Steps to Find Opportunities in the *NIH Guide* and Download Application Package

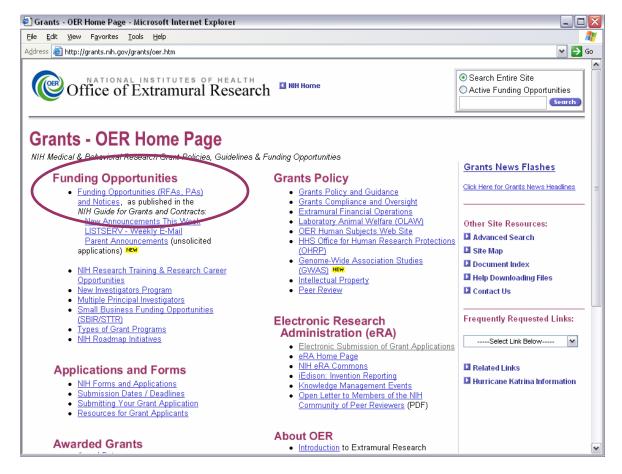
There are six basic steps in the NIH electronic submission process:

- 1. Prepare to Apply
- 2. Find Opportunity and download application package
- 3. Prepare Application
- 4. Submit Application to Grants.gov
- 5. Check Submission Status in eRA Commons
- 6. Check Assembled Application

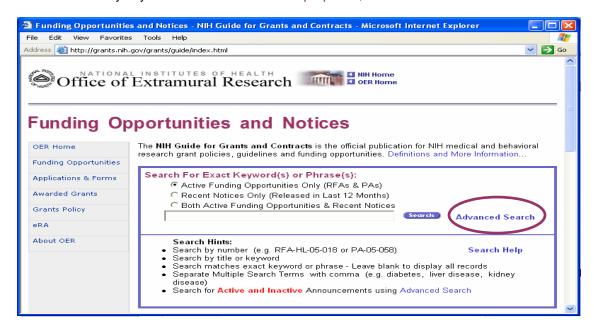
The steps outlined in this document cover step 2, find an opportunity and download the application package.

Note: In order to view application packages and instructions, you will need to download and install the PureEdge Viewer on your machine. Please make sure PureEdge is installed on your local machine before proceeding. Special instructions and options are available for Macintosh users.

1. The **NIH Guide** for **Grants and Contracts** (often referred to as the *NIH Guide*) is the official publication for NIH medical and behavioral research grant policies, guidelines and funding opportunities. NIH will simultaneously post Funding Opportunity Announcements (FOAs) in the *NIH Guide* and in Grants.gov Find. The *NIH Guide* can be found off of the <u>Office of Extramural Research (OER) home page</u> or directly at http://grants.nih.gov/grants/guide/index.html.

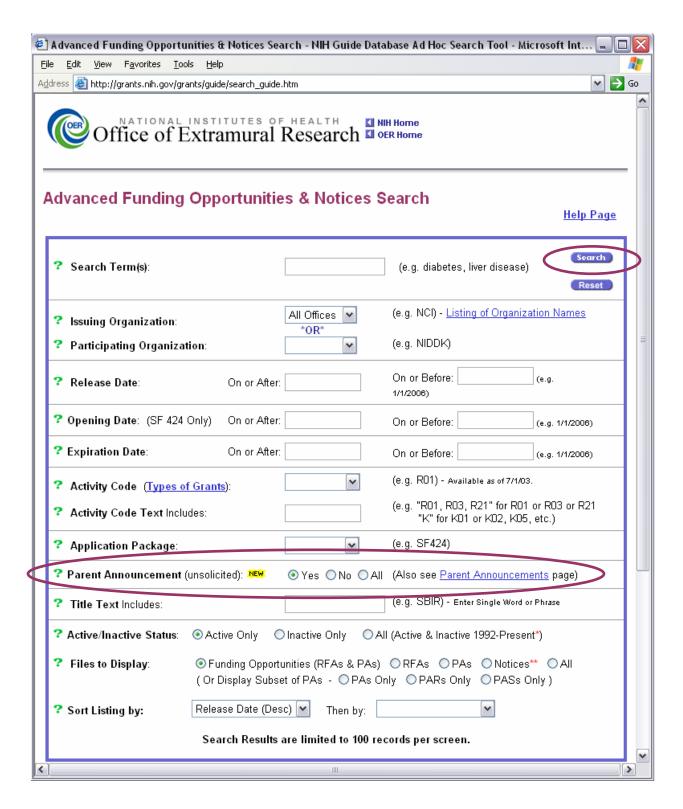


2. Once in the *NIH Guide*, you will see a search screen. You can enter search criteria directly on this screen or choose one of the other targeted search options. The Advanced Search feature provides the most flexibility in your search. For illustrative purposes, choose **Advanced Search**.

