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**************DISCLAIMER!!!***********************

>> Dwyer: Hello. Welcome to today's webinar: Electronic Submission Of Grant Applications For Foreign Organizations. My name is Cynthia Dwyer, I'm a Communications

Specialist at the NIH's Office of Extramural Research. We are happy to be providing this event and look forward to be spending the next couple of hours with you. There will be a recording approximately three to five business days following this event, and you will be able to find it on the home page of our grants.nih.gov website by clicking on workshops and training and webinars.

If you have any questions during the webinar, you may type them into the questions box, located in your tool bar. If you have any technical issues, please type them in the chat box. This webinar is presented live, but without a camera. Therefore, to give you a better idea of who will be presenting, I would like to introduce you to our speakers.

First of all, Megan Columbus. She

is our NIH program manager for electronic submission of grant applications and she's also the director of the Division of Communications within OER at NIH.

Also presenting is Joseph Schumaker. He is an eRA Communications Specialist, and what this that means is he works in our Electronic Research Administration Office.

I would like to now kick over the presentation to Megan. On with the show.

>> Columbus: Thank you, Cynthia. I'm so glad everyone could join us today. Joe and I will be splitting the presentation and we'll be going over the various stages of the application process. And we're going to be paying specific attention to those issues that are of specific interest

to foreign institutions.

I would like to be able to handle some questions as I go through the webinar and so I'll be stopping at the -- probably the end of each of the -- each of the parts of the session, so each of the prepare to apply, finding an opportunity, preparing an application and submitting the application. And I can take questions at the end of each one of those. So let's start with preparing to apply.

So one of the first things when you are preparing to apply to NIH is you really need to understand the NIH grants process. Grants@nih.gov is your central location at NIH to get information about grants. Let me give you a will really quick tour so you can understand how to use the central resource. To understand the basics of the NIH grants process, you'll find that here. If you are looking for funding opportunities, you will find it in the NIH Guide for grants and contracts. Right here. If you are looking for information about application form instructions and due dates, you will find that in this box. It's also about submission policies are also here.

General grants policy can be found over here. And these apply to all of NIH, remember. There's a page specific to foreign grant information that I would like to highlight as well. That will take you throughout the life cycle of a grant. What we're here to talk about today, which is applying electronically and electronic submission. The thing to understand is that electronic submission of grant applications is a requirement for all competing grant applications to NIH. The only exclusions to this right now are large complex multi-project applications, those are going to be transitioning to an electronic submission in 2013. Really everything that comes to NIH needs to be electronic and we don't have many exceptions to that. One thing I want to point out is that this process requires great attention to detail. Every instruction is really important. You can get tripped up a little bit easier, so give yourself lots of times, pay attention to the instructions in the application Guide, pay attending to the pending opportunity announcements. They're all important.

One of the things, essentially if you are an organization that does not submit frequently to NIH, you need to think about what you are doing internally within your organization. So as you are looking at application preparation, you need to have discussions internally about who is responsible for preparing different parts of the application. Who is developing the research strategy, probably the investigator, but who is putting together the budget. Do you do that in conjunction with your Institutional Officials? With your administrators? Figure that out ahead of time so that it's clear. Who has signing authority for your institution? Remember that grants to NIH come -- are given to institutions. So investigators, you are working very closely with your institutions because the Signing Official, also called Authorized Organizational Representative, at your institution, is the one who is actually submitting the application and committing your institution and assuring NIH that your institution can complete everything that it said it can.

What about the internal review process at your institution? It's important to understand what's going to happen, right? So what's going to happen when. What about internal deadlines? The application process is something that I've already said, it takes a lot of attention to detail. So as a Principal Investigator, if you have completed your application, you have to understand that your institution may need the application two to three weeks before the application due date in order to review that application carefully, in order to submit the application to

NIH, preferably multiple days ahead of the deadline to give yourself time to be able to correct any errors. And so what this really means is that administrators and PIs have to work together and they have to figure out that partnership before you even begin the process.

Okay. To understand some of the complexity, so there are multiple systems working together in order to -- electronic systems working together when you are submitting an application to NIH. NIH does not control all of these systems. So Grants.gov is the U.S. federal government's portal for finding and applying to grant opportunities that -- any grant opportunities around any of the U.S. federal agencies. Okay?

