


**YOUR COMPETITIVE ADVANTAGE
SUCCESSFUL PROPOSAL DEVELOPMENT
WORKSHOP**

**ELECTRONIC GRANT
SUBMISSION**

B. Duane Price, Ph.D.
Senior Scientific Review Officer
Scientific Review Program
National Institute of Allergy and Infectious Diseases
National Institutes of Health


February 27, 2010



**SUCCESSFUL PROPOSAL DEVELOPMENT
WORKSHOP**

ELECTRONIC GRANT SUBMISSION
Today's Topics

- ◆ Define the steps
- ◆ Describe the systems
- ◆ Identify those who can help



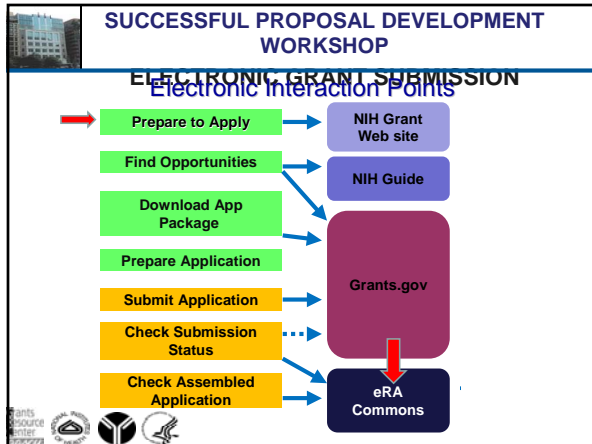
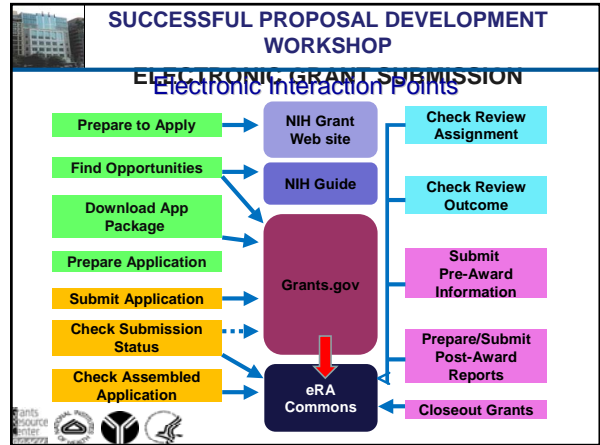
**SUCCESSFUL PROPOSAL DEVELOPMENT
WORKSHOP**

ELECTRONIC GRANT SUBMISSION
Internal Process Considerations

Your Organizations Manage Internal Review & Approval Processes Uniquely and Investigators Need to Follow the Policies



Administrators and PIs must work together on applications

**SUCCESSFUL PROPOSAL DEVELOPMENT
WORKSHOP**

ELECTRONIC GRANT SUBMISSION
Prepare to Apply - Resources




NIH Grant Website <http://grants.nih.gov/>



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Prepare to Apply Electronically


- ◆ Registration - you need to register to submit
 - + Most announcements (~85%) require (new) electronic submission through Grants.gov
 - + A few announcements still allow submission on (old) paper forms.




SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Two Systems Working Together

- ◆ **Grants.gov**
 - ◆ The Federal government
 - ◆ Used by 26 Federal agencies
- ◆ **eRA Commons**
 - ◆ electronic Research Administration
 - ◆ The NIH



IMPORTANT:
Each system has its own registration and validation requirements



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Registration - Grants.gov

- ◆ Grants.gov – Organization
 - + Applicant Organization only (not PI)
 - + Applicant Organization one time
 - + Many organizations are already registered
 - + Registration steps outlined at:
http://www.grants.gov/applicants/get_registered.jsp




START EARLY! It can take 2–4 weeks; up to 8 weeks for newly established or foreign businesses



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Registration - eRA Commons

- ◆ **eRA Commons – Organization**
 - + Register your organization/institution (one time)
 - + Designate the Signing Official (SO)
<https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>




Allow 2 – 4 weeks to complete
<http://era.nih.gov/ElectronicReceipt/preparing.htm>




YOUR COMPETITIVE ADVANTAGE SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

Registration - eRA Commons (cont.)

