

## 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-F, FORMS-G). 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, 2022).

We’ll alert you to upcoming form changes through notices in our [NIH Guide for Grants and Contracts](#) and other channels noting the appropriate Competition IDs and timelines for their use.

**Examples:** NIH and AHRQ applications submitted to due dates on or after January 25, 2022 must use application packages with a Competition ID of FORMS-G.

Most of the time, FOAs have a single application package – just the one you need. During a transition to updated forms and instructions, 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.

### *Which form instructions should I use?*

The alphabetical indicator in the Competition ID of your forms must match the alphabetical indicator provided for the application form Instructions. If you’re using forms with a Competition ID of FORMS-F, then you will use Version F of the application form instructions.

Any Competition ID that includes “FORMS-G” (e.g., FORMS-G-REVISED, FORMS-G1, FORMS-G-ADMINSUPP-RESEARCH) would use Version G of the instructions.

### *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 Workspace](#)
- [System-to-system Solutions](#)

## ASSIST Application Initiation

You can select the application package when initiating if more than one is available.

Choose Package for FOA #: PA-20-185 ?

FOA INFORMATION

FOA Number: PA-20-185  
Opportunity Title: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)  
Offering Agency: National Institutes of Health

Competition ID	Competition Title	Opening Date	Closing Date	Select Package
FORMS-F	Use for due dates on or before January 24, 2022	05/05/2020	01/24/2022	Select
FORMS-G	Use for due dates on or after January 25, 2022	10/26/2021	05/07/2023	Select

Close

## ASSIST – Work In Progress Applications

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

ASSIST  
Sponsored by the National Institutes of Health

Home > Search for Applications > Application Information

Application Information ?

Tip:  
• Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

Application saved

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan Human Subjects and Clinical Trials

Application Information

Application Identifier: 1146212  
Application Project Title: My amazing research idea  
PD/PI Name: Money, Cher D  
Organization: WHATSAMATTA U  
Project Period:  
Status: Work in Progress Submit Application \*Submit Application\* is only active for Signing Officials  
Status Date: 2022-01-06 08:43:20.000 AM EST

FOA Information: Competition ID: FORMS-G  
Competition Title: Use for due dates on or after January 25, 2022

FOA Information:  
Opportunity Title: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)  
Agency: National Institutes of Health  
CFDA Number:  
Competition ID: FORMS-G  
Competition Title: Use for due dates on or after January 25, 2022  
Opportunity Open Date: 10/26/2021  
Opportunity Close Date: 05/07/2023

## Grants.gov Create Workspace

You can select the application package when creating a Workspace, if more than one is available.

### Create Workspace

Multiple Opportunity Packages match the Funding Opportunity Number you provided. Please select Opportunity Package to create the Workspace.

#### Opportunity Packages for PA-20-185:

Agency Code	CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Action
HHS-NIH11	--	FORMS-G	Use for due dates on or after January 25, 2022	PKG00269448	10/26/2021	05/07/2023	Select
HHS-NIH11	--	FORMS-F	Use for due dates on or before January 24, 2022	PKG00261433	05/05/2020	01/24/2022	Select

Close

## Grants.gov Workspace – Work In Progress Applications

After creating the Workspace, you'll find the Competition ID in the Package Details on the Workspace Details tab.

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

PA-20-185 - PKG00269448  
NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)  
Department of Health and Human Services  
National Institutes of Health

Application Filing Name: GreatIdea1001 [Edit Name]  
Workspace ID: WS00819352 | Workspace Status: In Progress | Opening Date: Oct 26, 2021  
AOR Status: Workspace has AOR | Last Submitted Date: --- | Closing Date: May 07, 2023  
Workspace Owner: Sheri Cummins | SAM Expiration Date: Jun 16, 2020 | Verify | UEI: PQJXVJX7DJF7

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | **DETAILS** | PREVIEW GRANTOR VALIDATION

**Workspace Details:**  
UEI: PQJXVJX7DJF7 | Created on: Jan 06, 2022  
Organization: COLUMBUS, MEGAN | Last Activity Date: Jan 06, 2022

**Package Details:**  
CFDA: ---  
Competition ID – Title: FORMS-G – Use for due dates on or after January 25, 2022  
Contact Information: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>

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.

## 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 automatically generate an application summary page and prepend it to your application image. The Competition ID is available on that summary page.

PI: Money, Cher D	Title: my sample FORMS-E application	
Received: 02/02/2022	FOA: PA20-183 Clinical Trial: Required	Council: 10/2022
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Competition ID: FORMS-G</span>	NIH Research Project Grant (Parent R01 Clinical Trial Required)	
<del>1 R01 DA999999-01</del>	Dual: <u>AA, MH</u>	Accession Number: 1234567
IPF: 123456	Organization: <u>Whatsamatta U</u>	
Former Number:	Department: Amazing Research Department	
IRG/SRG: CPDD	AIDS: N	Expedited: N
<u>Subtotal Direct Costs</u> (excludes consortium F&A)	Animals: N Humans: Y <u>Clinical Trial: Y</u> Current HS Code: 20 HESC: N HFT: N	New Investigator: N <u>Early Stage Investigator: N</u>
Year 1: 250,000		
Year 2: 250,000		
Year 3: 250,000		
Year 4: 250,000		
Year 5: 250,000		
<i>Senior/Key Personnel:</i>		
<i>Organization:</i>	<i>Role Category:</i>	
Cher D Money PhD	<u>Whatsamatta U</u>	PD/PI
<u>Kandoo Moore PhD</u>	<u>Whatsamatta U</u>	Co-Investigator
<u>Will U Kurem PhD</u>	Cures R Us	Co-Investigator