That is not run by NIH. That's

something that all of the agencies use. So the applications are submitted through Grants.gov, and they are retrieved by NIH systems called the eRA Commons. Electronic Research Administration Commons. This system is a system where NIH can interact electronically with our applicants about the grant application and the grant award. So we share information about grant applications and awards through the eRA Commons.

As we go through this presentation, it's very important to understand that Grants.gov knows absolutely nothing about NIH business rules. Okay?

It's only once your application gets to NIH systems, when we can start looking at whether or not your application has complied with NIH business requirements.

What's incredibly important to understand in all of this is that each system you are interacting with has its own registration requirements, it has its own application requirements, it has its own help desk and support. Which means that you have to be paying attention to what part of the submission process you're in, in order to get the assistance that you are going to need.

Let's move on.

So there are different ways to submit an electronic application. The most common is from the downloadable forms that you will find when you go through a funding opportunity and get to Grants.gov. And I'll show you how to do that in a few moments. But you'll be downloading forms on to your computer, working on those forms offline and then submitting them to NIH.

Some institutions who have -- who submit many applications to NIH, they've actually developed electronic systems that submit the data fields that we need to Grants.gov using a data stream. There are organizations that don't submit as many applications to NIH that use the services of a commercial service provider to assist with that submission. And you can find more information about that right here.

Okay?

For the purposes of this presentation, we're going to be speaking as if everyone's submitting using downloadable forms but the concepts are all the same.

Next in terms of preparing to

apply, you need to be sure that you have the software that's required. The downloadable forms are Adobe based forms to a free Adobe reader is required. Many people already have that because that's how you open any PDF document you might find. There are some limitations on which Adobe reader versions are compatible with Grants.gov forms. Very old versions may not be. So if you don't have an up-to-date version, you may want to update your version of Adobe reader. Or you can check your version at the Grants.gov download software page.

The other piece of software that you might need or that you will need is all of the documents that are requested associated with your grant application like, you know, your research plan documents, are required to be submitted in a PDF format, so you need some way to convert things from the word processing software that you use into a PDF form. There are different products you can use. Some of which are free, some of which are not. You can find more -- on the Grants.gov download software page. And you can find specific information about things to be careful about when you are developing a PDF to send at this link right here.

Note that -- and I think that -- that my co-presenter here, Joe, is going to get into this a little while later, but just remember that the more basic that PDF, the better. We don't want security, we don't want anything else on that PDF. The more basic, the easier it is for our systems.

Let's move into registration. Organizations have to register in multiple systems in order to apply. And you're going to see, there's many systems that you need to interact with. For foreign organizations, especially, start an absolute minimum of eight weeks before an application due date. In fact, my advice would be if you are considering applying to NIH, even if you have not found a funding opportunity announcement, your organization should be registering to apply now. You don't want the stress of -- of trying to complete this at the last minute before you are trying to apply.

It's important that every one of these registrations is completed. Not just begun, but completed by the application due date in order to apply. Otherwise your application will not be accepted by the NIH.

So here's a list of organizations

with whom you must register to apply. Note that there's a distinction. Remember, the main applicant to NIH is the organization, right, it's your institution. So your institution is going to have to apply to get an NCAGE code, right, only for foreign organizations, you will also need to get a DUNS number, register in a system called SAM, System for Award Management, you are going to need to register in Grants.gov and the eRA Commons. Okay? That's for organizations. PIs, you are only going to need to register in the eRA Commons and you are going to need your institution to help you initiate that registration process and in order to do that, your institution must be registered with the eRA Commons themselves.

Okay?

Folks, if you have questions about registration as I'm going through and you want to be submitting them, I can answer them at the end of this section. The one thing that I would advise is that sometimes we don't know that our organization may already be registered in these systems because it may have been somebody else at your institution who took care of that. So, again, that coordination within your institution is important and you can check within each of these systems to see if you are already registered so you don't try to create a duplicate registration and do extra work, because who wants to do that.

All right. So the first one we'll talk about is the NCAGE -- oops, I have a typo on the slide, I'm sorry. It should say NCAGE on the top, in the title. Foreign organizations must obtain what's called a NATO commercial and government entity code. Okay. This is a five character code to identify a given facility at a specific location. It's also required for a registration that I'm going to talk about next, which is a System for Award Managements. There's information here about how to obtain an NCAGE code and there's a specific phone number, if you need assistance.

