view the application

Once an application package has been successfully submitted through Grants.gov, all errors are corrected and an application has been assembled by the eRA Commons. PIs and AORs/SOs will have two weekdays (Monday – Friday, excluding Federal holidays) to view the application. If everything is acceptable, no further action is necessary. The application will automatically move forward to the Division of Receipt and Referral in the Center for Scientific Review for processing after two weekdays, excluding Federal holidays. (Note, the previous PI & SO Verification steps have been eliminated effective with submissions made on/after May 10, 2006.)

If, however, it is determined that some part of the application was lost or did not transfer correctly during the submission process, the AOR/SO will have the option to “Reject” the application and submit a Changed/Corrected application. In these cases, please contact the eRA Help Desk to ensure that the issues are addressed and corrected. Once rejected, applicants should follow the instructions for correcting errors in Section 2.12, including the requirement for cover letters on late applications.

Electronic Submission Process Summary



What is electronic submission?

Research grant applications for the National Institutes of Health (NIH) will have to be submitted electronically through Grants.gov using the SF424 Research & Related (R&R). December 1, 2005 will mark the beginning of a momentous change in the way NIH has traditionally received grant applications. One by one, all competing research grant programs (mechanisms) will transition from paper submission of the PHS 398 to electronic submission using the SF424 (R&R)

What are the benefits?

- Standardized application format will help focus on scientific priorities.
- Efficiencies will be gained by automating the validation of business rules.
- A clearer grant image that is in color will be available.
- There is potential to shorten the time period from application submission to award.
- NIH and grantees will save an estimated 200,000,000 pieces of paper per year and countless hours of human effort.
- Scanning, printing, and data entry costs will be reduced, saving taxpayers' money.

What is the timeframe for requiring electronic submission?

- December 1, 2005 - Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) grant applications were the first to transition to electronic submission via Grants.gov.
- Present-September 2007 - The transition schedule for other research grant programs is posted at <http://era.nih.gov/ElectronicReceipt>.
- Applications for the transition submission date and thereafter must utilize the SF424 (R&R) form and be submitted electronically through Grants.gov - paper will not be accepted.

Resources:

Electronic Submission Website

For up-to-date information on electronic submission and the SF424 (R&R):

<http://era.nih.gov/ElectronicReceipt>

Grants Info

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

Phone: 301-435-0714
TTY: 301-451-5936
Fax: 301-480-0525
Phone support hours: Monday-Friday
8:30 a.m.-5 p.m. ET
Email: GrantsInfo@nih.gov

Grants.gov

For information about Grants.gov registration, PureEdge™ software and form navigation:

Online: <http://grants.gov>
Toll Free: 1-800-518-4726
Fax: 301-480-0525
Phone support hours: Monday-Friday
7 a.m.-9 p.m. ET
Email: support@grants.gov

eRA Commons

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

eRA Commons Online:
<https://commons.era.nih.gov/commons/index.jsp>
eRA Online: <http://era.nih.gov>
Phone: 301-402-7469
Toll Free: 1-866-504-9552
TTY: 301-451-5939
Phone support hours: Monday-Friday
7 a.m.-8 p.m. ET
Web: <http://ithelpdesk.nih.gov/era/>

April 2006

NIH

Electronic Submission of NIH Research Grant Applications

<http://era.nih.gov/ElectronicReceipt>



What is Grants.gov?

- Grants.gov allows organizations to electronically Find and Apply for competitive grant opportunities from all federal grant-making agencies.
- Grants.gov provides a single access point (portal) for more than 1,000 grant programs offered by the 26 federal grant-making agencies.
- Any person, business, or state, local, or tribal government can use Grants.gov to electronically search for grant opportunities and apply for grants.

What is the eRA Commons?

- The Electronic Research Administration (eRA) Commons is a meeting place on the Web where research organizations and grantees can receive and transmit information about the administration of biomedical and behavioral research grants.
- The eRA Commons interacts with Grants.gov to retrieve electronic applications for NIH grants submitted through the Grants.gov portal.
- Signing Officials (SO) and Principal Investigators (PI) use the eRA Commons to review identified errors and view and print their assembled applications.
- Applicants can access the status of their applications.
- Grantees can access the status of their awards, submit reports and make requests electronically.

"Now applicants will begin to enjoy the benefits of a single federal interface for finding opportunities and submitting applications online using a single form and process."

—Dr. Norka Ruiz Bravo, NIH Deputy Director for Extramural Research

How do institutions and applicants prepare for electronic submission?

Registration

Start the registration process at least four weeks before applications are due.

- Institutions need to register on Grants.gov. You can find instructions at <http://grants.gov/GetStarted>
- Institutions and PIs need to register in the eRA Commons system. You can find instructions at <https://commons.era.nih.gov/commons>

