## Electronic SF424 (R&R) Application Process Through Grants.gov AOR registers with Register Grants.gov, Commons Prepare to apply Obtain software: PureEdge; Citrix-PI registers through Mac: PDF generator AOR/SO in Commons Select submission approach Find opportunity and Forms-based; Org. download application system-to-system; Service package Provider Find specific opportunity in Grants.gov or NIH Guide and download application package Prepare application Submit application to **Grants.gov (AOR** Grants.gov performs basic checks If errors found, AOR must submits) submit corrected application to Grants.gov Wait for NIH to eRA Commons checks application against guidelines retrieve application Errors found **Check submission** Application assembled status in Commons Processed successfully; no errors (may have warnings) Check assembled app. **Abbreviation Key** AOR: Authorized Organizational PI & AOR/SO check app; AOR/SO has Representative option to reject or app. moves Signing Official **Submission complete** Principal Investigator forward after 2 weekdays

## 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	Check assembled application in eRA Commons
http://era.nih.gov/ElectronicReceipt/  **Business practice may vary by institution. Please check with your business office						Submission complete