

# Announcement Notes

- Carefully read the entire announcement
- Key dates:
  - Release/Posted Date: package and instructions available for download
  - Opening Date: application can be submitted
  - Expiration Date: announcement closed

## Key Dates

Release/Posted Date: June 25, 2008

Opening Date: September 30, 2008 (Earliest date an application may be submitted to Grants.gov)

Letters of Intent Receipt Date: September 30, 2008

**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 Due Date: October 31, 2008

Peer Review Date: January/February 2009

Council Review Date: May 2009

Earliest Anticipated Start Date: June 2009

Additional Information To Be Available Date (Activation Date): Not Applicable

Expiration Date: November 1, 2008

# Announcement Notes

- FOAs in the NIH Guide include button to download app from Grants.gov

**Note:** This FOA uses the new Adobe forms, thus, [Adobe Reader](#) version 8.1.2 or 9.0 is necessary to prepare and submit an application for this FOA.

Apply for Grant Electronically

Click *Apply for Grant Electronically*

For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://grants.gov/CustomerSupport>

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.121	RFA-DE-09-001	ADOBE-FORMS-PILOT	Adobe-Forms-Pilot	National Institutes of Health	<a href="#">download</a>

Verify information

Click *download*

# Download Package



[Contact Us](#) [SiteMap](#) [Help](#)

## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 93.121: Oral Diseases and Disorders Research

**Opportunity Number:** RFA-DE-09-001: Harnessing Inflammation for Reconstruction of Oral and Craniofacial Tissues (R01)

**Competition ID:** ADOBE-FORMS-PILOT

**Competition Title:** Adobe-Forms-Pilot

**Agency:** National Institutes of Health

**Opening Date:** 09/30/2008

**Closing Date:** 10/31/2008

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](#)

Download forms and instructions

# eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application


Submit Application to Grants.gov (AOR only)

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again



# Grant Application Package

Complete the SF424 (R&R) first –populates fields in other forms

Save & Submit Save Print Cancel Check Package for Errors



Save locally

Grant Application Package

Opportunity Title: NIH Pathway to Independence Award (R99/R00)  
Offering Agency: National Institutes of Health  
CFDA Number:  
CFDA Description:  
Opportunity Number: PA-09-036  
Competition ID: ADOBE-FORMS-A  
Opportunity Open Date: 01/12/2009  
Opportunity Close Date: 01/07/2012  
Agency Contact: Grants Info  
Grants Information  
E-mail: GrantsInfo@nih.gov  
Phone: 301-435-0714

This electronic form is used to apply for an opportunity.  
If the Federal Register notice for the opportunity is closed, this application will then need to be re-opened and then applied for.

Header info is pre-populated and not editable

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of tribal government, academia, or other type of organization.

\* Application Filing Name: [Redacted]

### Mandatory Documents

- SF424 (R & R)
- PHS 398 Career Development Award Supplemental Form
- PHS 398 Checklist
- PHS 398 Cover Page Supplement
- Research & Related Budget
- Research & Related Senior/Key Person Profile (E)
- Research & Related Other Project Information

Move Form to Complete



Move Form to Delete



### Mandatory Documents for Submission

Open Form

### Optional Documents

- PHS 398 Cover Letter File
- R & R Subaward Budget Attachment(s) Form

Move Form to Submission List



Move Form to

### Optional Documents for Submission

Check Application Guide to determine which **Optional Documents** to submit

# Application Guide

- Read and follow application guide instructions
- Agency-specific instructions are marked with the HHS logo



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U.S. Department of Health and Human Services  
Public Health Service

**SF424 (R&R)  
Application Guide  
for NIH and Other PHS  
Agencies**

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A guide developed and maintained by NIH for preparing and submitting applications via Grants.gov to NIH and other PHS agencies using the SF424 (R&R)

Adobe Pilot Forms Version (to be used for FOAs specifying use of Adobe Reader application packages)

August 1, 2008



# Announcement

- Read and follow announcement instructions
- Pay special attention to **Section IV. Application and Submission Information**
  - Includes any FOA-specific submission instructions
  - Instructions in FOA trump instructions in the application guide

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#### [Section I. Funding Opportunity Description](#)

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# eSubmission Process

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If errors, correct & submit again





# Route Application

**Route your completed application to your institute's Authorized Organization Representative (AOR) for Submission.**



**They will.....**

# Submit Your Application

## Save & Submit

button will not become active until:

- All fields marked as mandatory on the forms are completed
- All Mandatory Documents are moved to Mandatory Documents for Submission box and completed
- The application is Saved

Save & Submit

Save

Print

Cancel

Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: NIH Pathway to Independence Award  
Offering Agency: National Institutes of Health  
CFDA Number:  
CFDA Description:  
Opportunity Number: PA-09-036  
Competition ID: ADOBE-FORMS-A  
Opportunity Open Date: 01/12/2009  
Opportunity Close Date: 01/07/2012  
Agency Contact: Grants Info  
Grants Information  
E-mail: GrantsInfo@nih.gov  
Phone: 301-435-0714

This opportunity is only open to organizations, applicants who are subm  
tribal government, academia, or other type of organization.

