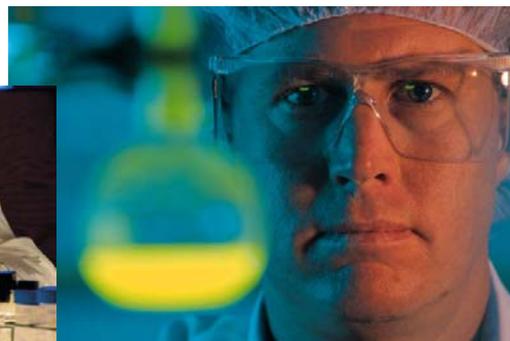


NIH Moving *Forward*

From your ideas...



...into our systems...



Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Version 2.14.3.1

Home **Admin** Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Accounts
Delegate PI Delegate PPF Edit Delegate Status Change Password Verify NIH Support Delegate xTrain Authority

...to advance medical discovery.



Electronic Submission of Grant Applications for NIH Intramural Staff

January 16, 2009

Megan Columbus

*NIH Program Manager for Electronic
Receipt of Grant Applications
Electronic Research Administration*

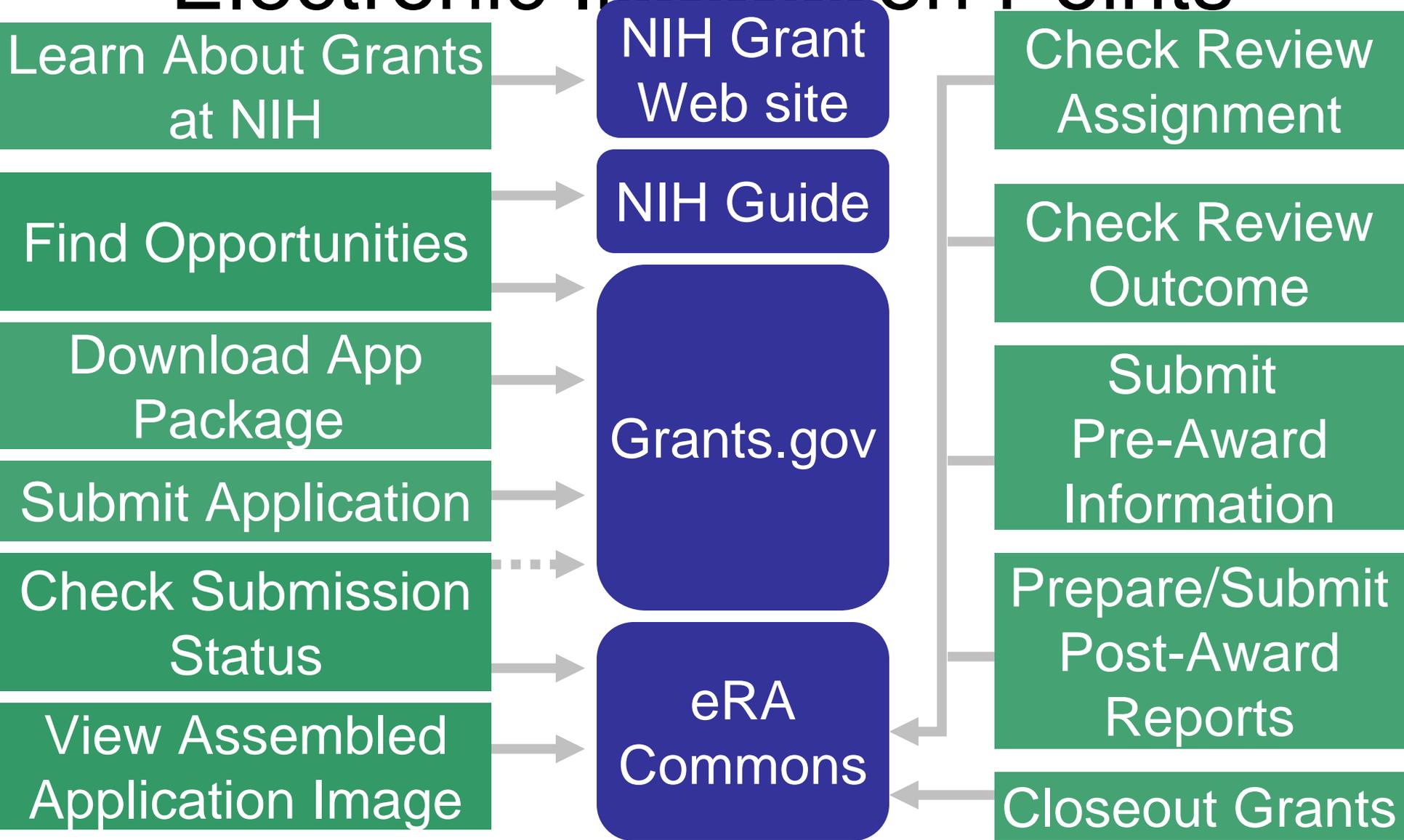
Sheri Cummins

*Customer Relationship Manager
Electronic Research Administration
External Services –
eSubmission & eRA Commons*



Electronic Research Administration
National Institutes of Health, Office of Extramural Research

Electronic Interaction Points



Learn About Grants

<http://grants.nih.gov/>



OER Home
About Grants **BASICS**

- Grants Process & Award Data**
- [Grant Application Basics](#)
 - [Grants Process Overview](#)
 - [Types of Grant Programs](#)
 - [How to Apply](#)

- [Peer Review Process](#)
- [Award Management](#)
- [NIH Financial Operations \(w/Funding Strategies\)](#)

eRA, Commons, eSubmission

- Electronic Grants**
- [Electronic Research Admin \(eRA\)](#)
 - [eRA Commons](#)
 - [Applying Electronically](#)

Grants Policy **POLICY**

- [Policy & Guidance](#)
- [Compliance & Oversight](#)
- [Research Involving Human Subjects](#)
- [Office of Animal Laboratory Welfare \(OLAW\)](#)
- [Peer Review Policies & Practices](#)