Okay. You also need a Dun & Bradstreet number. That's a nine digit identification number for your business or institution. It's free. This is the only one that's usually very quick. All right? So get your DUNS number early. Once you have your DUNS number, you can then simultaneously be working on your SAM registration and your eRA Commons registration.

All right. So SAM. System for Award Management. For those of you who have applied to NIH before, this used to be called just six months ago central contractor registration. So SAM replaces what used to be the central contractor registration, the CCR registration. If you were previously registered in CCR, you're going to still need to go to SAM to create a SAM account. But when you create that account, your email address will link your new SAM account with your old CCR information. Okay?

Annual renewal of SAM registration is required. And so I suggest that you do your renewal, you will get email notifications from SAM. Indicating that renewal is pending. And make sure you act upon those quickly because the last thing you want is to reach your application due date and realize you haven't done that renewal and we can't accept your application.

I'm not going to go into the steps required for registration for SAM, but I did want you to have that information here. Some of the core data that you'll need are your DUNS numbers and the business information and your NCAGE code, some of your financial information, there's a fair amount of information. So start early. Okay?

Remember how I said that each of the -- each of the systems that you are dealing with have their own help desks, they are all managed by different parts of the federal government here in the United States. SAM.gov happens to be supported by the federal service desk. Okay? And here is the information you need in order to get help from them.

Okay. Grants.gov is the next registration. Again, this is the registration for your organization. So PIs should be working through their organizations to make sure that registration has happened.

You'll already need that DUNS number and the NCAGE number and the SAM registration in order to register with Grants.gov. Grants.gov is where you are going to designate who your Authorized Organizational Representative is. We'll call that an AOR. That is a person who can actually sign the application on behalf of your institution and submit that application to Grants.gov.

Note that throughout the registration process for Grants.gov, there's a step where an e-business point of contact, which you will have designated in SAM, is going to receive an email saying that you are -- that you need to approve the authorized organizational official role for the user. Make sure that approval happens. Okay?

And the one thing is that I do recommend that any time to Grants.gov you can track your AOR status by logging in with a user name and password, so you can always check to see if you are registered.

One of the things that I would really highly recommend, even if you only have one person at your institution who has the official authority to sign-off for your institution, make sure that you designate multiple people who have AOR capabilities in Grants.gov. Okay? If you only have one AOR and you are trying to submit an application and that person, your AOR is on vacation and you can't get ahold of them, you may not be able to establish an alternate AOR quickly enough in order to meet the application deadline. So I really encourage you to establish multiple AORs and have processes at your institution that determine who can submit the application, when. Okay?

And here's help information for Grants.gov. They do have 24, 7 days a week, 24 hours a day support, except for U.S. federal holidays. There is an online help request and here's the link for it. It's not so easy always to find it, even going to that link and so the hint here is to click on that contact us in the upper right-hand corner there. Okay?

Okay. So we've registered in

NCAGE and we've gotten our DUNS numbers and we've gotten our SAM registration. We could be registering in Grants.gov in the eRA Commons simultaneously. Right? So eRA Commons is the first time that you are actually interacting with NIH. And so both the applicant organization and the PI need to be registered there. Remember that the applicant organization once they are registered is going to initiate a PI registration in the eRA Commons and the PI will set up a PI profile there telling us a little bit about themselves. Okay? And then the PI would be responsible for completing that registration process in the Commons.

I'm not going to go step-by-step through the process, but I do want you to know that you have to hit all of the steps that are needed. Let me hit the highlights for you here.

So you're going to complete this online institutional registration form. You have to print and fax the registration page. It must be signed, dated, and faxed. Okay? That's really important. What's going to happen next is that the Signing Official has to verify the email address. And so you have to click on the link in order to verify the email.

Okay. If you don't do steps 2 and 3, then NIH can't even begin to process your registration. Once the Signing Official receives the approved email from NIH -- and remember Signing Official is the same term as we use in the Grants.gov world for Authorized Organizational Official [sic], an email contains a link to information that you must verify, okay, so you can see that there's going to be at least four different steps that you need to do and that's where I'm saying is that pay attention to every email that you get, pay attention to each direction that you get from us.