\* Application Filing Name: my fabulous research application

### Mandatory Documents

Move Form to Complete



Move Form to Delete



### Optional Documents

Research & Related Budget  
R & R Subaward Budget Attachment(s) Form

Move Form to Submission List



Move Form to Delete



Open Form

**Check Package for Errors** only checks Grants.gov errors.

You must Submit the application for it to go through the NIH validation process. NIH errors will be shown in the eRA Commons.

# Submit Application



## Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access of the use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

## Instructions

To submit your application, please enter your Username and Password in box below and then press the Login button.

User Name:

Password:

Login

Cancel


Warning: JavaScript Window

Enter your Grants.gov username and password – you must be fully registered to successfully submit.

Only the AOR can Submit application.

# Submit Application

JavaScript Window



Application Submission Verification and Signature

Opportunity Title: NIH Adobe - SBIR Opportunities2  
Offering Agency: National Institutes of Health Stage  
CFDA Number: 93.389  
CFDA Description: Research Infrastructure  
Opportunity Number: PA-53-SBR  
Competition ID: none  
Opportunity Open Date: 2008-06-09  
Opportunity Close Date: 2009-06-09  
Application Filing Name: Small Business Sample Application

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the 'Sign and Submit Application' button below to complete the process.


If you do not want to submit the application at this time, click the 'Exit' button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

Warning: JavaScript Window

Click ***Sign and Submit Application*** button to record electronic signature and initiate submission process to Grants.gov

# Submit Application



Home > [Apply for Grants](#) > Confirmation

### Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application. Over the next 24 to 48 hours, you should receive two emails. The first will indicate the receipt of your application by the Grants.gov system, and the second will indicate that your application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency, the Grants.gov system, you will receive an additional email. This email may be received several days or weeks from the date of submission, depending on when the grantor agency receives your application.

You may also monitor the processing status of your submission within the Grants.gov system using the following steps:

1. Go to <http://www.grants.gov>
2. Click on the "Track Your Application" link on the left side navigation bar of the Grants.gov homepage.
3. Login to the system using your AOR User Id and password
4. Click on the "Check Application Status" link on the left side navigation bar

Note: Once the grantor agency has retrieved your application from Grants.gov, you should contact them directly for any subsequent status updates. Grants.gov does not make any award decisions.

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at [support@grants.gov](mailto:support@grants.gov), or by telephone at 1-800-451-4874. Please include your Grants.gov tracking number in all correspondence. The tracking number for your Grants.gov look like GRANTXXXXXXXXXX.

Print/Save your Confirmation screen info

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT00082726
<b>Applicant DUNS:</b>	00-000-0000
<b>Submitter's Name:</b>	Tester Tester
<b>CFDA Number:</b>	93.389
<b>CFDA Description:</b>	Research Infrastructure
<b>Funding Opportunity Number :</b>	PA-53-SBR
<b>Funding Opportunity Description :</b>	NIH Adobe - SBIR Opportunities2
<b>Agency Name :</b>	National Institutes of Health Stage
<b>Application Name of this Submission :</b>	Small Business Sample Application
<b>Date/Time of Receipt :</b>	2008.06.26 6:43 PM, EDT

It is suggested you Save and/or Print this response for your records.

Grants.gov Tracking #

Date/Time Stamp - due 5 p.m. local time of the applicant org. on submission deadline date

# Upon Submission Grants.gov

## Will Check to Ensure:

- All Grants.gov mandatory fields have been completed
- All mandatory documents have been completed and moved to the Completed Documents box (Submission List)
- The validity of the organizational DUNS #
- Date format, e-mail address format, and virus-free

# E-mail Notifications –

## Grants.gov

### AOR receives Grants.gov e-mails



1. **Submission Receipt** – app received and is being validated (Grants.gov validations only)
2. **Rejection Notice** – app is not validated because of Grants.gov errors

**OR**

3. **Submission Validation Receipt** – app has been validated (Grants.gov validations only)
3. **Grantor Agency Retrieval Receipt** – app has been retrieved by the agency
4. **Agency Tracking Number** – app has been assigned a tracking number by the grantor agency (NIH)

Back to NIH

**You're not done yet!**  
Make sure you follow  
the application  
through to NIH.





# eSubmission Process

Prepare to Apply

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Check Assembled Application

Submission Complete

If errors, correct & submit again



# Application Processing in eRA

## Commons

- eRA system retrieves applications from Grants.gov and checks them against NIH business rules defined in application guide instructions and FOA
  - Complete list of NIH validations:  
[http://era.nih.gov/ElectronicReceipt/prepare\\_app.htm#5](http://era.nih.gov/ElectronicReceipt/prepare_app.htm#5)
- Remember, the SF424 (R&R) forms are owned by Grants.gov and used by many agencies, so unfortunately we cannot build agency-specific business rules into the forms

# E-mail Notifications - eRA Commons AOR/SO, PD/PI and Contact receive e-mails



Validations Complete/Check Assembled  
Application

Validations Complete/Check Assembled  
Application – Warnings Only

Action Required: Errors and/or Warnings, Missing  
or Invalid Commons Username, System Error

SO has refused application – SO rejected the  
application

# Check Status in Commons – PD/PI

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

## Status

[Recent/Pending eSubmissions](#)

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

[List of Applications/Grants](#)

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

**Select *Recent/Pending eSubmissions***

**Or provide Grants.gov tracking number from email notification**