- [Intellectual Property](#)
- [Invention Reporting \(iEdison\)](#)

Funding **NIH GUIDE**

Funding Opportunities

Search Funding Opportunities:
NIH Guide for Grants and Contracts

- [Funding Opportunities \(RFAs, PAs\) & Notices](#)
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- [Research Training & Career Development](#)
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Forms & Deadlines

- [Forms & Applications](#)
- [Submission Dates / Deadlines](#)
- [Submitting Your Application](#)

FORMS & INSTRUCTIONS, SUBMISSION DATES

INITIATIVES

- NIH-Wide Initiatives**
- [New Investigators Program](#)
 - [Multiple Principal Investigators](#)
 - [Genome-Wide Association Studies \(GWAS\)](#)
 - [NIH Roadmap for Medical Research](#)
 - [NIH Blueprint for Neuroscience Research](#)

- Global OER Resources**
- [Glossary & Acronyms](#)
 - [Frequently Used Links](#)
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GLOSSARY, FAQs

About OER

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- [Extramural Intranet \(Staff Only\)](#)

News & Events

News Flashes

[May 2008 NIH Extramural Nexus Now Available](#)

[NIH Seeks Ideas for Future Roadmap Trans-NIH Strategic Initiatives](#)

[NIH Reconfirms Commitment to Protecting Sensitive Personal Data](#)

[More News...](#)

Hot Topics

GET CONECTED

Get Connected

- [NIH Extramural Nexus](#)
- [NIH Guide LISTSERV](#)
- [SBIR/STTR LISTSERV](#)
- [Animal Welfare \(OLAW\) LISTSERV](#)
- [eSubmission News](#)

Workshops & Seminars

[NIH Regional Seminar on Program Funding and Grants Administration](#)

