NIH Electronic Submissions

To Reject or Not to Reject

Cindy Gilbert
eRA Coordinator
Office of Contract & Grant Administration

April 8, 2010
NIH Changed/Corrected Applications

- Increase in number of requests for changed/corrected applications
- Effective December 2009 specific language in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies
When OCGA/DRA Can Reject

Section 2-10; page I-25:

Once an application package has been successfully submitted through Grants.gov NIH provides applicants a two-day error correction window to correct any eRA identified errors or warnings before a final assembled application is created in the eRA Commons. The standard error correction window is two (2) business days, beginning after the submission deadline and excluding weekends and Federal holidays. All errors must be corrected to successfully complete the submission process. Warning will not prevent the application from completing the submission process.

Please note that the following caveats apply:

- Initial application must be “on-time.”

The AOR/institution is expected to enforce that application changes made within the error correction window are restricted to those necessary to address system-identified errors/warnings. NIH may reject an application that included additional changes.
Submission of Supplementary or Corrective Information

- Section 2.13; page 1-29

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-018.html. Acceptance of additional materials prior to peer review is at the discretion of the NIH Scientific Review Officer (SRO). Additional materials should be sent as a PDF attachment to an e-mail. E-mail communication is preferred. If e-mail is not feasible, please send in a hard copy. The original application is kept intact; any additional material is sent separately to reviewers. Updated or supplemental grant application materials used in the peer review process will be retained as part of the official grant file and remain part of the permanent record for that application. The additional materials must be submitted to the NIH SRO with the consent of the applicant organization’s designated AOR/SO. NIH require that the applicant organization include the AOR in the correspondence; the AOR is not necessarily required to submit the application materials. It is acceptable for the PD/PI or Contact PI for multiple PD/PI applications to send such materials with the concurrence of the AOR (designated institutional signing official). Materials sent without evidence of such concurrence will not be accepted.
Keys to Success

- Review the specific FOA.
- Refer to the *SF 424 (R&R) Application Guide*.
- Understand the limitations of Grants.gov and/or S2S Grants in identifying errors/warnings.
- Pay attention to:
  - NIH Commons IDs
  - Project Roles – consistent in budget, justification, senior/key person profile form
  - Format – font, margins, number of pages
  - Biosketch – current format
  - Inclusion of PMCID numbers
- Provide a copy of the entire proposal to PI and other key personnel for review prior to submission to the SO.
- Release the final proposal to the SO at least five working days prior to the deadline.
- If you have questions, contact your **OCGA Team** or DRA.