Electronic Submission Countdown

NIH will post FOAs in Grants.gov and NIH Guide a minimum of 8 weeks prior to a submission date.

Applicants should ensure necessary software is in place to complete application – PureEdge, PC Emulation or Citrix client for Mac users, PDF generator.

AOR/SO and/or PI download the specific application package and complete forms following all announcement and application guide instructions.
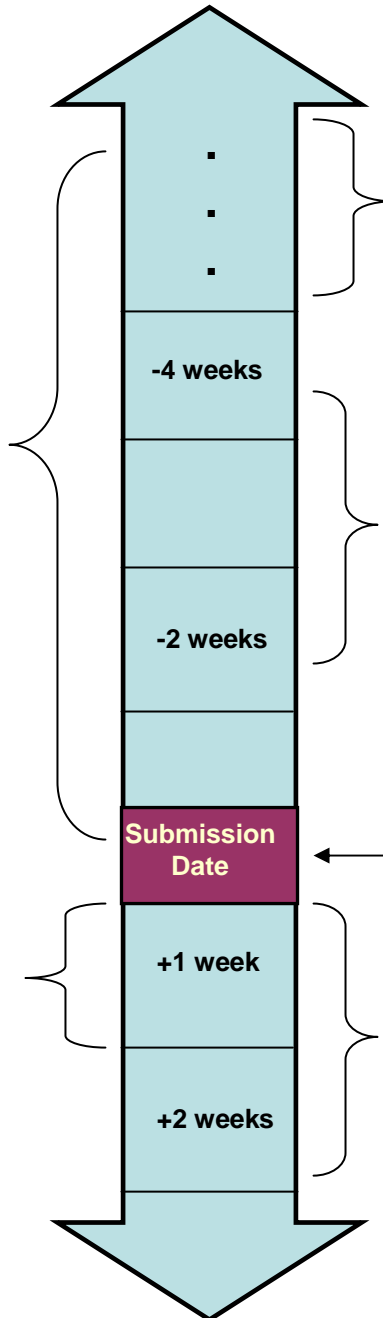
AOR/SO can submit application to Grants.gov on or after Opening date listed in specific FOA.

AOR/SO and PI have two full business days to view the assembled application in eRA Commons before the submission process completes and it automatically moves forward.

NIH is providing flexibility for the first submission dates of a transitioned mechanism. AOR can submit changed/corrected applications in the week following the submission deadline as long as the changes made are needed to address errors encountered during the NIH business rule validation process.

All registration requirements must have been met prior to the submission date and the initial submission must have been on-time.

PIs learn about new process and forms through website, application guide and sample application packages. Start preparing application content (e.g., research plan).

Business offices review internal processes and determine if adjustments are needed.

Applicants should begin Grants.gov (orgs. only) and eRA Commons (orgs. and PIs) registration at least 2-4 weeks prior to submission date.

If an applicant org. has started the Commons registration process at least two weeks in advance of the submission date, NIH will consider it a "good faith" effort to prepare for electronic submission and the applicant will not be penalized for any NIH-caused registration processing delay.

AOR/SO must successfully submit application to Grants.gov by 5:00 p.m. local time of applicant organization.

Late policy applies. See NIH Guide notice at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-086.html for details.

Timeline

- -4 weeks
- -2 weeks
- Submission Date
- +1 week
- +2 weeks

Acronyms
AOR/SO = Authorized Organization Rep./Signing Official
FOA = Funding Opportunity Announcement
PI = Principal Investigator

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

8/15/2006