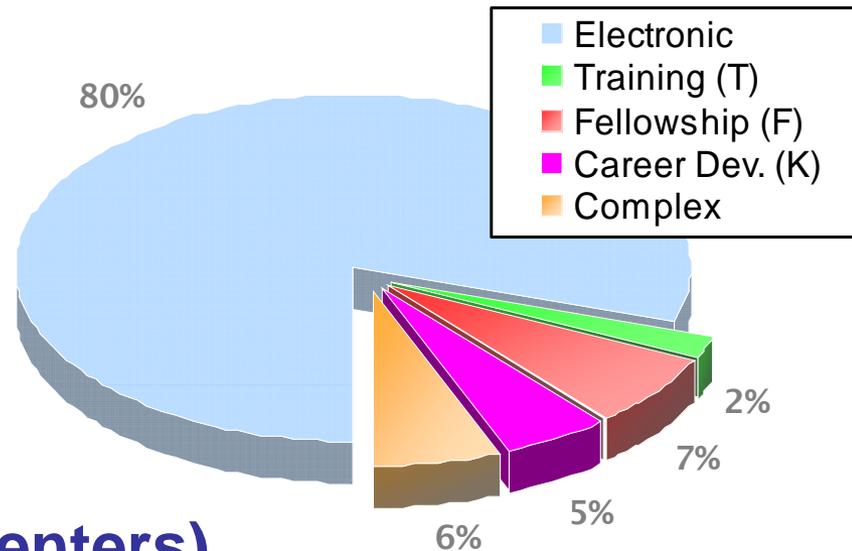
- [Chicago, IL \(June 2008\)](#)

[More Workshop Info...](#)

Future Transitions

All applications now require electronic submission with the exception of the following mechanisms*

- **Career Development**
- **Fellowship**
- **Training (T&D)**
- **Complex, Multi-project Applications (Project/Centers)**



*These use the paper PHS398 application process

K, F and T Transition Plans

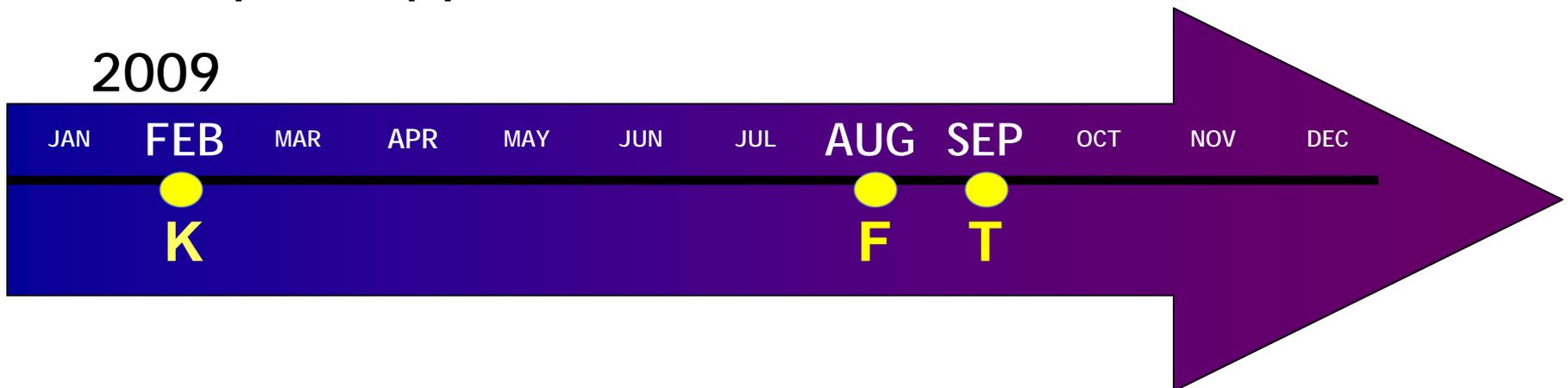
February 12 – Research Career Development (K)

August 8 - Individual National Research Service Awards (F)

September 25 - *Institutional* National Research Service Awards and Other Training Grants (T, D)

* Complex applications to be determined

2009



eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application

Submit Application to Grants.gov

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again





Two Systems Working Together

- **Grants.gov** – the Federal government’s single online portal to find and apply for Federal grant funding
 - Used by all 26 Federal grant-making agencies
- **eRA Commons** – electronic Research Administration system that allows applicants, grantees and Federal staff to access, share and transmit information related to their applications and grants
 - Used by NIH and a few other HHS components



IMPORTANT:
Each system has its own registration and validations requirements



Make Sure Your IC is Registered

- If you are an intramural applicant applying for any extramural grant programs, **you must make sure that your institute is registered with both Grants.gov and the eRA Commons.**
- Determine who in your institute is responsible for signing and submitting your grant applications.
 - View a list of how these roles have been implemented in some institutes:
http://odoerdb2.od.nih.gov/ElectronicSubmission/reg_ic.htm
- Once your institute is registered in the Commons, the signing official must set up PI accounts for your intramural investigators. The investigator's Commons ID is required on all NIH grant applications.





