# Do I Have The Right Forms For My Application?



We are required to update our application forms from time to time to implement new regulations and requirements. When substantial changes are made in our applications, all applicants must use the same forms and instructions (referred to as an application package) to ensure a fair review.

## *How can I tell old application packages from new ones?*

Each application package we post in Grants.gov has a "Competition ID". We use this field to identify the version of forms and instructions included in the application package. Application form packages are designated alphabetically to indicate the most recent version (e.g., FORMS-D, FORMS-E). The Competition Title, which often accompanies the Competition ID, provides additional guidance to help you choose the appropriate application package (e.g., Use for due dates on or after January 25, 2018).

We'll alert you to upcoming form changes through notices in our NIH Guide for Grants and Contracts and other channels. These notifications indicate the appropriate Competition IDs and timelines for their use.

**Examples**:

- NIH and AHRQ applications submitted to due dates on or after January 25, 2018 must use application packages with a Competition ID of FORMS-E.

Most of the time, FOAs have a single application package – just the one you need. During a transition to updated forms, there may be multiple application packages listed for a single FOA.

When more than one application package is available, you should typically choose the most recent one. However, exceptions do exist. For example, if you are applying late or under our continuous submission policy and the older version was used for the intended due date, then you may need to select the earlier application package.

## *Where will I see the Competition ID when preparing my application?*
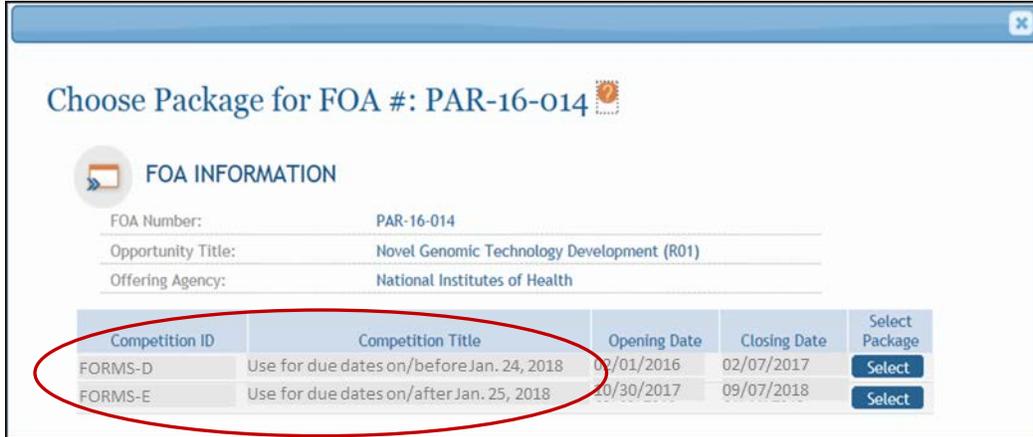
The Competition ID is visible in different places depending on your submission method:

- ASSIST
- Grants.gov downloadable forms
- Grants.gov workspace
- System-to-system solutions

