

Applying for NIH Grants Electronically Using the SF424(R&R)

NIH is in the process of transitioning all grant applications from paper PHS 398 forms to electronic SF424 Research & Related (R&R) forms.

SF424 (R&R)

- The SF424 (R&R) is a government-wide data set that is arranged in components. A complete NIH application package is constructed from a combination of standard (labeled R&R) and agency-specific (labeled PHS 398) components.
- Each Funding Opportunity Announcement (FOA) that NIH posts in the *NIH Guide* and on Grants.gov's *Find* will contain an application package that includes a set of form components and an application guide. Some of the component fields of the application are pre-filled with information for that opportunity. Applicants must use the application package attached to the specific FOA for which they are applying.
- Application guides are available at: <http://grants2.nih.gov/grants/funding/424/index.htm>.

Multiple Systems Working Together

There are two systems involved in the NIH electronic submission process. Each system has its own registration requirements and validation process.

1. Grants.gov - the Federal government's single online portal to find and apply for Federal grant funding. Grants.gov is used by all 26 Federal grant-making agencies.
2. eRA Commons – the NIH electronic Research Administration system that allows applicants/grantees to electronically receive and transmit application award information. eRA Commons is used by NIH and other Health and Human Services components. For electronic submission, applicants use eRA Commons to check the status of application submission and to view the assembled application.

Registration

- Registration in both Grants.gov (institutions only) and eRA Commons (institutions and principal investigators) is required prior to electronic submission.
- These are separate processes that can be done simultaneously, once the DUNS number has been acquired.
- It is critical for institutions to begin this registration process at least four weeks before applications are due.
- See <http://era.nih.gov/ElectronicReceipt/preparing.htm> for additional information.

Software Requirements

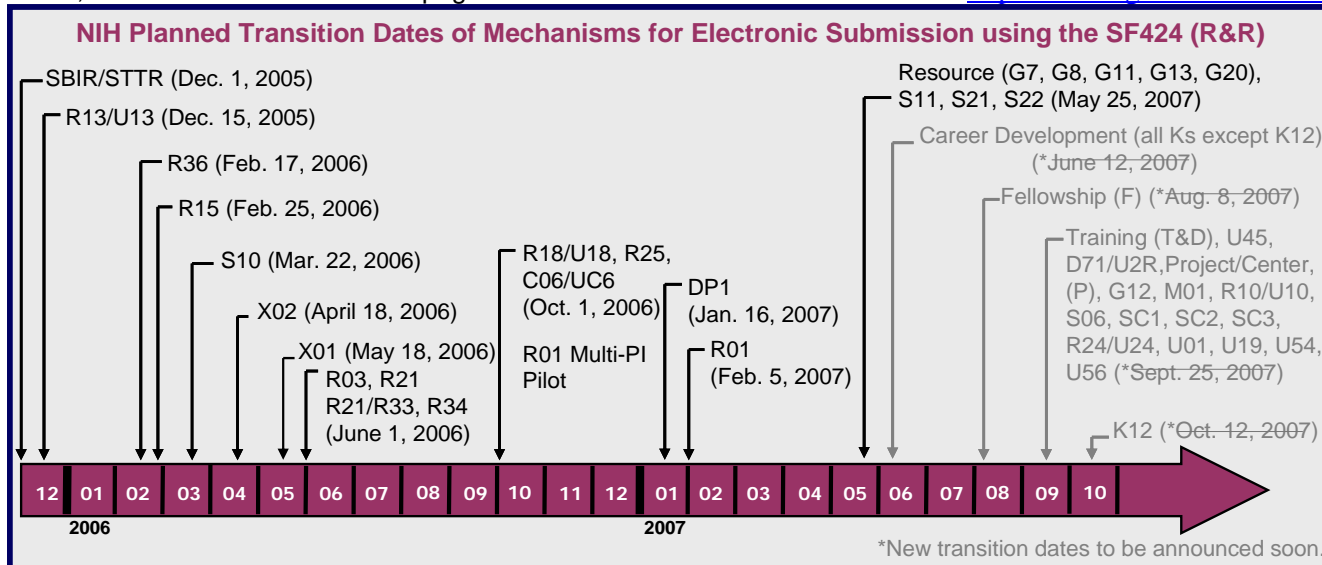
- Free viewer to manipulate and submit Grants.gov application forms at http://www.grants.gov/resources/download_software.jsp
- PDF generation software
 - o Grants.gov lists some available tools at <http://www.grants.gov/assets/PDFConversion.pdf>
 - o PDF format is required by NIH for all text attachments
 - o NIH provides some guidelines for generating PDF attachments that are acceptable to the eRA Commons system at http://era.nih.gov/ElectronicReceipt/pdf_guidelines.htm

