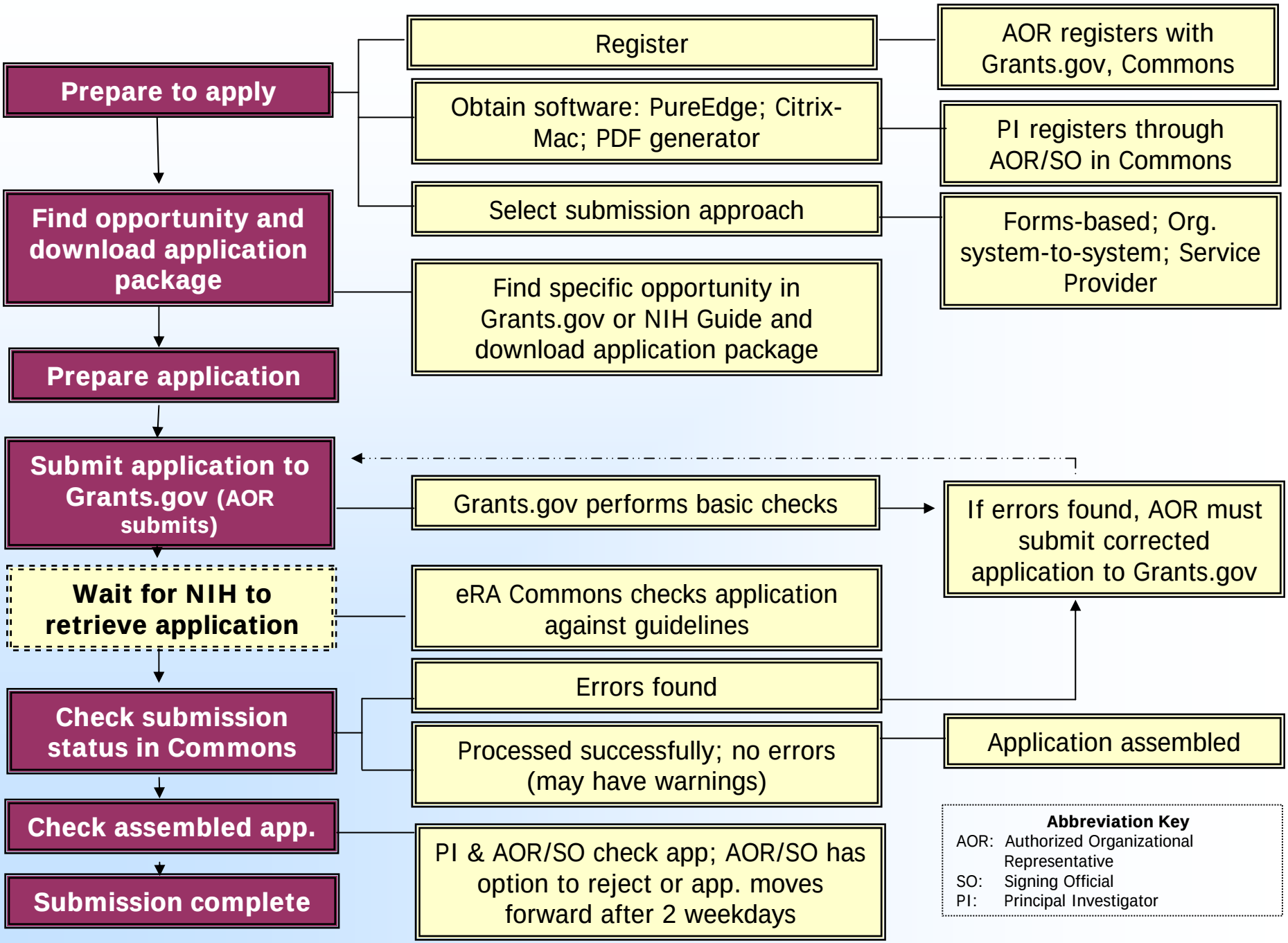
Electronic SF424 (R&R) Application Process Through Grants.gov



NIH Electronic SF424 (R&R) Application Submission Process

Roles of AOR/SO and PI in electronic submission

	Prepare to apply	Find opportunity and download package	Prepare application	Submit application to Grants.gov	Check submission status in Commons	Check assembled application
Authorized Organizational Representative (AOR)/Signing Official (SO)	Registers at Grants.gov and Commons Helps PI Register in Commons; Updates Institutional Profile			Submits application to Grants.gov	If errors found, AOR /SO submits changed/ corrected application to Grants.gov	Only AOR/SO has ability to reject application within two week days; if no action taken, appl. moves forward
Principal Investigator (PI)	Registers in Commons through AOR/SO; Updates Personal Profile	Finds and downloads opportunity-specific application from Grants.gov or NIH Guide**	Prepares SF424(R&R) application package; sends completed package to AOR**			
AOR/SO and PI	Download PureEdge Viewer from Grants.gov				Check status of application in Commons If errors found, AOR/SO and PI correct the application**	Check assembled application in eRA Commons

Submission complete

http://era.nih.gov/ElectronicReceipt/

** Business practice may vary by institution. Please check with your business office