Okay?

Okay. Getting help with the eRA Commons. Here's help desk support. We are only available from 7:00 a.m. to 8:00 p.m. eastern time and we're not available on federal holidays. But we do recognize that many of you are working at different hours than many of us are working. So we do encourage online help requests. Okay? So if you submit and it's midnight for us, we'll get back to you the next day.

I'm sorry, I'm having a little bit

of a problem advancing my slides.

Just one moment, please, I'm sorry, technical difficulties.

Okay, I think that I just lost my keyboard. Give me another moment or so, I'm sorry, thank you for your patience.

We're working on it, promise.

>> While we're addressing, this is Cynthia Dwyer, while we're addressing the technical issues that we're having with our equipment, we are doing our best to answer the questions that are coming in as they are coming into the questions box. We've had a few about the registration of SAM. And where the slides are available. If you will go to the chat box, that you see in your tool bar, you will see a website where the presentation, the PowerPoint presentation is currently housed. This is also the location

that you will be able to find an archive of this webinar, a transcript of the webinar, as well as -- as well as a PDF of the presentation.

So -- so in about three to five days, go back and check this website, which is located on a webinar page off of our workshops and training web pages as well. You can find that and all of the other resources that Megan has been talking about linked from the grants.nih.gov website. We appreciate your patience while we work the technical difficulties out and it should be pretty quickly.

>> Columbus: All right. I'm thinking we're back in business. Is everybody -- if everybody doesn't see my screen following along with me, let me know. We had to do a quick computer switch there. All right.

So as I was saying, getting help in

the eRA Commons. Here's the highlighter, online help requests. If you're in significantly different time zone and you can't talk to us in person, submit an online help request.

Okay. So -- so this is a chart that we developed a while back and I just wanted to include it here because it shows the different roles. Right? So an -- when we're looking at preparing to apply, the Authorized Organizational Representative can register on Grants.gov and all of the ancillary registrations that Grants.gov requires with DUNS and NCAGE and with everything else, with the eRA Commons, the Authorized Organizational Representative also helps PIs register in the Commons and updates institutional profile that they will establish when they register within the Commons. The Principal Investigator your role is to register in the Commons and update your personal profile and then anybody, of course, can download the reader from Grants.gov, and anybody will be able to find opportunities or prepare an application package. The submission can only be done, however, but the Authorized Organizational Representative. Okay. So we've talked about preparing to apply and register. Joe or Cynthia, are there any questions that I need to be answering for everybody?

That have to do with --

>> There's a question about [indiscernible]

>> Columbus: I can't hear you.

>> There's a question about SAM. Registration [indiscernible].

>> Columbus: So there's a question

about SAM and the registration that needs to be done. Our institution is registered for two years, but we don't have -- we don't have a registration for SAM. Only to the others. Adrian, I'm not quite sure that I understand your question. We do need you to be registered. If you are registered with SAM, then you've got all of the other registrations that you need. You just need to do Grants.gov and you need to complete the eRA Commons registration. Okay.

>> Also for those who have previously registered and you did a CCR registration as a part of that process, to register your organization in Grants.gov or -- I'm sorry?

[audio interference].

>> For those that previously registered and have CCR registration,

because you did your registration a couple of years ago or even six months ago and you registered through the CCR, that registration is going to be automatically transferred to SAM. You don't have to reregister in SAM, SAM is going to pick it up. No?

>> *Columbus:* SAM is going to pick up the CCR registration but you need to --

>> I'm sorry.

>> *Columbus:* I would go to SAM and verify that you are set up in SAM and ready to go, even if you are registered in CCR before.

>> Absolutely, thank you so much. Yeah.

>> *Columbus:* So what we didn't say is that we do have a couple of folks who are here, Victoria do you want to introduce yourself real quick? They are here and they are grants

management and they are interested in helping answer questions for us.

>> Hi, I'm Victoria Bishton a Grants Management Specialist at NIH.

>> Columbus: Thank you so much Victoria. All right. So let's talk about finding an opportunity.