Registration – Grants.gov

Grants.gov – Organization



- Applicant Institute *only* (one time)
- Your institute may already be registered!
- If not, registration steps outlined at:
http://www.grants.gov/applicants/get_registered.jsp
- **START EARLY!** Registration Can take 2–4 weeks
- **Important Tip:** Update your Central Contractor Registry information yearly to keep your Grants.gov credentials active.

Investigators do **NOT** register in Grants.gov



Registration – eRA Commons

eRA Commons – Organization



- Register your organization/institution (one time); designate your Signing Official (SO)
 - Your institute may already be registered!
 - List of registered orgs:
http://era.nih.gov/commons/quick_queries/commons_registered_orgs.cfm
 - Not listed? Signing Officials Register here:
<https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>
- May be completed simultaneously with Grants.gov registration once the DUNS # is obtained

**Investigators do NOT register the institute
in eRA Commons**



Registration – eRA Commons

eRA Commons – PD/PI



- Project Director/Principal Investigators (PD/PIs) must work through their institution's Signing Official (SO) or others with account administration authority to ensure appropriate registration/affiliation
- PIs have one account that follows them throughout their careers
 - Can be affiliated with multiple organizations
- The PI and SO need separate accounts in eRA Commons because each has different privileges

Allow 4 - 5 business days to complete

Internal Process Considerations

Find Out How Your Organization Manages...

- Who has responsibility for submitting
- Internal review & approval processes
- Sharing applications in progress
- Internal Deadlines



Administrators and
PIs must work
together on
applications



Obtain Compatible Software

- **Form software:** Free Adobe Reader software now required
 - Only specific Adobe Reader versions are compatible with Grants.gov forms
 - Currently Adobe Reader 8.1.3 or higher is **required**
 - Stay Tuned to Grants.gov's Download Software Page for Changes
 - A pop-up usually warns if you have a wrong version
 - **Opening Forms with non-compatible Adobe Reader may corrupt application and prevent successful submission!**
- **PDF conversion program** – text attachments *must* be converted to PDF
 - If using an Adobe Acrobat Product to create PDFs, check [Grants.gov's](http://www.grants.gov) Web site to ensure the application reader opens in the correct version of Adobe

Grants.gov Download Software Web Page:

