NIH eSubmission Tips for International Applicants

Get registered: *Registrations with Grants.gov and the NIH eRA Commons must be completed prior to submission.*

Grants.gov registration is a multi-step process that includes getting a Dun & Bradstreet number (DUNS), and registering with the Central Contractor Registry (CCR).

- The organization registers one time with Grants.gov and designates the Authorized Organizational Representative (AOR). Principal Investigators do not register with Grants.gov.

- Foreign applicants need a NATO Commercial and Government Entity (NCAGE) code prior to registering with CCR. The form and instructions can be found at: http://www.dlis.dla.mil/Forms/Form_AC135.asp

- Organizations with an address containing APO, FPO, or AE do *not* need an NCAGE code.

- A few countries may have trouble accessing the CCR website. If so, call 269-961-5757.

- Registration with Grants.gov can take up to 8 weeks for foreign organizations – start early!

- For details visit: http://era.nih.gov/ElectronicReceipt/preparing_grantsgov_reg.htm

eRA Commons requires a one time registration for the organization.

- Signing Officials (SOs) register in the Commons and then set up accounts for the Project Directors/Principal Investigators (PD/PIs).

- SOs and PIs need separate accounts in Commons because each has different privileges.

- Registration for the organization can take 2 – 4 weeks; PD/PI registration can take 4 – 5 business days. Remember to sign and fax back the registration paperwork promptly for processing.

- For instructions visit: http://era.nih.gov/ElectronicReceipt/preparing.htm#4a

Required software

- Free viewer to complete and submit Grants.gov application forms http://www.grants.gov/help/download_software.jsp.

- Portable Document Format (PDF) software to prepare required attachments. PDF format is required by NIH for all text attachments. (See http://era.nih.gov/ElectronicReceipt/pdf_guidelines.htm#).

- All funding opportunities are posted in the NIH Guide for Grants and Contracts and Grants.gov *Find*.

- Read the Executive Summary in the funding opportunity announcement for organization and PD/PI eligibility.

- **IMPORTANT:** All electronic applications must be in response to a funding opportunity announcement (FOA). Investigator-initiated applications may be submitted using a "Parent" electronic application package for your chosen grant program (i.e. R01, R03 etc.) shown on the Parent page of the NIH Guide website or search for FOAs with "Parent" in the title.

- Develop Research Plan attachments in a word processing program. Convert to PDF format and split into separate attachments following the instructions in the research plan section of the SF424 (R&R) Application Guide. Check the PDF files carefully to ensure graphics and legends, etc. are as intended.

- Follow instructions in the application guide *and* within the FOA. Instructions in the FOA overrule those found in the application guide.

- Foreign applicant organizations must use the R&R **detailed budget** form (NOT-OD-06-096).

- SF424 R&R cover component – *Item 6*: non-U.S. organizations may use 44-4444444 in the Employer Identification field if you do not have an EIN. *Item 14*: enter 00-0000 for Congressional District Applicant & Project.
- R&R Other Project Information component – a.) Section 5 activities outside the U.S. must be completed. b.) Add an attachment titled "Foreign Justification" under Other Attachments, item 11.
- PHS 398 Research Plan – In Select Agent Research attachment, provide the names of the countries where Select Agent Research will be performed.
- Remember to include the PD/PI eRA Commons Username in the "Credential, e.g. agency login" field of the R&R Senior/Key Person Profile component. NIH requires it for application processing.
- Remember to include effort of a value greater than zero in either calendar months or a combination of academic and summer months for all Senior/Key Persons listed in the budget.

Submit Application to Grants.gov

- Only the Authorized Organization Representative (AOR) can submit applications to Grants.gov.

Check Submission Status in eRA Commons

- NIH emails the AOR and the PI, but email can be unreliable. Check your application status in eRA Commons. Allow up to 1 weekday from the time NIH has retrieved the application from Grants.gov for the status to appear in eRA Commons. (https://commons.era.nih.gov/commons/)
- Errors are fatal – your application will not be accepted until all errors are resolved and the AOR submits a complete "Changed/Corrected" application through Grants.gov. Don't forget to include a cover letter.
- Warnings do not stop processing and are addressed at the discretion of the applicant.

Check Assembled Application

- Applicants have two weekdays (Monday – Friday not including U.S. federal holidays) to view/print the application just as a reviewer will see it. Corrections to the application after this viewing period can only be made at the discretion of the assigned NIH Scientific Review Administrator (SRA) and will be added to your submission (i.e., reviewers will still see your original application submission).

Finding Help

For general information on the NIH Electronic Submission of Grant Applications:
http://era.nih.gov/ElectronicReceipt/

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

- **eRA Commons Help Desk**
  Web: **http://ithelpdesk.nih.gov/eRA/**
  (Preferred method of contact)
  Phone : 301-402-7469
  TTY : 301-451-5939

  Email: commons@od.nih.gov
  Hours : Monday – Friday, 7 a.m. to 8 p.m. ET

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

- **Grants Info**
  Phone: 301-435-0714
  TTY : 301-451-5936
  Email : GrantsInfo@nih.gov

For information about Grants.gov registration, form viewer software (e.g. PureEdge or Adobe) and form navigation contact:

- **Grants.gov Contact Center**
  Phone: 1-800-518-4726

  International: 606-545-5035

  Hours : Monday – Friday, 7 a.m. to 9 p.m. ET
  Email : support@grants.gov

For DUNS # and CCR assistance contact:

- **Dun & Bradstreet**
  Phone: 1-866-705-5711

  Online DUNS # request:
  http://fedgov.dnb.com/webform
  Email: govt@dnb.com

- **Central Contractor Registry (CCR)**
  International: 1-269-961-5757

  Email: dlis-upport@dlis.dla.mil

We welcome feedback for additional "tips" based on your experience.
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