- ◆ eRA Commons – PI
 - + Principal Investigators (PIs) must work through their Signing Official (SO) to register
 - + PIs have one account that follows them throughout their careers
 - + The PI and SO need separate accounts in eRA Commons because each has different roles



Allow 4 - 5 business days to complete




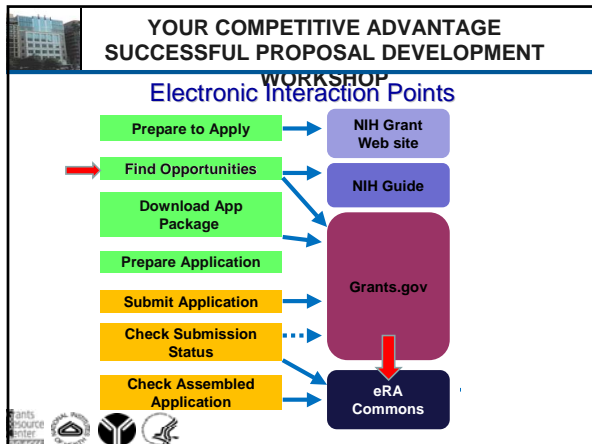
YOUR COMPETITIVE ADVANTAGE SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

Obtain Compatible Software

- ◆ Download forms to be completed
- ◆ Need Adobe Reader software (free) to view forms
 - + Opening forms with wrong (old) Adobe Reader may destroy the application!
- ◆ Attach documents (e.g. research strategy) to forms
- ◆ Need “Portable Document Format” (PDF) software to prepare attachments

Grants.gov Download Software Web Page:
http://www.grants.gov/resources/download_software.jsp





SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION Find Opportunity & Download Package

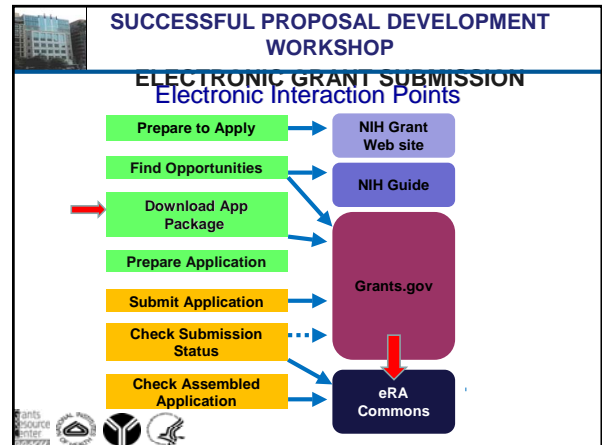
- ◆ All NIH simultaneously posts FOAs on:
 - + Grants.gov for Grants <http://grants.gov/>
 - + NIH Guide for Grants and Contracts <http://grants.nih.gov/grants/guide/index.html> applications must be submitted in response to a Funding Opportunity Announcement (FOA)

YOUR COMPETITIVE ADVANTAGE SUCCESSFUL PROPOSAL DEVELOPMENT

WORKSHOP Funding Opportunity Announcements

- ◆ NIH Office of Extramural Research
<http://grants.nih.gov/grants/oe.htm>

The screenshot shows the NIH Office of Extramural Research website. The 'NIH GUIDE' section is highlighted, showing 'Search Funding Opportunities: NIH Guide for Grants and Contracts'. Other sections include 'About Grants', 'Funding Opportunities', 'NIH Wide Initiatives', and 'News & Events'.



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION Solicited Applications / Proposals

- ◆ Identify FOA of interest (use NIH Guide)

The screenshot shows search results for 'Advanced Funding Opportunities & Notices Search Results'. A table lists various FOAs with columns for Announcement Number, Related Announcement, Issuing Organization, Release Date, Opening Date, Expiration Date, Activity Code, and Title. A red box highlights the 'Click Announcement Number link to access FOA information' instruction, pointing to the 'EA-08-245' link in the table.

Announcement Number	Related Announcement	Issuing Organization	Release Date	Opening Date (if 4+ only)	Expiration Date	Activity Code(s)	Title
EA-08-245	See Related	OPWH	06/21/2008	06/05/2008	06/08/2011	R01	Chronic Fatigue Syndrome: Pathophysiology and Treatment (R01)
EA-08-246	See Related	NIH	06/21/2008	06/05/2008	06/08/2011	R01	Exceptional, Unconventional Research: Enabling knowledge acceleration (EUREKA) (R01)
EA-08-247	See Related	NIH	06/24/2008	06/05/2008	06/08/2011	R01	Harnessing Inflammation for Reconstruction of Oral and Craniofacial Tissues (R01)
EA-08-248	See Related	NIH	06/24/2008	06/05/2008	06/08/2011	R01	Collaborators with National Centers for Biomedicine

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION Announcement Notes

- ◆ Carefully read the entire announcement
- ◆ Key dates:
 - + Release/Posted Date: package and instructions available for download
 - + Opening Date: application can be submitted
 - + Application Due or Submission/Receipt Date: submission deadline
 - + Expiration Date: announcement closed

The screenshot shows the 'Key Dates' section for a specific FOA. It lists: Release/Posted Date: June 25, 2008; Opening Date: September 30, 2008; Application Due Date: September 30, 2008; Peer Review Date: January/February 2009; Council Review Date: May 2009. A note states: 'NOTE: On-line submission requires that applications be successfully submitted to Grants.gov no later than 5:00 p.m. local time.'