We're going to go through fairly quickly but I wanted to make sure that you understand how to find an opportunity to apply. Again here we are, and it's important to get to Grants.nih.gov. This is your home base for understanding NIH grants. Finding a funding opportunity can be done through the NIH Guide for grants and contracts. Okay? That's NIH's way of advertising opportunities. You will also find opportunities on individual NIH institute's home pages, et cetera, but all opportunities from across NIH's 26 or so institutes may be found in the NIH Guide for grants and contracts.

Okay?

You may also find funding opportunity announcements from Grants.gov. Grants.gov, again, is the U.S. portal for grant opportunities across the federal government. And why might this interest you? Well, you know what? NIH isn't the only agency that funds biomedical research, right? Our Department of Defense funds things like breast cancer research. It's surprising what's found in other agencies. So while the NIH Guide for grants and contracts is comprehensive for NIH funding opportunity announcements, you may want to check Grants.gov as well because maybe there's something at another U.S. agency that might be interesting for you.

Okay.

When you are looking for funding opportunities in the NIH Guide, you can do a search and you are going to get a search screen that comes up with the results page that looks like this. What you will then be doing is clicking the announcement number to access funding opportunity announcement information. And remember how vital that funding opportunity announcement is. It's not just reading and understanding the science, which of course is why we're here. But being very careful to read, especially Section 4, which is the application and submission information. This is going to tell you any funding opportunities specific submission instructions and what you need to understand is that when the funding opportunity announcement says something different than the application Guide, you should be following what's in the funding opportunity announcement.

Okay? In the NIH funding opportunity announcement that you will get to through the Guide, there is a button for applying for grant electronically. You will click that button. What it's actually going to do, it's going to take you to Grants.gov and to a page that's to download the application in Grants.gov. So whether you are getting to this opportunity from Grants.gov or from the eRA Commons, you will get to this page, which is a page that you download the application form from at Grants.gov. One note about that, is that occasionally application form versions change. So if there are two different application forms available, be absolutely sure to pick the highest available competition I.D. Okay? If more than one choice is presented. All right.

We're going to click the download. For the applications and instructions. We're going to sign up for agency updates for the funding opportunity announcements. This means if something changes with that funding opportunity announcement it's usually things that change that are specific to the actual submission process. The NIH Guide is where announcements go about changes to the science and to other things.

>> Schumaker: Megan, if I can add something there, too, you want to make sure you fill that out and submit your email address because we have had

occasions where funding announcements have been expired early.

>> Columbus: Good point.

>> Schumaker: And you end up submitting with the wrong package when that's old and it gets denied because you didn't have the most current application package. So you will get an email notification, if that changes, and you do still want to check just before you go through all of the submission process to make sure that you have the most recent application package for your funding opportunity announcement.

>> Columbus: And that's especially true which NIH issues funding opportunity announcements that are good for three years. They have multiple submission dates per year and they are good for three years.

But the actual application package that you are required to use might change during that time. And so Joe's point about checking the funding opportunity announcements before you actually start developing the application for a specific receipt date is a good one, thanks, Joe.

Okay. So as we move on, you can see that we can download the application instructions and the application package from here. And now I'm going to pass it over to Joe, who is going to start talking about what happens once you actually download that funding opportunity announcement.

Do I want to take any questions about how to find a funding opportunity announcement?

Let's see. Looking for questions that might be related to that. We are answering some of them as we go online.

Okay, Toby is asking a question about what I mean about the competition I.D. Let me go back just a couple of slides and let me show you. Right here is the competition I.D. In this table. Okay? It's got the opportunity number, the competition I.D. And so in this competition I.D., you will see we say Adobe forms B 2. If we come out with Adobe forms B 3, there may be another row here for Adobe forms B 3. You would want to make sure that within this competition I.D. field you identify the highest form version available and then you would click, there would be another row here and you would click to download that opportunity there. So thanks for the question, Toby.

Another question is do the Fogarty grants follow the same principles? So Fogarty is the center for international folks. And, yes, they do follow all of the same principles. Again, anything specific to particular funding opportunity announcements would be found within the funding opportunity announcements themselves.

There's another question here about whether there are separate opportunities for different countries. And that's a really good question.

You'll find that most of our funding opportunity announcements have an eligibility section in them and that eligibility section is required to state clearly whether foreign applications are allowed or not or applications from foreign organizations are allowed or not.