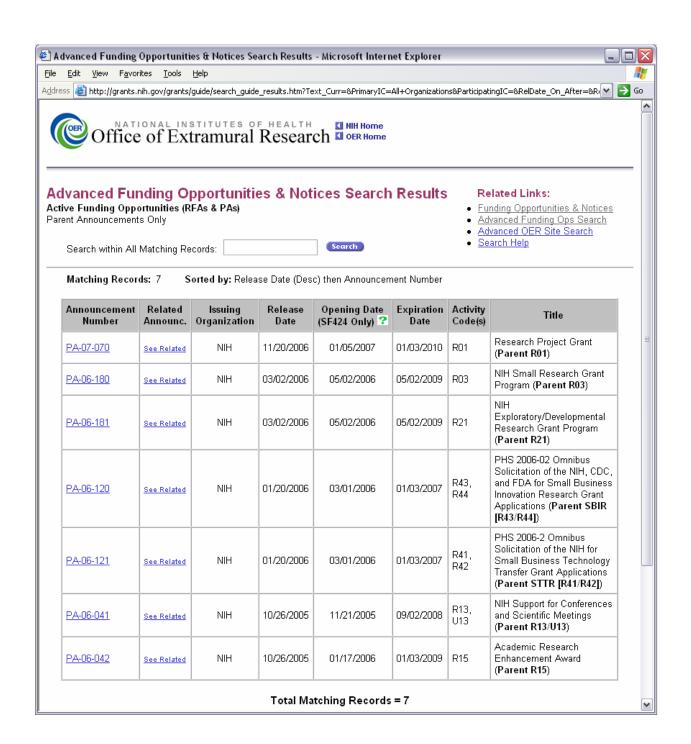


3. The Advanced Search feature provides many options to narrow your search. Enter your search criteria and click on the Search button.

Example 1: All grant applications must be submitted in response to an FOA. "Unsolicited" or "investigator-initiated" applications will now be submitted, via Grants.gov, to general parent announcements that are mechanism (e.g. R01, R21, R44, etc.) specific. NIH will include the word "Parent" in the title of all FOAs that target unsolicited, investigator-initiated applications. These announcements include the appropriate application instructions for the grant program/mechanism, but do not specify any specific areas of science. If you are looking for an opportunity that allows unsolicited, investigator-initiated applications click the Yes button next to the search criteria "Parent Announcement (unsolicited)" and click on Search.



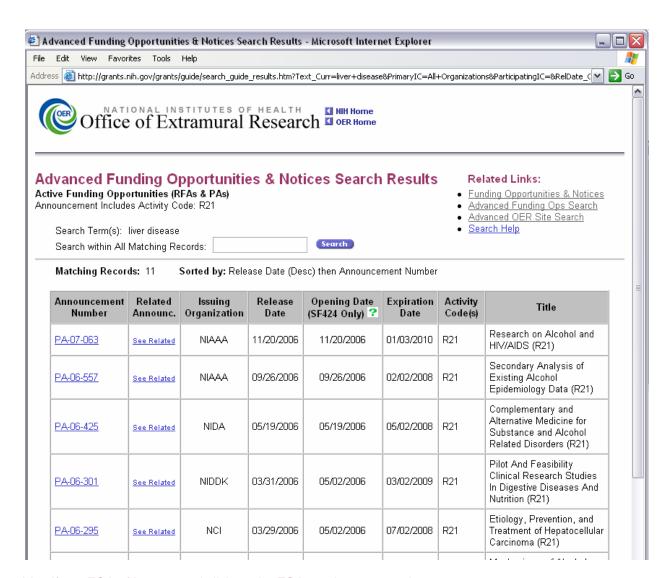
You will be presented with a hit list that fits your search criteria. In this example, the hit list includes all parent announcements.