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Announcement Notes

Note: This FOA uses the new Adobe forms, thus, [Adobe Reader](#) version 9.1.2 or 9.0 is necessary to prepare and submit an application for this FOA.

Apply for Grant Electronically ← Click Apply for Grant Electronically

For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at info@grants.gov or [1-800-486-4864](tel:18004864864).

To download the application instructions or package, click on 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-07-070	RC03B-FORNG-A	Research Project Grant (Parent R01)	National Institutes of Health	Download

Verify information Click download

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

YOUR COMPETITIVE ADVANTAGE

Download Package

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

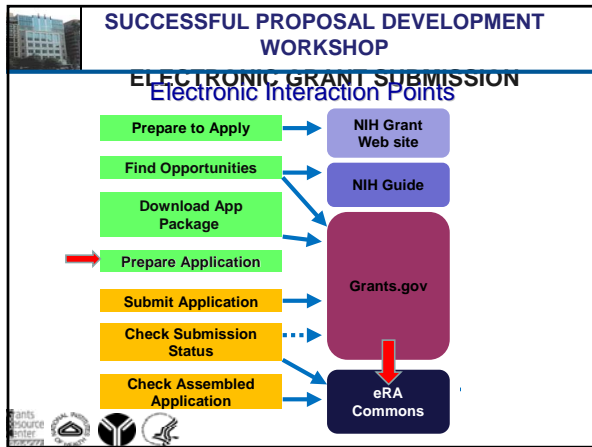
You have chosen to download the instructions and application for the following opportunity:

Opportunity Number: PA-07-070: Research Project Grant (Parent R01)
 Competition ID: RC03B-FORNG-A
 Competition Title: Adobe-Form-A
 Agency: National Institutes of Health
 Opening Date: 12/05/2006
 Closing Date: 01/07/2007

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 } Click Apply for Grant Electronically
 2. Download Application Package }



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Preparation Instructions: Application Guide versus FOA

- Generic Instructions are in the SF 424 Application Guide →
- But there are specific instructions in the FOA that overrule instructions in the Application Guide →

SF 424 (R&R) Application Guide for NIH and Other PHS Agencies

Table of Contents

- Table of Contents Information
- Part I: User Instructions Information
- Part II: Application Information
- Part III: Application Package Information
- Part IV: Application Submission Information
- Part V: Application Review Information
- Part VI: Application Award Information
- Part VII: Application Management Information
- Part VIII: Application Support Information
- Part IX: Application Other Information
- Part X: Application Other Information
- Part XI: Application Other Information
- Part XII: Application Other Information
- Part XIII: Application Other Information
- Part XIV: Application Other Information
- Part XV: Application Other Information
- Part XVI: Application Other Information
- Part XVII: Application Other Information
- Part XVIII: Application Other Information
- Part XIX: Application Other Information
- Part XX: Application Other Information

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Grant Application Package Screen

Save on your computer

Header info is pre-populated and not editable

Mandatory Grants.gov fields highlighted

Complete the SF424 (R&R) first. It populates fields in other forms

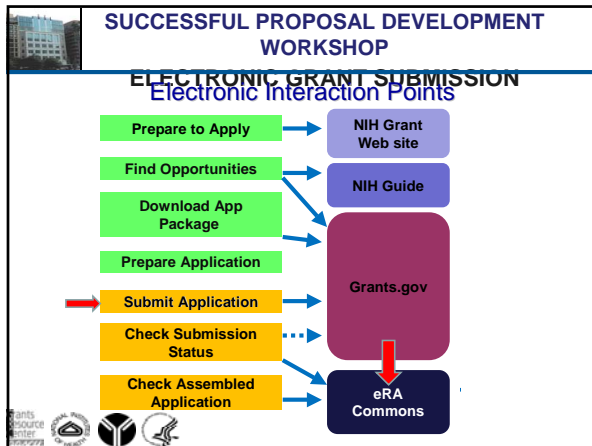
Check Application Guide to determine which Optional Documents to submit

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Prepare Application

- Develop attachments (e.g. Research Strategy) in a word processing program
- Convert to PDF format following the instructions in the Application Guide
- Check the PDF files carefully to ensure content converts correctly (graphics, etc.)



