

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 [Office of Extramural Research \(OER\) home page](#) 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.

Advanced Funding Opportunities & Notices Search - NIH Guide Database Ad Hoc Search Tool - Microsoft Int...

File Edit View Favorites Tools Help

Address http://grants.nih.gov/grants/guide/search_guide.htm Go

 NATIONAL INSTITUTES OF HEALTH [NIH Home](#)
Office of Extramural Research [OER Home](#)

Advanced Funding Opportunities & Notices Search

[Help Page](#)

? Search Term(s): (e.g. diabetes, liver disease) **Search** **Reset**

? Issuing Organization: (e.g. NCI) - [Listing of Organization Names](#)

? Participating Organization: (e.g. NIDDK)

? Release Date: On or After: On or Before: (e.g. 1/1/2006)

? Opening Date: (SF 424 Only) On or After: On or Before: (e.g. 1/1/2006)

? Expiration Date: On or After: On or Before: (e.g. 1/1/2006)

? Activity Code ([Types of Grants](#)): (e.g. R01) - Available as of 7/1/03.

? Activity Code Text Includes: (e.g. "R01, R03, R21" for R01 or R03 or R21
"K" for K01 or K02, K05, etc.)

? Application Package: (e.g. SF424)

? Parent Announcement (unsolicited): **NEW** Yes No All (Also see [Parent Announcements](#) page)

? Title Text Includes: (e.g. SBIR) - Enter Single Word or Phrase

? Active/Inactive Status: Active Only Inactive Only All (Active & Inactive 1992-Present*)

? Files to Display: Funding Opportunities (RFAs & PAs) RFAs PAs Notices** All
(Or Display Subset of PAs - PAs Only PARs Only PASs Only)


? Sort Listing by: Then by:

Search Results are limited to 100 records per screen.

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

Advanced Funding Opportunities & Notices Search Results - Microsoft Internet Explorer

Address http://grants.nih.gov/grants/guide/search_guide_results.htm?Text_Curr=&PrimaryIC=All+Organizations&ParticipatingIC=&RelDate_On_After=&R Go



NATIONAL INSTITUTES OF HEALTH
Office of Extramural Research

[NIH Home](#)
[OER Home](#)

Advanced Funding Opportunities & Notices Search Results

Active Funding Opportunities (RFAs & PAs)
Parent Announcements Only

Search within All Matching Records:

Related Links:

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

Matching Records: 7 **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-07-070	See Related	NIH	11/20/2006	01/05/2007	01/03/2010	R01	Research Project Grant (Parent R01)
PA-06-180	See Related	NIH	03/02/2006	05/02/2006	05/02/2009	R03	NIH Small Research Grant Program (Parent R03)
PA-06-181	See Related	NIH	03/02/2006	05/02/2006	05/02/2009	R21	NIH Exploratory/Developmental Research Grant Program (Parent R21)
PA-06-120	See Related	NIH	01/20/2006	03/01/2006	01/03/2007	R43, R44	PHS 2006-02 Omnibus Solicitation of the NIH, CDC, and FDA for Small Business Innovation Research Grant Applications (Parent SBIR [R43/R44])
PA-06-121	See Related	NIH	01/20/2006	03/01/2006	01/03/2007	R41, R42	PHS 2006-2 Omnibus Solicitation of the NIH for Small Business Technology Transfer Grant Applications (Parent STTR [R41/R42])
PA-06-041	See Related	NIH	10/26/2005	11/21/2005	09/02/2008	R13, U13	NIH Support for Conferences and Scientific Meetings (Parent R13/U13)
PA-06-042	See Related	NIH	10/26/2005	01/17/2006	01/03/2009	R15	Academic Research Enhancement Award (Parent R15)

Total Matching Records = 7

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.

The screenshot shows a web browser window titled "Advanced Funding Opportunities & Notices Search - NIH Guide Database Ad Hoc Search Tool - Microsoft Internet Explorer". The address bar shows "http://grants.nih.gov/grants/guide/search_guide.htm". The page header includes the NIH Office of Extramural Research logo and links for "NIH Home" and "OER Home". The main heading is "Advanced Funding Opportunities & Notices Search" with a "Help Page" link. The search form contains the following fields:

- Search Term(s):** Input field containing "liver disease" (circled in red). Example text: "(e.g. diabetes, liver disease)". A "Search" button (circled in red) and a "Reset" button are to the right.
- Issuing Organization:** Dropdown menu set to "All Offices". Example text: "(e.g. NCI) - Listing of Organization Names".
- Participating Organization:** Dropdown menu with "*OR*" below it. Example text: "(e.g. NIDDK)".
- Release Date:** Two input fields for "On or After:" and "On or Before:". Example text: "(e.g. 1/1/2006)".
- Opening Date: (SF 424 Only)** Two input fields for "On or After:" and "On or Before:". Example text: "(e.g. 1/1/2006)".
- Expiration Date:** Two input fields for "On or After:" and "On or Before:". Example text: "(e.g. 1/1/2006)".
- Activity Code (Types of Grants):** Dropdown menu set to "R21" (circled in red). Example text: "(e.g. R01) - Available as of 7/1/03".
- Activity Code Text Includes:** Input field. Example text: "(e.g. 'R01, R03, R21' for R01 or R03 or R21 'K' for K01 or K02, K05, etc.)".
- Application Package:** Dropdown menu. Example text: "(e.g. SF424)".
- Parent Announcement (unsolicited):** Radio buttons for "Yes", "No", and "All" (selected). Example text: "(Also see Parent Announcements page)".

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

Advanced Funding Opportunities & Notices Search Results - Microsoft Internet Explorer

Address: http://grants.nih.gov/grants/guide/search_guide_results.htm?Text_Curr=liver+disease&PrimaryIC=All+Organizations&ParticipatingIC=&RelDate_C

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Advanced Funding Opportunities & Notices Search Results
Active Funding Opportunities (RFAs & PAs)
 Announcement Includes Activity Code: R21

Search Term(s): liver disease
 Search within All Matching Records: **Search**

Related Links:

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

Matching Records: 11 **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-07-063	See Related	NIAAA	11/20/2006	11/20/2006	01/03/2010	R21	Research on Alcohol and HIV/AIDS (R21)
PA-06-557	See Related	NIAAA	09/26/2006	09/26/2006	02/02/2008	R21	Secondary Analysis of Existing Alcohol Epidemiology Data (R21)
PA-06-425	See Related	NIDA	05/19/2006	05/19/2006	05/02/2008	R21	Complementary and Alternative Medicine for Substance and Alcohol Related Disorders (R21)
PA-06-301	See Related	NIDDK	03/31/2006	05/02/2006	03/02/2009	R21	Pilot And Feasibility Clinical Research Studies In Digestive Diseases And Nutrition (R21)
PA-06-295	See Related	NCI	03/29/2006	05/02/2006	07/02/2008	R21	Etiology, Prevention, and Treatment of Hepatocellular Carcinoma (R21)

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

Advanced Funding Opportunities & Notices Search Results
Active Funding Opportunities (RFAs & PAs)
 Parent Announcements Only

Search within All Matching Records: **Search**

Related Links:


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

Matching Records: 7 **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-07-070	See Related	NIH	11/20/2006	01/05/2007	01/03/2010	R01	Research Project Grant (Parent R01)
PA-06-180	See Related	NIH	03/02/2006	05/02/2006	05/02/2009	R03	NIH Small Research Grant Program (Parent R03)
PA-06-181	See Related	NIH	03/02/2006	05/02/2006	05/02/2009	R21	NIH Exploratory/Developmental Research Grant Program (Parent R21)


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.

Key Dates
Release/Posted Date: November 20, 2006
Opening Date: January 5, 2007 (Earliest date an application may be submitted to Grants.gov) 
Letters of Intent Receipt Date(s): Not Applicable
NOTE: On time submission requires that applications be successfully submitted to Grants.gov no later than 5:00 p.m. local time (of the applicant institution/organization).
Application Submission/Receipt Date(s): Standard dates apply, please see <http://grants1.nih.gov/grants/funding/submissionschedule.htm>
AIDS Application Submission/Receipt Date(s): Standard dates apply, please see <http://grants1.nih.gov/grants/funding/submissionschedule.htm#AIDS>
Peer Review Date(s): Standard dates apply, please see <http://grants1.nih.gov/grants/funding/submissionschedule.htm#reviewandaward>
Council Review Date(s): Standard dates apply, please see <http://grants1.nih.gov/grants/funding/submissionschedule.htm#reviewandaward>
Earliest Anticipated Start Date(s): Standard dates apply, please see <http://grants1.nih.gov/grants/funding/submissionschedule.htm#reviewandaward>
Additional Information To Be Available Date (URL Activation Date): Not Applicable
Expiration/Closing Date: January 3, 2010

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.

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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, targeted 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 you're ready to start preparing your application.](#)

Download Opportunity Instructions and Application - Microsoft Internet Explorer

Address: <http://apply.grants.gov/apply/UpdateOffer?id=6298>

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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: VERSION-2A-FORMS
Competition Title: Version-2a-forms
Agency: National Institutes of Health
Opening Date: 01/05/2007
Closing Date: 01/03/2010

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](#)
- [2. Download Application Package](#)