

Application Submission Process in the Era of eRA

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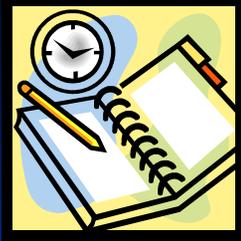
One-stop shopping for grants
information on the NIH website

<http://grants.nih.gov>

Grants Process At-A-Glance

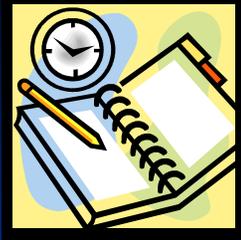


Three review and award cycles for unsolicited applications



Planning – Start early!

- Required registrations
 - Grants.gov (AOR/SO)
 - eRA Commons (AOR/SO, **PI's**)
- Select appropriate FOA – specific grant program, RFA, PA, unsolicited parent announcement
- Download and read FOA and application instructions carefully
- Prepare outline of application following framework and structure described in the FOA and application instructions



Planning – *continued*

- Establish a feasible timeline
 - Determine application receipt date(s)
 - Get required prior approvals – applications >\$500K, conference grants
 - Determine institutional deadlines – clearances, signatures, IACUC, IRB, etc.
 - Allow time for multiple drafts and internal review by colleagues
- Identify appropriate study section – review the rosters



Writing Tips

- Follow formatting instructions – organization, font, font size, margins, spacing
- Use subheadings, short paragraphs, bolding to enhance readability
- Be clear and concise
- Spell out acronyms on first reference; avoid jargon
- Use appropriate legends on diagrams, figures, tables
- Write for the reviewers – sell your idea!
- Be realistic about amount of proposed work, budget, timeline
- Ask colleagues to read & critique application



Writing tips

- Are you a new investigator? -- Check the box!
- Include letters of commitment and/or reference for resources, institutional commitment, collaborators, consultants
- Include a Cover Letter
 - request specific study section
 - identify critical reviewer expertise
 - suggest potential funding IC
 - identify potential reviewers with conflict of interest
 - **required for late submission**

Submitting the Application

The NIH application process is going electronic!

- Electronic submission via Grants.gov
- Paper submission directly to Center for Scientific Review (CSR), Division of Receipt & Referral (DRR)
- New application forms for electronic submission – SF424 (R&R)
- New application receipt dates

Electronic submission web page

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



NIH Office of Extramural Research Electronic Submission of Grant Applications

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Electronic Submission

Paper No More, Use 424 (R&R)

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All R01 Grant Applications Are Now Electronic

[Resubmission, Revision, Renewal FAQs](#) **ALERT**

Electronic Application Process

[View Process Flow Chart \(PDF - 23 KB\)](#)

1. [Prepare to Apply](#)

2. [Find Opportunity and Download Application Package](#)

3. [Prepare Application](#)

4. [Submit Application to Grants.gov](#)

5. [Check Submission Status in Commons](#)

6. [Check Assembled Application](#)

TIPS

- [PI](#) (PDF - 56 KB)
- [Small Biz](#) (PDF - 89 KB)
- [International](#) (PDF - 150 KB)

Latest Updates

New Postings

- [eSubmission Overview \(PowerPoint - 1.99 MB\)](#) **NEW** (June 20, 2007)
- [All About NIH eSubmission \(PowerPoint - 8.61 MB\)](#) **NEW** (June 20, 2007)
- [Updated SF424 \(R&R\) Validations posted \(PDF - 1.26 MB\)](#) **NEW** (June 15, 2007)

[More...](#)

Electronic Submission

Grant mechanisms that require electronic submission:

- Research grants – R01, R03, R15, R21, R33, R34, R36
- Research demonstration grants – R18/U18
- Education projects – R25
- SBIR/STTR Grants – R43/44, R41/42
- NIH Director's Pioneer Award – DP1
- Resource Grants – various activity codes

Electronic Submission

Grant mechanisms that still require paper application:

- Resource-related Research Project – R24
- Career Development Awards – **K mechanisms**
- Research Training and Fellowships – **T, F mechanisms**
- Program Projects/Center Grants – **P mechanisms**
- Research Cooperative Agreements – **U01, U19, U54, U56**

Electronic Submission At-A-Glance

- Required registrations in Grants.gov and NIH eRA Commons
- Application submitted to Grants.gov by AOR/SO
- Transmitted to eRA Commons for validation
- Errors/warnings transmitted to applicant
- 2 business days to view assembled application and accept/reject
- 5 days to correct application (**cover letter required** if re-submitted after receipt date)



Receipt and Referral



All competing applications go to Division of Receipt & Referral (DRR) at Center for Scientific Review (CSR)

- Application checked for completeness/compliance
- Unique grant number assigned
- Areas of science identified
- Application assigned to Institute/Center (IC) for funding consideration – primary or dual
- Application assigned for Review
 - Study Section at CSR
 - Review Committee at IC
 - Special Emphasis Panel at CSR or IC



Receipt and Referral



Contacting NIH after submission

- Submission information not in eRA Commons
 - Electronic – eRA Commons Help Desk (<http://ithelpdesk.nih.gov/eRA/>)
 - Paper – DRR (301-435-0715 phone; 301-480-1987 fax)
- Report systems error (incorrectly assembled e-application)
 - Contact eRA Commons Help Desk
- Questions about review assignment
 - Call Scientific Review Administrator (SRA) or DRR – 301-435-0715
- Change of review assignment
 - Fax request to DRR - 301-480-1987