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Submit Application

- ◆ All registrations must be completed prior to submission
- ◆ Only the Authorized Organization Representative (AOR) can submit applications to Grants.gov

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Submit Application (cont.)

Save & Submit button becomes active when:

- All mandatory fields are completed
- All Mandatory Documents are moved to Mandatory Documents for Submission box and completed
- The application is Saved

Check Package for Errors only checks Grants.gov errors

NIH errors will be shown in the eRA Commons after submission

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Submit Application (cont.)

Enter your Grants.gov username and password. You must be registered to Submit. Only the AOR can Submit

Click Sign and Submit Application button to record electronic signature and start submission process to Grants.gov

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Submit Application (cont.)

Print/Save your Confirmation screen information

Grants.gov Tracking #

Date/Time Stamp - due at 5 p.m. (applicant's time zone) on the submission deadline date

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Checks: Upon Submission to Grants.gov

- ◆ All mandatory fields completed
- ◆ All mandatory documents completed
- ◆ The organizational DUNS number correct
- ◆ Date format correct
- ◆ e-mail address format correct


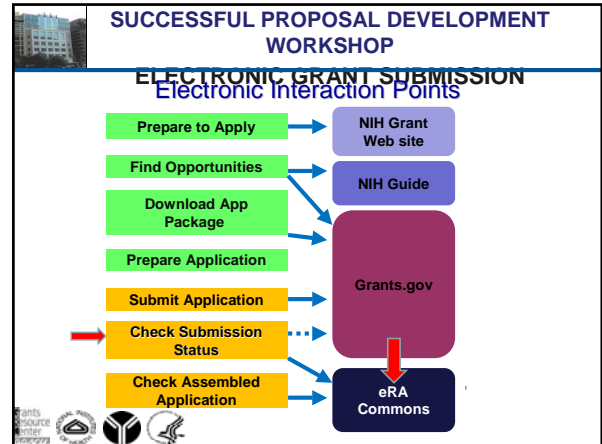
Submission must be accepted by Grants.gov on or before 5:00 p.m. on submission deadline date

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

E-mail Notifications: Grants.gov

- ◆ AOR receives Grants.gov e-mails
 1. **Submission Receipt** – application received and is being validated (Grants.gov validations only)
 2. **Rejection Notice** – errors
OR
Submission Validation Receipt – no errors
 3. **Grantor Agency Retrieval Receipt** – application has been retrieved by the agency (NIH)
 4. **Agency Tracking Number** – application has been assigned a tracking number by the agency (NIH)





SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Application Processing in eRA Commons

- ◆ **Grants.gov** does not check agency (NIH) rules
- ◆ **eRA system** retrieves applications from Grants.gov and checks them against NIH rules defined in the "Application Guide" and FOA




SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

E-mail Notifications: eRA Commons

The AOR, PI, and Contact receive these E-mails

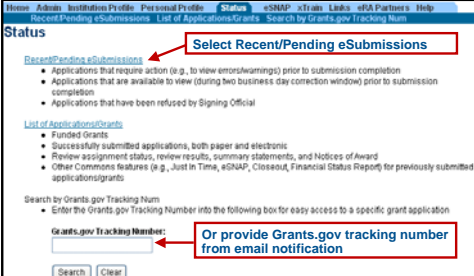
Validations Complete/Check Assembled Application
Validations Complete/Check Assembled Application – Warnings Only
Action Required: Errors and/or Warnings
Action Required: Missing/Invalid Commons Username
Action Required: System Error
SO refused application – application rejected by SO




SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Status in Commons: PI



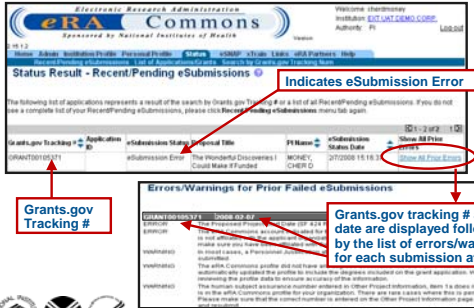
Or provide Grants.gov tracking number from email notification




SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION

Status: Errors/Warnings



Grants.gov tracking # and date are displayed followed by the list of errors/warnings for each submission attempt



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Status: eSub Errors/Warnings

STOP

- Errors must be corrected
- Warnings do not stop application

Helpful Links
Avoiding Common Errors page:
http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm
Full list of Commons Validations
http://era.nih.gov/ElectronicReceipt/files/SF424RR_Validation.pdf

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Error Correction Window

- Two (2) days to correct errors or warnings after the submission deadline
 - The original application must have been submitted on time
 - All changes must be identified in the cover letter