There are a few specific opportunities that may be -- in fact, I think we have some folks in the room, don't you guys have one that is specific for Africa? Okay. So there are ones that are specific because of maybe that we are targeting something specific in a specific region. But in general, I encourage you to look at the eligibility section in the funding opportunity announcements.

Let's see ... do -- you know, Jean, I see that you have a question about whether other U.S. government agencies accept applications from foreign institutions. And if there's a way to identify that without opening each opportunity. And I'm afraid I know that there are some other agencies that accept funding opportunities from other countries, but I can't tell you -- I don't know myself whether or not -- whether that's -- something that's across all agencies or whether all funding agencies allow foreign applications. I'm sorry.

I have another question here from David, who -- they are actually using a commercial service provider to submit an application, they want to know if the process is any different. And, David, the underlying process is not different in that case.

You still need to make sure that you are registered everywhere you need to register. You still need to find the funding opportunity announcement. And you are still going to need to fill in all of the information that's required for that opportunity. It's just that your screens may look -- may look a little bit different to fill in that information. And your commercial service provider might help do some of the checks to see if you are following NIH business rules before submission.

All right. I think that I've answered a bunch of questions and let's keep going. So I'm going to get back and Joe, I think we are ready for preparing an application.

>> Schumaker: Well, good morning. Good afternoon. Good evening. Whatever your case may be. Thank you for joining us today. I'm going to talk a little bit about the preparing an application and I'm going to tell you up front this is going to be the mechanics of filling out an application. I have no knowledge whatsoever of what makes a good application. So that will be

something more for the grants info folks, for -- for looking up some grant writing information that we have on the website. That type of information. This is going to look at predominantly the downloadable forms and what you do need to watch out for in terms of information that we have a few slides in here that speak to some of the particular challenges that foreign institutions are facing in this process. So we're going to go ahead and get started with that.

So let's look at preparing an application.

So as Megan stated earlier, you have two sources of information for completing an application. You have the application Guide, and then you have the actual funding opportunity announcement. When you read the application Guide because it is not only for NIH, there are -- there is the HHS logo, which looks kind of like an eagle, when you see that that's going to be something specific for NIH needs. So you want to be looking for that when you are reading through the application Guide and filling out your application.

Then you also want to make sure that you are checking the funding opportunity announcement to make sure that you are getting any specifics from that that you need to be aware of.

And so you want to be looking for that logo, when you are reading through the application Guide. Now the NIH uses a form called the Standard Form 424 research and related dataset forms. These are not NIH forms. These are owned and maintained by the Grants.gov folks. So we all use these forms and so they are federal-wide forms and so some of the forms are going to be marked as required because they are required for Grants.gov. Other fields on the form are going to be required by NIH, but are not going to necessarily show up as required and that's why you want to make sure that you're reading the FOA, the funding opportunity announcement and the application Guide.

So there will be agency-specific parts in what's called the PHS form as well. So it really is a conglomerate of forms and you just need to work through them very carefully and again paying attention to the details to make sure that you are filling everything out that's going to be required for NIH and for that particular opportunity.

So this is kind of the first thing

you see when you open up the application package. It's going to have a bunch of prefilled information at the top and you want to check this when you download the opportunity. Because you want to make sure that you actually have the right one, make sure that it's the right name and that you've got the right opportunity number, what you wanted. And you want to make sure you check those open and close dates. And then the very first thing you have to do is you have to give it a name. That is absolutely required.

So the fields that are required by Grants.gov are going to be yellow with a red box around them. So you are going to definitely want to be looking for those.

All right. You download it, the first thing that you want to do is make sure that you save it. So that it's on your local drive. This is the advantage of the downloadable forms is that once you've downloaded the form, you do not have to have an internet connection to be completing the application. You can -- you can copy this to -- to a portable drive and share it with your colleagues an send it by email and so forth in order to get everybody that you need to involved with it working on it. So again make sure you have the right information. This is all prepopulated, not editable.

And, again, mandatory fields are going to be highlighted in yellow with the red box.

And you are going to come in and because different FOAs or different funding opportunities require different things, you are going to have what are called mandatory documents and optional documents. So you need to make sure that you complete all of those mandatory forms. And you will always do that first SF or the Standard Form 424 as part of the process, that's for everything.