Example 2: If you are looking for R21 opportunities for liver disease, your search criteria may be Search Term = liver disease and Activity Code (Types of Grants) = R21. Enter your search criteria and click on Search.



You will be presented with a hit list that fits your search criteria.

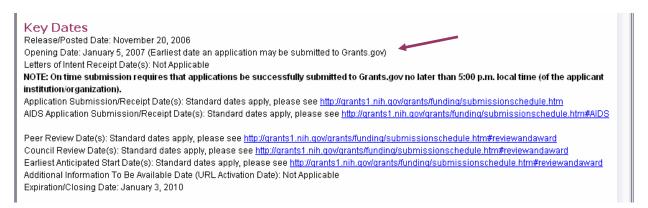


4. Identify an FOA of interest and click on the FOA number to open the announcement.

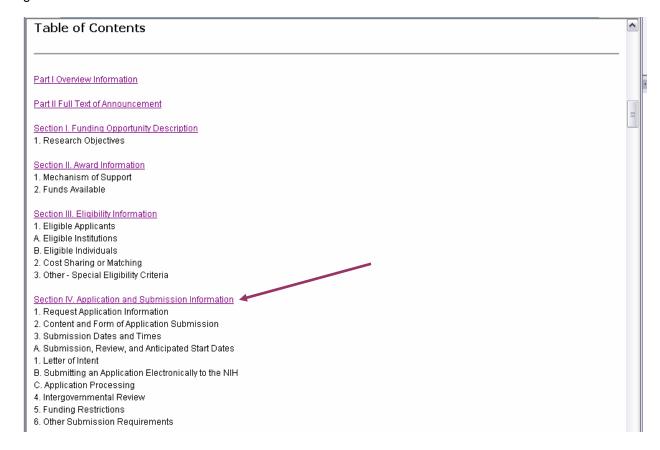


5. **Carefully read the announcement.** Application packages are opportunity-specific (i.e., you cannot use an application completed for one opportunity to apply for another), so be sure you have chosen the correct FOA before you download and complete the application package.

Within the announcement, pay attention to the Key Date section. Once the announcement is posted applicants can download and prepare the application. However, applications can not be submitted until the "Opening Date". In this example, the R01 parent announcement (PA-07-070) has an Opening Date of January 5, 2007. Grants.gov will not accept application submissions until this date.



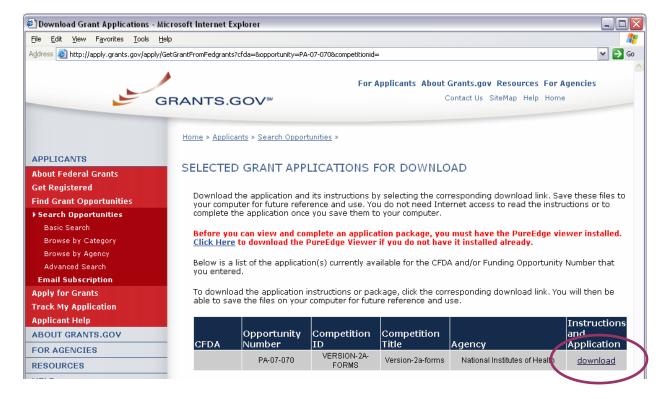
Instructions for preparing the application are found in the application guide included with the application package and within **Section IV. Application and Submission Information** found in the announcement. Instructions found in the opportunity "trump" instructions found in the application guide.



A button added to the *NIH Guide* announcements allows applicants to access the Grants.gov application package directly from the *NIH Guide*. *Find and click on the Apply for Grant Electronically button contained in the FOA.*



6. Click on *download* under the Instructions and Applications header to access the Grants.gov Download Opportunity and Applications page for that FOA.



7. The Grants.gov Download Opportunity Instructions and Applications page provides an option to sign-up to receive notifications of changes to the application package. We recommend taking advantage of this option. If NIH identifies an issue specific to the opportunity, targetted emails will be sent to the subscription list for that opportunity.

The page also includes the links that allow you to download both the Application Instructions and the actual Application Package. Click on the links and your ready to start preparing your application.