Process

- Applicant institutions submit applications to Grants.gov.
- Grants.gov receives the application, performs basic forms validation and (if no errors are found) queues the application for agency retrieval.
- The NIH system pulls the application from Grants.gov, checks it against published guidelines and (if no errors are found) assembles a complete grant application that is available for printing and viewing in the eRA Commons.
- The Signing Official (SO) and Principal Investigator can go to eRA Commons to view the application. Unless explicitly rejected by the SO, the application automatically moves on to Receipt and Referral after two weekdays (Monday through Friday, excluding federal holidays) and the submission process is complete.
- It is the applicants' responsibility to track their applications through Grants.gov to eRA Commons. If the assembled application is not viewable in eRA Commons, NIH does not have it!



NIH will transition to the new electronic SF424 by individual grant program (mechanism). For updates on the timeline below, visit the Transition Timeline page on the Electronic Submission website at <http://era.nih.gov/ElectronicReceipt>



Mechanism Abbreviation Key:			
C06/UC6	Research Facilities Construction Grants	R24/U24	Resource Related Research Projects
DP1	NIH Director's Pioneer Award Program	R25	Education Projects
D71/U2R	Int. Training Coop. Agreement/ Phase 2 of FIC mechanism D71	R34	Clinical Trial Planning Grant Program
G	Resource Program	R36	Research Dissertation Grant Program
P	Research Program Projects and Centers	SBIR	Small Business Innovation Research
R01	Research Project Grant Program	STTR	Small Business Technology Transfer
R03	Small Grant Programs	S06,S10,S11	Biomedical Research
R10/U10	Cooperative Clinical Research Grants	SC1, SC2, SC3	Indiv. Investigator Initiated Research for Minority Serving Inst. Faculty
R13/U13	Support for Conferences & Scientific Meetings	S21,S22	Health Disparities Endowment Grants
R15	Academic Research Enhancement Awards (AREA)	U	Cooperative Agreement Awards
R18/U18	Research Demonstration and Dissemination Projects	X01	High Throughput Screening
R21	Exploratory Development Research	X02	Pre-application for Interdisciplinary Research Consortium
R21/R33	Exploratory/Development Research		

Support Resources:

Electronic Submission Website

For up-to-date information on electronic submission and the SF424 (R&R)

- Website: <http://era.nih.gov/ElectronicReceipt>

eRA Commons

For information about eRA Commons registration, application validation, and post-submission functionality

- Website: <https://commons.era.nih.gov/commons/index.jsp>
- Create Your Own Help Desk Ticket: <http://ithelpdesk.nih.gov/eRA/> ****For Quickest Service****
- Phone: 301-402-7469 / Toll Free: 1-866-504-9552 / TTY: 301-451-5939
- Phone support hours: Mon.-Fri., 7 a.m.-8 p.m. ET

Grants Info

For NIH funding opportunities, application guidelines, and grant-related resources

- Phone: 301-435-0714 / TTY: 301-451-5936 / Fax: 301-480-0525
- Phone support hours: Mon.-Fri., 8:30 a.m.-5 p.m. ET
- Email: GrantsInfo@nih.gov

Grants.gov

For information about Grants.gov registration, PureEdge™ software and form navigation

- Website: <http://grants.gov>
- Toll Free: 1-800-518-4726
- Phone support hours: Mon.-Fri., 7 a.m.-9 p.m. ET
- Email: support@grants.gov