http://www.grants.gov/resources/download_software.jsp

eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application

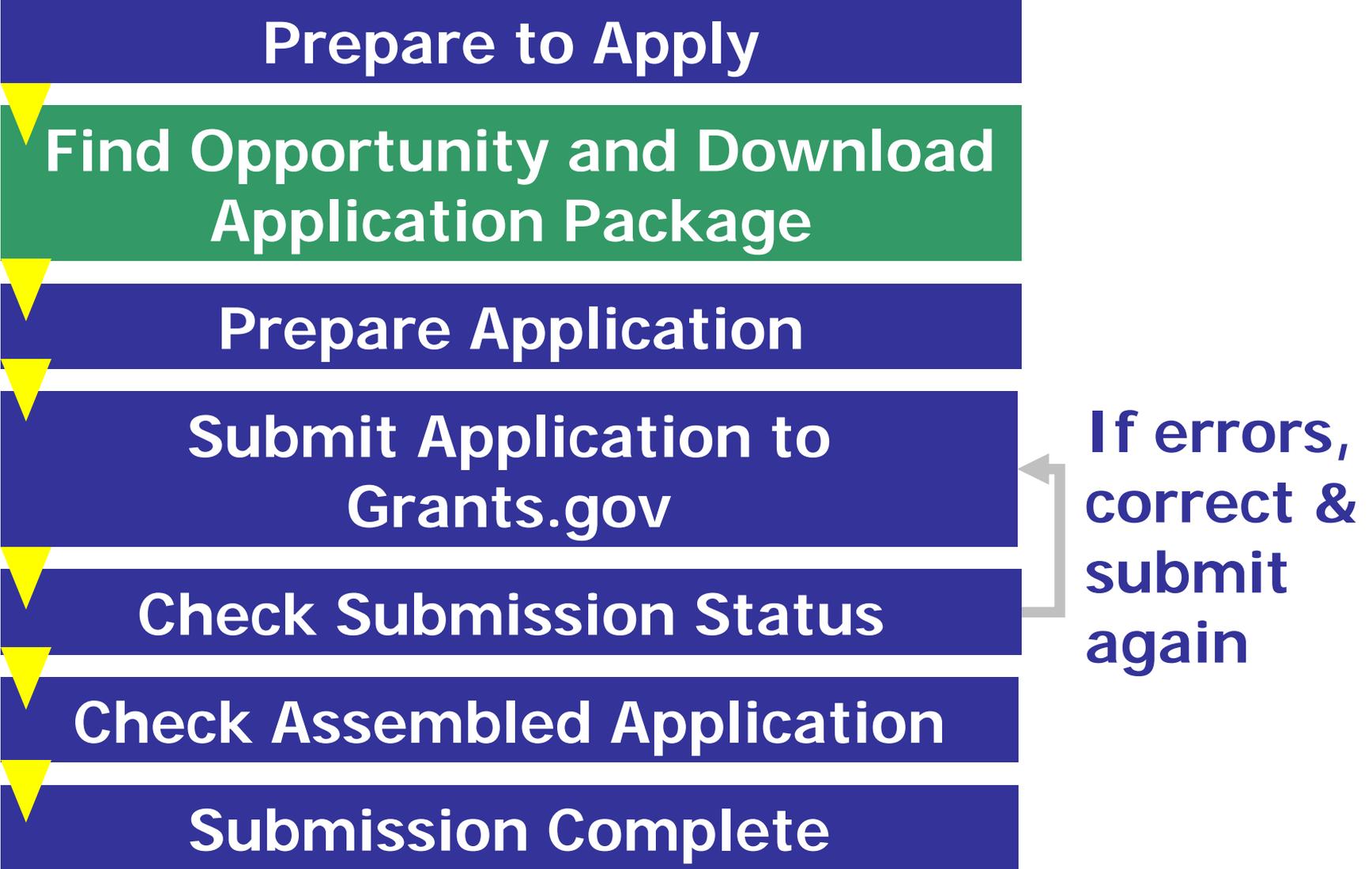
Submit Application to Grants.gov

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again





Find Opportunity & Download Package

- ALL applications must be submitted in response to a Funding Opportunity Announcement (FOA)
- NIH simultaneously posts FOAs on:
 - NIH Guide for Grants and Contracts
<http://grants.nih.gov/grants/guide/index.html>
 - Announcements include button to download package and instructions from Grants.gov
 - Grants.gov

Finding Opportunities: Intramural Eligibility

- Not All NIH Programs are open to NIH Intramural Staff.
- Programs open to Intramural Staff include:
 - Some limited “K” programs (selected K22s, K99/R00)
 - Special Instructions for K22 Applications:
http://grants.nih.gov/training/k22_special_instructions.htm
 - NIH Pathway to Independence (PI) Award (K99/R00)
<http://grants2.nih.gov/grants/guide/pa-files/PA-09-036.html>
 - Some Roadman programs

The best way for NIH Intramural Staff to determine eligibility is to read the “Eligibility” section of their FOA very carefully.

