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-G, FORMS-H). 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, 2023).

We'll alert you to upcoming form changes through notices in our NIH Guide for Grants and Contracts and other communication 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, 2023 must use application packages with a Competition ID of FORMS-H.

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-H, then you will use Version H of the application form instructions.

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

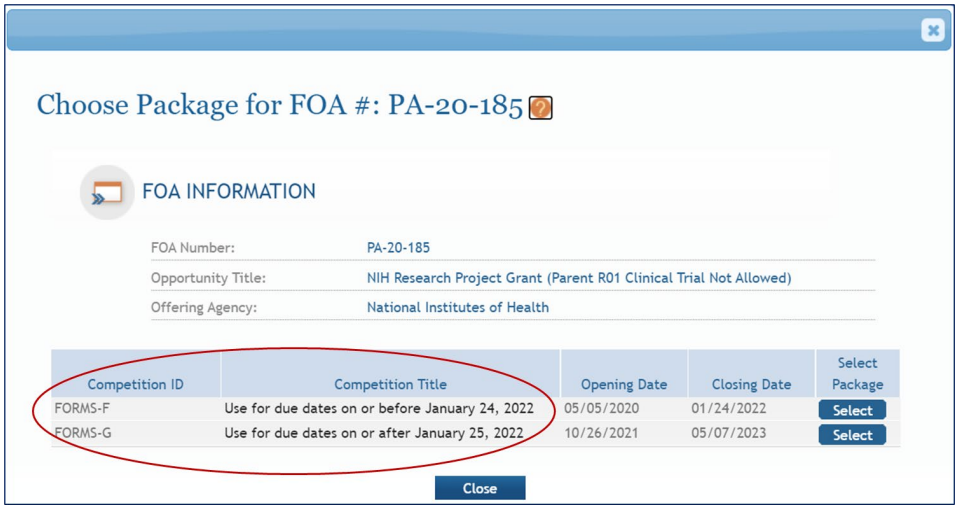
Where will I see the Competition ID when preparing my application?

The Competition ID is visible in different places depending on your submission method:

- ASSIST
- Grants.gov Workspace
- System-to-system Solutions

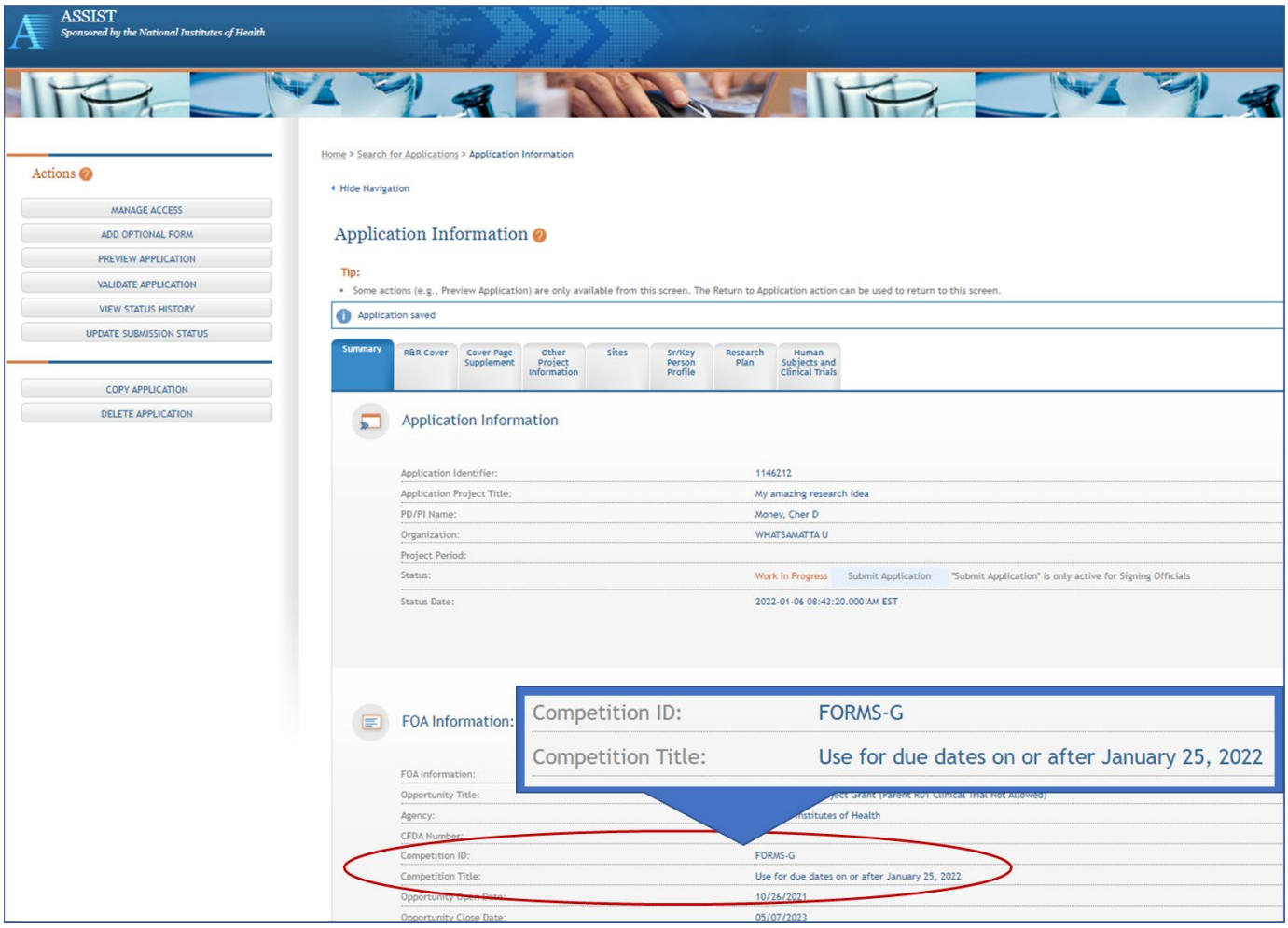
ASSIST Application Initiation

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



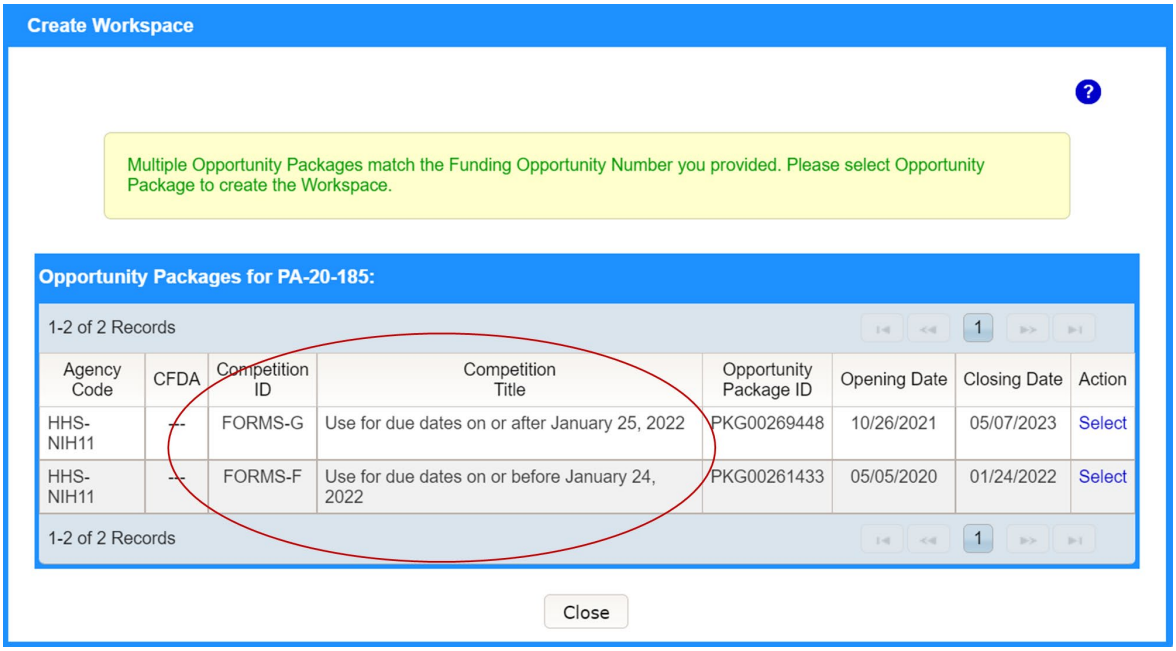
ASSIST – Work In Progress Applications

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



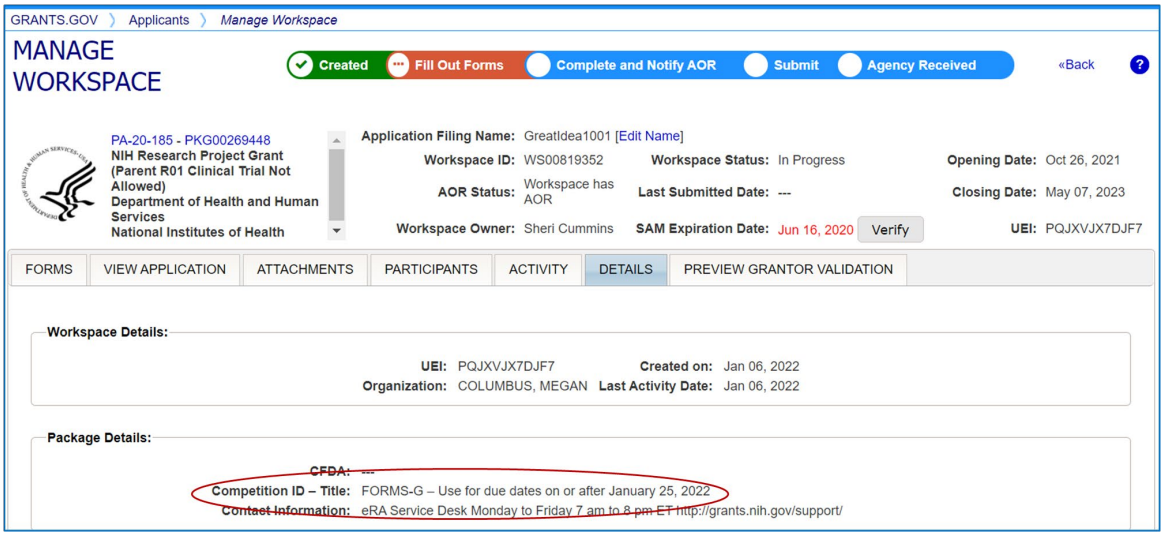
Grants.gov Create Workspace

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



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.



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.

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: 02/02/2023	FOA: PA20-183 Clinical Trial: Required	Council: 10/2023
Competition ID: FORMS-H	NIH Research Project Grant (Parent R01 Clinical Trial Required)	
~~1 R01 DA999999-01~~	Dual: AA,MH	Accession Number: 1234567
IPF: 123456	Organization: Whatsamatta U	
Former Number:	Department: Amazing Research Department	
IRG/SRG: CPDD	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: Y Current HS Code: 20 HESC: N HFT: N	New Investigator: N Early Stage Investigator: N
Senior/Key Personnel:	*Organization:*	*Role Category:*
Cher D Money PhD	Whatsamatta U	PD/PI
Kandoo Moore PhD	Whatsamatta U	Co-Investigator
Will U Kurem PhD	Cures R Us	Co-Investigator