NIH eSubmission Tips for International Applicants

Prepare to Apply - Start early!

Get registered: Registrations with Grants.gov and the NIH eRA Commons must be completed prior to submission. It can take 6 weeks or more to complete all required registrations. Once a Dun & Bradstreet number (DUNS) is obtained, you can work on both Grants.gov and eRA Commons registrations at the same time.

Grants.gov requires a one-time registration for the organization and includes registering with the System for Award Management (SAM).

- The E-business Point of Contact designated during registration is responsible for authorizing Authorized Organizational Representatives (AOR) to submit on behalf of the organization.
- Foreign applicants need a NATO Commercial and Government Entity (NCAGE) code prior to registering with SAM. The form and instructions can be found at: http://www.dlis.dla.mil/Forms/Form_AC135.asp.
- Organizations with an address containing APO, FPO, or AE do not need an NCAGE code.
- A few countries may have trouble accessing the SAM website. If so, call 334-206-7828.
- An annual renewal of SAM information is needed to keep a Grants.gov registration active.

eRA Commons requires a one-time registration for the organization.

- Remember to sign and fax back the registration paperwork promptly for processing.
- Signing Officials (SOs) register in the Commons and then set up accounts for the Project Directors/Principal Investigators (PD/PIs).
- SOs and PIs need separate accounts in Commons because each has different privileges.

Required software

- Only specific versions of the required Adobe Reader software are compatible with Grants.gov. Please visit http://www.grants.gov/web/grants/support/technical-support/recommended-software.html for more information.
- Portable Document Format (PDF) software to prepare required attachments. PDF format is required by NIH for all text attachments. (See http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm).

Find Opportunity and Download Package

- All funding opportunities are posted in the NIH Guide for Grants and Contracts and Grants.gov Find.
- Read the Executive Summary in the funding opportunity announcement for organization and PD/PI eligibility.
- IMPORTANT: All electronic applications must be in response to a funding opportunity announcement (FOA). Investigator-initiated applications may be submitted using a “Parent” electronic application package for your chosen grant program (i.e. R01, R03 etc.) shown on the Parent page of the NIH Grants & Funding website or search for FOAs with “Parent” in the title.

Prepare Application

- Follow instructions in the application guide and within the FOA. Instructions in the FOA overrule those found in the application guide.
- SF424 R&R cover form – Item 6: non-U.S. organizations may use 44-4444444 in the Employer Identification field if you do not have an EIN. Item 13: enter 00-0000 for Congressional District of Applicant.

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• R&R Budget form – foreign applicant organizations must use this ‘detailed budget’ form (NOT-OD-06-096). Remember to include effort of a value greater than zero in either calendar months or a combination of academic and summer months for all Senior/Key Persons listed in the budget.

• R&R Other Project Information form – Section 6 covering activities outside the U.S. must be completed. Add an attachment titled “Foreign Justification” under Other Attachments, item 12.

• PHS 398 Research Plan form – In Select Agent Research attachment, provide the names of the countries where Select Agent Research will be performed.

• R&R Senior/Key Person Profile form – Remember to include the PD/PI eRA Commons Username in the “Credential, e.g. agency login” field.

• Project/Performance Site Location form – Enter 00-0000 for Project/Performance Site Congressional District.

Submit Application to Grants.gov

• Only the Authorized Organization Representative (AOR) can submit applications to Grants.gov.

Check Submission Status in eRA Commons

• NIH sends notifications to the three email addresses on the application SF424 R&R cover form (Contact, PD/PI and AOR), but email can be unreliable. Check your application status in eRA Commons. Allow up to 4 hours from the time you submit to Grants.gov for the status to appear in eRA Commons. (https://commons.era.nih.gov/commons/).

• Errors prevent successful submission – your application will not be accepted until all errors are resolved and the AOR submits a complete “Changed/Corrected” application through Grants.gov.

• Warnings do not stop processing and are addressed at the discretion of the applicant.

Check Assembled Application

• Applicants have two business days (Monday – Friday, excluding U.S. federal holidays) to view/print the application just as a reviewer will see it. Corrective submissions overwrite previous submissions and must be made prior to the due date.

• Viewing your application in eRA Commons is the best way to ensure NIH has received it correctly.

Finding Help

For general information on the NIH Electronic Submission of Grant Applications:
http://era.nih.gov/ElectronicReceipt/

For information on eRA Commons registration, application validation, and post submission functionality:
• eRA Commons Help Desk
  Web: grants.nih.gov/support
  Phone: 301-402-7469
  Hours: Monday – Friday, 7 a.m. to 8 p.m. ET

For information about Grants.gov registration, form viewer software (e.g. Adobe) and form navigation contact:
• Grants.gov Contact Center
  Phone: 1-800-518-4726
  International: 606-545-5035
  Email: support@grants.gov
  Hours: 24 hours a day, 7 days a week (Closed on Federal Holidays)

For NIH funding opportunity, application guidelines and grant-related resources contact:
• Grants Info
  Phone: 301-435-0714
  Email: GrantsInfo@nih.gov

Other Key Contacts:
• Dun & Bradstreet (DUNS)
  Phone: 1-866-705-5711
  Online DUNS # request: http://fedgov.dnb.com/webform
  Email: govt@dnb.com

• System for Award Management
  Phone: 1-866-606-8220
  International: 334-206-7828
  Service Desk: www.fsd.gov
  Hours: Monday – Friday, 8 a.m. to 8 p.m. ET

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