Finding FOAs in NIH Guide

Office of Extramural Research
National Institutes of Health

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Funding

Funding Opportunities

Search Funding Opportunities:
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Go

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Strategic Initiatives

- [New Investigators Program](#)
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[More News...](#)

NIH Guide for Grants & Contracts
<http://grants.nih.gov/grants/guide/>

Search Funding Opportunities:
[NIH Guide for Grants and Contracts](#)

Funding Opportunities and Notices

The **NIH Guide for Grants and Contracts** is the official publication for NIH medical and behavioral research grant policies, guidelines and funding opportunities. [Definitions and More Information...](#)

Search the NIH Guide for:

- [Active RFAs](#) (Requests for Applications)
 - [Active PAs](#) (Program Announcements)
 - [Recent Notices](#) (Released in Last 12 Months)
- [Inactive & Active Announcements](#) (use Advanced Search)

With Announcement # or Keywords: (Optional)

Enter search string or click
Advanced Search

Finding FOAs in NIH Guide

Advanced Funding Opportunities & Notices Search

[Help Page](#)

Enter search parameters

Search Term(s):	<input type="text" value="craniofacial"/>	(e.g. diabetes, RFA-HL-07-010)
Issuing Organization:	<input type="text" value="All Offices"/>	(e.g. NCI) - Listing of Offices
Participating Organization:	<input type="text" value="*OR*"/>	(e.g. NIDDK)
Release Date:	On or After: <input type="text"/>	On or Before: <input type="text"/> (e.g. 1/1/2006)
Opening Date: (SF 424 Only)	On or After: <input type="text"/>	On or Before: <input type="text"/> (e.g. 1/1/2006)
Expiration Date:	On or After: <input type="text"/>	On or Before: <input type="text"/> (e.g. 1/1/2006)
Activity Code (Types of Grants):	<input type="text" value="R01"/>	(e.g. R01) - Available as of 7/1/03.
Activity Code Text Includes:	<input type="text"/>	(e.g. "R01, R03, R21" for R01 or R03 or R21 "K" for K01 or K02, K05, etc.)
Application Package:	<input type="text"/>	(e.g. SF424)
Parent Announcement (unsolicited):	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	(Also see Parent Announcements page)
Title Text Includes:	<input type="text"/>	(e.g. SBIR) - Enter Single Word or Phrase
Active/Inactive Status:	<input checked="" type="radio"/> Active Only <input type="radio"/> Inactive Only <input type="radio"/> All (Active & Inactive 1992-Present*)	
Files to Display:	<input checked="" type="radio"/> Funding Opportunities (RFAs & PAs) <input type="radio"/> RFAs <input type="radio"/> PAs <input type="radio"/> Notices** <input type="radio"/> All (Or Display Subset of PAs - <input type="radio"/> PAs Only <input type="radio"/> PARs Only <input type="radio"/> PASs Only)	
Sort Listing by:	<input type="text" value="Release Date (Desc)"/> Then by: <input type="text"/>	

Search

Reset

Click Search

Search Results are limited to 100 records per screen.

Finding FOAs in NIH Guide

- Review list of FOAs matching your criteria and find FOA of interest

Advanced Funding Opportunities & Notices Search Results

Active Funding Opportunities (RFAs & PAs)

Announcement Includes Activity Code: R01

Search Term(s): craniofacial

Search within All Matching Records:

[Search](#)

Related Links:

- [Funding Opportunities & Notices](#)
- [Advanced Funding Ops Search](#)
- [Advanced OER Site Search](#)
- [Search Help](#)

Matching Records: 42

Sorted by: Release Date (Desc) then Announcement Number

Announcement Number	Related Announc.	Issuing Organization	Release Date	Opening Date (SF424 Only) ?	Expiration Date	Activity Code(s)	Title
PA-08-246	See Related	ORWH	08/21/2008	09/05/2008	09/08/2011	R01	Chronic Fatigue Syndrome: Pathophysiology and Treatment (R01)
RFA-GM-09-008	See Related	NIGMS	08/15/2008	09/29/2008	10/29/2008	R01	Exceptional, Unconventional Research Enabling Knowledge Acceleration (EUREKA) (R01)
RFA-DE-09-001	See Related	NIDCR	06/25/2008	09/30/2008	11/01/2008	R01	Harnessing Inflammation for Reconstruction of Oral and Craniofacial Tissues (R01)
PAR-08-184	See Related	NIGMS	06/24/2008	09/05/2008	09/08/2011	R01	Collaborations with National Centers for Biomedical

Click **Announcement Number** link to access FOA information