Determine the mode of submission

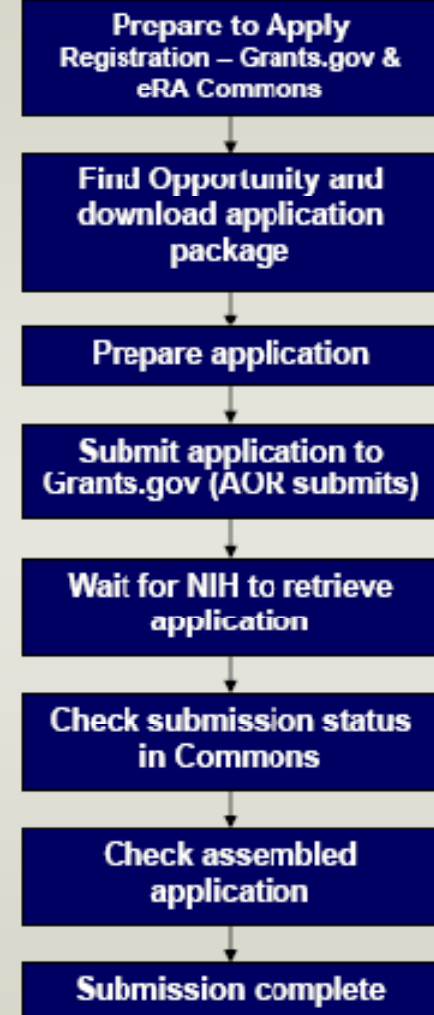
Applicant organizations can submit applications to NIH through Grants.gov in one of two ways:

- **Forms-based Submission**
Organizations using forms-based submission will rely on the PureEdge™ forms viewer provided free of charge from Grants.gov to download, complete and submit application packages.
- **System-to-System Transfer of Data**
Organizations desiring a systems-to-systems approach can work with Grants.gov to develop a data exchange system (that transmits XML data streams) or partner with an established commercial Service Provider that has already developed such an interface with Grants.gov.

To learn more, visit

<http://era.nih.gov/ElectronicReceipt>

What are the steps for electronic submission?*



* For detailed submission instruction visit <http://era.nih.gov/ElectronicReceipt/>

Thanks!!



For Sponsored Programs Officers

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	Check assembled application
Authorized Organizational Representative (AOR)/Signing Official (SO)	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	Only AOR/SO has ability to reject application within two business days; if no action taken, appl. moves forward
Principal Investigator (PI)	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/SO**			
AOR/SO and PI	Download PureEdge Viewer from Grants.gov				Check status of application in Commons If errors found, AOR/SO and PI correct the application**	Check assembled application in eRA Commons

<http://era.nih.gov/ElectronicReceipt/>

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

Submission complete

How do I know if my organization is registered?

How do I know if my organization is registered?

Go to www.ccr.gov and select Search CCR

CCR Central Contractor Registration

www.ccr.gov

Vendor Corner | Government Arena | Small Business | CCR Handbook | Access CCR Data | Help

Start New Registration
Finish Saved Registration Using Confirmation #
Update or Renew Registrations Using TPIN
Search CCR
Find my DUNS
Find my CAGE
Federal Agency Registration
Dynamic Small Business Search

NOTICE:
CCR Release Notes are now available on-line for the recently implemented CCR modifications. . . . [Read more](#)

IMPORTANT ANNOUNCEMENT From the Federal Government Regarding Validation of Taxpayer Identification Number (TIN) in CCR
On **October 30, 2005**, the Central Contractor Registration (CCR) began validating the Taxpayer Identification Number and Taxpayer Name of each new and updating CCR registrant with the Internal Revenue Service (IRS) records.
For more information, please see [News item](#).

ANNOUNCEMENT FROM THE FEDERAL GOVERNMENT RE BUSINESS SIZE STATUS AND CCR

CCR Daily

Upcoming Events

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Integrated Acquisition Environment

Fill in Name and Zip code, scroll down and hit search.

CCR

Central Contractor Registration

CCR Search

[For issues with DOD payment click here](#)

Simple Search

(Enter one value to return a specific result.)

DUNS Number: PLUS 4:

CAGE Code: [CAGE Code Search Website](#)

Search

Reset

Advanced Search

(Enter one or more values to return a customized result.)

Legal Business Name or DBA: [Note](#)

SIC/NAICS Code: [SIC Code Search / NAICS Code Search](#)

City:

State:

Foreign Country:

Zip/Postal Code:

If you see this page, you are
registered 😊...

The screenshot shows the CCR Central Contractor Registration website. At the top, the logo 'CCR' is displayed in large green letters, with 'Central Contractor Registration' written in smaller orange text to its right. Below the logo, the text 'Advanced Search Information' is centered. Underneath, there are two buttons: 'Search Again' and 'Print Record'. A line of text reads 'FOR OFFICIAL USE ONLY'. A horizontal line separates this from the 'General Information' section. Below this line, the text 'Current Registration Status: Active in CCR; Registration valid until 09/27/2006.' is displayed. A list of fields follows: DUNS: 059375584, DUNS PLUS4: (blank), CAGE/NCAGE Code: 3SPF7, Legal Business Name: UNION COLLEGE, Doing Business As (DBA): TRUSTEES OF UNION COLLEGE, Division Name: (blank), and Division Number: (blank).

CCR
Central Contractor Registration

Advanced Search Information

Search Again Print Record

FOR OFFICIAL USE ONLY

General Information

Current Registration Status: Active in CCR; Registration valid until 09/27/2006.

DUNS: 059375584
DUNS PLUS4:
CAGE/NCAGE Code: 3SPF7
Legal Business Name: UNION COLLEGE
Doing Business As (DBA): TRUSTEES OF UNION COLLEGE
Division Name:
Division Number:

Scroll down to find your business
POC, this person will know who the
AORs are on your campus.

If you see this, your organization is not registered (or you have entered the info incorrectly) – try to search just by zip code ...



CCR Search

[For issues with DOD payment click here](#)

0 Companies Found for Company Name LIBERAL ARTS COLLEGE, Zip Code 12308