Then you're going to have some optional documents. This is where you need to read through the funding opportunity very carefully to see which one of these, just because it says it's optional doesn't mean that you don't have to do it. It's going to be specified in the funding opportunity instructions as to what optional forms are not actually optional. So, again, you want to be reading all of the instructions very carefully.

And we can't stress that enough, so

I threw another little blip on the slide there for ya. Make sure you read that. All right. So basic tips for success. Will make sure that you are following those funding opportunities specific instructions. Make sure you are reading the application Guide for the overall instructions. And this is where you get into some of the mechanics about the page sizes and naming conventions and some of the more technical details of an application. Don't add extra headers and footers as part of your information. You -- you don't -- when we take all of that data and compile it into your application for review, there's a lot of information that gets added in those areas, so you don't want to be doing those. Also this idea of two column, so you want to try to make it look nicer by adding columns, not a good idea. Sometimes that doesn't get processed well when it comes into the system and you want to make sure that as Megan said earlier, keep it simple. Make sure your information is good. But it doesn't really have to be pretty in order to -- to be reviewed for success.

Now, again, you're going to want to make sure that you are checking out for what fields are required by NIH. For example, the DUNS number field is not something that's required by all federal organizations. Therefore, it's not going to be actually highlighted in yellow with a red box. But it is required for all NIH grants. So you have to make sure that DUNS number field gets filled in. And in some cases, this will get prepopulated once you do it the first time through different sections of the form. But always be looking for it because there are a few forms that it's not prepopulated. But it is going to be required, so you want to make sure that you're looking for that.

Now, this is very, very important. Your DUNS number on your application has to be the same DUNS number that you use in Grants.gov and in SAM. So in your other registrations, in the Grants.gov and the System for Award Management, you have a DUNS number. Make sure that you are using that same DUNS number on your application. This connects all of the dots and the different pieces together. So be very aware of what that is and that you are using it correctly for your organization.

So there are some fields again that

are marked as required by Grants.gov but -- then other fields that are required by NIH. So, for example, when you are doing senior/key person, so these are going to be additional scientists or Prinicpal Investigators as part of your group, they need a credential. This is the credential here is actually their Commons, their eRA Commons user name. And so not only do you have to be registered in Commons, anybody else that's going to be a Principal Investigator in your study also has to be in the Commons. So they'll have to -- if they're not already registered they're going to need to get registered.

Also, when you add additional people to your application, you have to give the name of the organization that they're with. This is done to help avoid conflict of interest problems.

So make sure that those fields, although not marked as required by Grants.gov, they are required by NIH so you have to make sure you fill those out.

There's also terminology issue which is also a challenge for everybody. On the senior/key person form in particular, we run into this problem with the idea of a Co-PD or PI.

The terminology of Co-PD/PI is actually something used by the National Science Foundation but is not used by NIH. So while it is part of the form, it is not something that NIH recognizes. And if you select that, it's going to create a -- create a problem for your application.

So if you are going to have multiple

people involved, multiple scientists or Principal Investigators in your application, you are simply going to use the PD/PI role. Stay away from the Co-PD/PI label there. Again, we don't have control over this because these are not NIH forms. These forms are used by all of the federal granting organizations and therefore they have some terminology in here that's not necessarily the same for everybody.

Another common error that people run into, when you're doing your budget, it's important to know that all foreign applications do require a detailed budget. So while you want to look through all of this information, if it's -- if you are filling this out, you are going to have to do a detailed budget. And when you are dealing with your senior/key persons, other scientists that are going to be involve with your project, you need to make sure that you assign them some value or effort for what they are doing for your research.

So you -- you can do it as calendar months and academic months or summer months, but you can't have all three. You can do a combination of calendar and academic months or you can do summer months. But if all three are empty or all three are filled, again you're going to get an error and your application is not going to be able to be processed. Again reading the instructions in the application Guide will help avoid these problems, but this is one that we see a fair amount so I wanted to point it out to you.

Some other things that we have seen in the past that you want to avoid.

Remember we talked about PDF formats, again, this is just something that we stress a lot because we see a lot of errors made this way. A lot of Adobe converters allow you to do what's called a portfolio where it kind of merges all of your documents together. Please don't do that. Do not use the portfolio feature in Adobe. We need each document to be kind of separate and independent of itself. Also, do not apply password security to your application. When this comes in electronically, we don't have that information, we can't get that information and we can't validate it electronically, so if you were to submit to us an application with a security password on it, then it's not going to get processed.