## ASSIST

### *ASSIST Application Initiation*

You will see the Competition ID and Competition Title when initiating your application. If more than one application package is available, you will be presented with a pop-up window to select the appropriate application package.
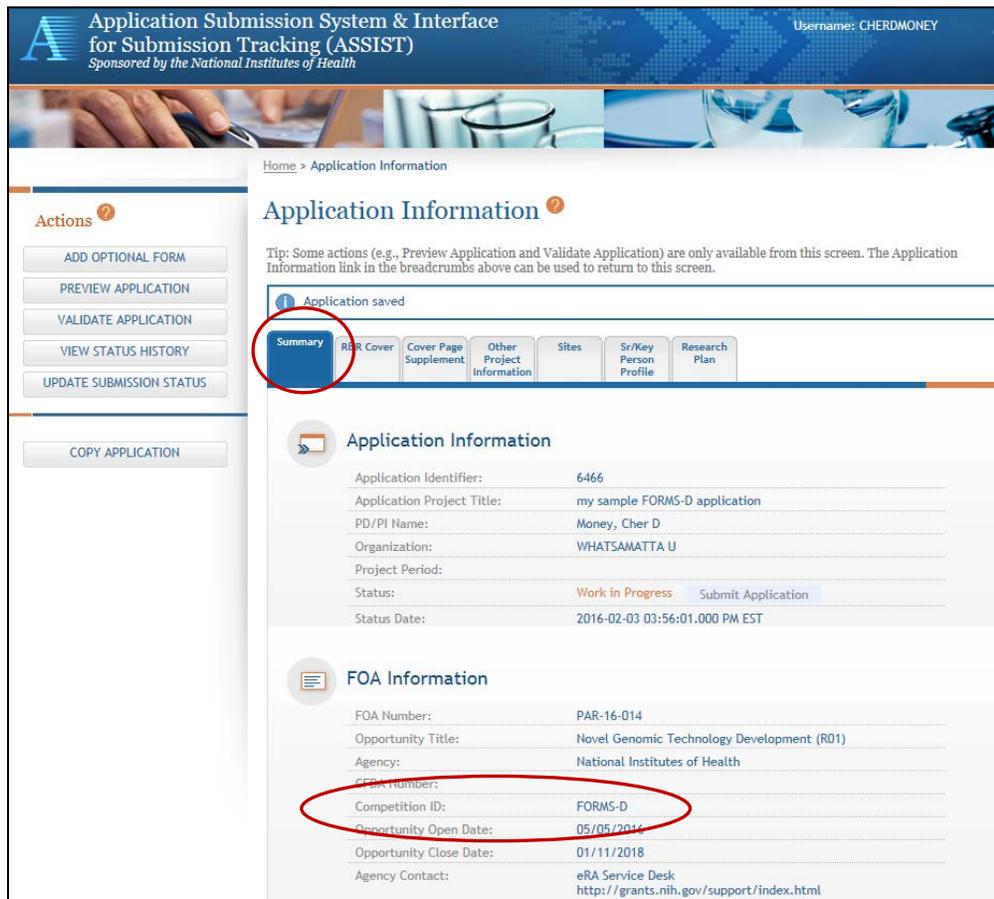


### *ASSIST – Work In Progress Applications*

After initiation, you will find the Competition ID in the FOA Information found on your Application Summary tab.

# Grants.gov Downloadable Forms & Workspace

## Downloading Application Forms

You will see the Competition ID and Competition Title when downloading your application package from Grants.gov.



After clicking the appropriate "Select Package" link, you will again see the Competition ID in the summary information provided for the FOA.

## *Grants.gov Downloadable Forms – Work In Progress Applications*

After downloading your application package and opening it in Adobe Reader, you will find the Competition ID in the header information at the top of the set of forms.



## *Grants.gov Workspace – Work In Progress Applications*

You will find the Competition ID in the FOA Information on the Workspace Details tab.

# *Where will I see the Competition ID in my submitted application image?*

The Competition ID is not visible in the application image we assemble after you submit since it is not actually part of the forms or data.

However, once your application moves forward to NIH staff for further processing (after the two-day viewing window), we automaticaly generate an application summary page and prepend it to your application image. The Competion ID is available on that summary page.

| PI: Money, Cher D | Title: my sample FORMS-D application | |
|---|---|---|
| ~~Received: 06/04/2016~~ | FOA: PAR-16-014 | Council: 01/2017 |
| Competition ID: FORMS-D | Novel Genomic Technology Development (R01) | |
| ~~1 R01 HG999999-01~~ | Dual: | Accession Number: 1234567 |
| IPF: 123456 | Organization: Whatsamatta U | |
| Former Number: | Department: Amazing Research Department | |
| IRG/SRG: MGA | AIDS: N | Expedited: N |
| Subtotal Direct Costs (excludes consortium F&A) Year 1: 250,000 Year 2: 250,000 Year 3: 250,000 Year 4: 250,000 Year 5: 250,000 | Animals: N Humans: Y Clilnical Trial: N Current HS Code: 30 HESC: N | New Investigator: N Early Stage Investigator: N |
| | | |
| *Senior/Key Personnel:* | *Organization:* | *Role Category:* |
| Cher D Money PhD | Whatsamatta U | PD/PI |
| Jimmy Moore PhD | Whatsamatta U | Consultant |
| Will U Kurem PhD | Cures R Us | Consultant |

## System-to-System Solutions

Most system-to-system solutions for application preparation and submission allow users to see the Competition ID and Competition Title. However, the details for where to find that information vary by solution. Contact your administrative office or solution provider for guidance.