See Notice in NIH Guide for Grants & Contracts (11/30/2007):
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-018.html>

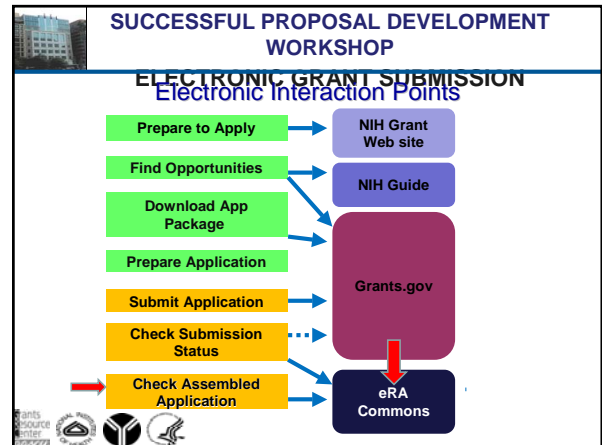
SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Correcting Errors/Warnings

- Make corrections in the copy of the application on your computer

- Select Changed/Corrected on SF424 (R&R) cover (box #1)
- Include cover letter if after submission deadline
- AOR must submit the entire corrected application to Grants.gov
- Track submission through to Commons

NOTE: Reviewers do not see applicant errors/warnings



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Status: View Application Image

- Once an error-free application is received, eRA will:
 - Assemble the grant application
 - Insert headers (PI name)
 - Insert footers (page numbers)
 - Generate Table of Contents
 - Generate bookmarks
 - Provide the application in the PI's eRA Commons account

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Status: View Application Image

Status is Pending

Follow link to detailed status info

eSubmission Errors/Warning

- No degrees have been entered for the PDI PI. If you want the application image, you should include them on the PHS 308 Cover Page Supplement. - Warning
- The Research Plan is limited to 25 pages. This may span 28 pages due to page breaks. If the total space occupied by text does not exceed 25 pages then no action is needed. - Warning

Follow e-Application link to view assembled application image

View Appendices and Cover Letter

Other Relevant Documents

- e-App. PDF
- Submission Appendices
- Submission Cover Letter
- Appendix for Submission Documents

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Status: e-Application

TIP: Carefully review the entire application. This is your first chance to view/print the same application image that will be used by Reviewers!

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Application Viewing Window

- Applicants have **two (2) days** to view the application before it automatically moves to NIH
- SO can Reject application to address Warnings (if within error correction window) or to correct the application image

If you can't VIEW it, we can't REVIEW it!

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Reject Application

Must have SO role

Enter Search Criteria

Click Search

Select Recent/Pending eSubmissions

Select Reject eApplication

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Reject Application

Enter comment to be sent with email notification

Click Reject

SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
eSubmission Process

- If no action for two business days, the application moves forward to NIH
- Any subsequent pages must be approved by the Scientific Review Officer

Submission Complete


SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
More Electronic Interaction Points

My application is submitted...
...now what?
Additional eRA Commons functionality

- Check Review Assignment
- Check Review Outcome
- Submit Pre-Award Information
- Prepare/Submit Post-Award Reports
- Closeout Grants



eRA Commons



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Once Your Application is in eRA...


- ◆ CSR Receipt & Referral Office
 - + Determines the appropriate institute (i.e. PO)
 - + Assigns a unique Grant number and
 - + Determines the locus of review (CSR or Institute)
- ◆ CSR or Institute will assign application to a review panel
- ◆ Tentative Rosters of all NIH review panels available at <http://era.nih.gov/roster/index.cfm>
- ◆ Applicants: Check STATUS INFORMATION in Commons for details and contact information for Scientific Review Officer (SRO), Grants Management Specialist (GMS) and Program Officer (PO)



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION


Questions?



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Finding Help: Internet Resources

- ◆ Applicant Resources
 - + electronic Research Administration: <http://era.nih.gov/>
 - + NIH Grants Web site: <http://grants.nih.gov/>
 - + eRA Commons: <https://commons.era.nih.gov/commons/>



SUCCESSFUL PROPOSAL DEVELOPMENT WORKSHOP

ELECTRONIC GRANT SUBMISSION
Contact Information

B. Duane Price, Ph.D.
Senior Scientific Review Officer
Scientific Review Program
National Institute of Allergy and Infectious Diseases/NIH/DHHS
6700-B Rockledge Drive
Rm. 3139, MSC 7616
Bethesda, MD 20892-7616
Phone:(301) 451-2592
Fax: (301) 480-2408
PriceBD@niaid.nih.gov

