

# Grants.gov Submission Process for NIH Applications

## Important Points to Remember as You Prepare Your Application

1. The University of Delaware is already registered with *grants.gov*, so it is not necessary for you to register; however, if you do not have an eRA Commons account, please notify your assigned Contract and Grant Administrator as soon as possible.
2. When searching for your application package, use the Funding Opportunity Announcement (FOA) number—not the CFDA number. When completing your application package, please leave any field or reference to a CFDA number blank; NIH will fill in this information for you as appropriate.
3. After you have searched for your application package in *grants.gov*, download it and save it to your computer. When naming your application file use the following naming convention:

### **UDEL PROPOSAL# PILASTNAME**

The PROPOSAL# is UD's internal number assigned when your proposal information is entered into PeopleSoft for your webform routing and approval.

This naming convention should also be used on the first page of the application, which is identified with a yellow box and titled, "Application Filing Name."

4. When preparing your application, the NIH guidelines on font-size, font-type, and ½ -inch margins apply to the entire application package including ALL uploaded attachments. The guidelines state: **"Use an Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger. Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch."** Please note that Times Roman is not listed as an acceptable type font per NIH guidelines.
5. Although you are to follow all NIH proposal guidelines when preparing your application, remember that Funding Opportunity Announcement (FOA) guidelines will always supersede any in the NIH proposal guidelines.
6. All attachments should contain no headers and/or footers. NIH will generate those for you when it compiles your application image (this includes page numbers and PI name in the header).
7. Only use .pdf platform for all your attachments. .doc platforms will not be accepted.
8. In the **SF424 (R&R)** form, use the following emails as appropriate:
  - For Box #5: Your C&G Administrator's email address
  - For Box #15: PI's email address
  - For Box #19: [udelaware-awards@udel.edu](mailto:udelaware-awards@udel.edu).
9. Also when completing your SF424 (R&R), the UD **Congressional District** should be filled in with

**DE-001** in both fields; it is no longer “at large” or “1.”

10. When completing an application package that involves **multiple-PIs**, please consult the definition of a PD/PI from the NIH guidelines at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-017.html>. Please note that it is required by NIH that you include an attachment justifying multiple PD/PI's in box #14 of the **PHS398 Research Plan** form of the application package. Please note that NIH does not recognize *Co-PI*'s, so do not use that field description in the **Senior/Key Person Profile** form or in the **budget** or **budget justification**.
11. Also in the **Senior/Key Person Profile** form, the completion of the “**Credential, e.g., agency login**” field is required by NIH and if left blank, will be caught as an error when it reaches NIH validation. Completion of this field is required for all PD/PI's, and the information that goes in the field is the PD/PI's eRACommons login name. This is not required for other key personnel, just the PI/PD.
12. When completing your Research Plan, NIH requests that it should be organized as a whole 25-page document first, and then chopped up into its individual sections and uploaded as attachments in the **PHS 398 Research Plan** form. Once the Research Plan is in its individual attachment format, NIH will accept it as a 27 to 28 page document due to white space from chopping it up into sections, although the PI will receive an email with a warning they can disregard that warning.
13. Please remember to select *one* budget form to use from the “Optional Forms” box of the application. For example, if you are doing a modular budget, then you should select and complete the modular budget form. Do not use both forms. Note that your budget justification should be included as an attachment in the budget form.
14. When preparing the **budget**, many PIs will leave the field for the “Cognizant Federal Agency” information blank. If left blank, NIH validation will catch this and stop your application package submission with an ERROR message. Please remember to complete this field. The information is as follows:

Office of Naval Research, Attn: Joanne Elkowich, (703) 696-7742.
15. If your application will include a **consortium** (subcontractor) organization, then NIH requires that you download the budget form titled, “**R&R Subaward Budget Attachment**” from the application package and email the form to your consortium PI for completion. Once the form has been completed by the consortium PI, along with their budget justification attachment, then upload the form as an attachment to the grants.gov package within the R&R Subaward Budget section. Please contact OVPR if this procedure isn't clear, or if you will need further instructions.
16. A Cover Letter is not mandatory for a “new” first submission, but if your application contains errors at the NIH validation, then a cover letter must accompany the corrected application stating reason(s) for submitting a “corrected” application. Also note that Cover Letters are required for all renewals, supplements, and competing continuations. Note that each time you revise a Cover Letter in grants.gov, you have to upload all previous Cover Letters, along with the revised Cover Letter, as one .pdf file in the attachment.

17. After you have completed your *grants.gov* package, please “Check Package for Errors” before emailing it to OVPRGS for submission. When OVPRGS receives your package, the first thing that is done is to push that “Check Package for Errors” button, and if there are errors, the application package will be returned to you for correction, without review.
18. Please note that the “Check Package for Errors” is only a *grants.gov* validation; this tool does not check errors for the NIH validation. NIH validation will take place by eRACommons when NIH receives the application package from *grants.gov*.
19. Please note that when your application reaches NIH validation, “warnings” will not stop the acceptance of your application and will generate an image of your application; however, any applications with “errors” will *not* be accepted by NIH and will *not* generate an image of your application. Please be certain you take all measures to assure your application is not submitted with errors.
20. For further information and training on NIH grants.gov SF424 (R&R) process, please go to the following website <http://era.nih.gov/ElectronicReceipt>.
21. Don't forget OVPR's 72-hour deadline as posted on UDaily at <http://www.udel.edu/PR/UDaily/2007/nov/grants110106.html>. This deadline includes receipt of the completed application package, as well as an approved webform and any other documents, such as Conflict of Interest and certifications for Recombinant DNA, human subjects (if not pending), IACUC, and radiation.