And again you want to watch out for file names and understand what is required there. Make sure you are following all of the guidelines for fonts and margins. Again, some of this is repetitive, but it's because it's very important and it's things that we generally see fairly common as mistakes. Again there's the URL or web address for the PDF guidelines, which will help you review all of those specifics.

Now, again, this is -- this is specific to our foreign applicants, when you are filling out your project performance site, you are going to be asked for a congressional district. And one of the things with these forms that's pretty cool and is helpful is if you put your cursor of your mouse over a field, it will actually pop up a help window. And in this particular case, if you are outside of the U.S., and obviously you are not going to have a congressional district number, so you are going to use 00-000. And that's highlighted there and we'll see this again in another slide. But again it's a very common kind of mistake or error or point of confusion because these are U.S. forms, they are designed specifically for U.S. sites. But we have built in these options to help get around some of those restrictions.

So there is an entire web page dedicated to avoiding the common errors, what you will be -- where you will be able to find all of this information again, so you want to make sure that you are exploring and visiting the websites that we have available.

All right. You can see there again is the URL and if you download the presentation you'll have that really handy for you.

All right. So as a review, remember, NIH does not support the Co-PD/PI role. You have to use just the standard PD/PI, which is Project Director and Principal Investigator for your senior/key persons. Remember when you list other senior/key persons, their credential field must be completed with an eRA Commons name. That's required by NIH. And for your budgets, make sure that you are putting in some combination of calendar months and academic months or summer months. Make sure that not all three are -- are full -- filled with something or that all three are empty.

All right. Another part of the Standard Form 424 is when you are filling it out you're going to be asked for an employer identification number. And again for non-US organizations, you won't have that so you can use the value that's listed there. It's 44-and then seven 4s. So you will put that in that field.

As Megan mentioned earlier, each funding opportunity announcement comes with an eligibility section. Before you start filling out and doing all of this work, make sure that funding opportunity announcement is eligible for foreign organizations to apply.

All right?

Remember that for foreign applications, the -- they always require a detailed budget. And, again, something that sometimes comes to confusion is that when you are asked for a date in a field, it's always going to be the month, two digit month, two digit day and four digit year. In that order, I know that's different -- that's a different format for some countries in some parts of the world.

Some other things in here that we look at on this form, again, because they are U.S. based form they're going to ask for a state. When you first look at the form. The state is required because it's got a red box around it and it's highlighted as yellow. If you change your country from the United States to your country that requirement goes away. The only other exception is that if you are from Canada. If you select Canada then the Providence field becomes required as well. So you want to make sure that you are paying attention to that and if you have a problem change the country first and then you will be able to move on past that state field. The phone number fields have a 25 character limits but there is no special formatting requirements, you can put in your information there as you see fit. And as we stated earlier, remember that the congressional district code you are going to use the 00-000. Notation in that field.

The only other exception is if you're from Canada, if you select Canada, then the providence field becomes required as well. So you want to make sure that you're paying attention to that and if you have a problem, change the country first and then you will be able to move on past that state deal.

The phone number fields have a 25-character limit, but there is no special formatting requirements. So you can put in your information there as you see fit.

And as we stated earlier, remember that the congressional district code you're going to use the 00-000 notation in that field.

We've also done an annotated form set, so the URL is there in the middle of the page. If you go to this web address you will be able to download the entire 424 document and it has basically the premade help boxes all over it. So you will be able to read through these and see what kind of information is being asked for in each of these fields. It's a really helpful tool to help get through the process.

All right. So there's prepare an application. Now, Megan has been typing away on the other computer answering some of your questions, but let's take a pause for a minute and see if anybody has questions about preparing the application.

Megan is getting mic'd up.

>> Columbus: Okay. So Joe, is the application filing name the same name as the institution? Christina is asking.

>> Schumaker: No. The application name will be the name of your project typically.

>> Columbus: Okay. So it's not the name of the institution, Christina. It's anything you choose to name it.

We do have a question going back to registration saying besides SAM which other registrations require annual reregistration? Or is there a need to renew any of the other registrations?

>> Schumaker: To my knowledge it's just going to be the SAM.

>> Columbus: So as far as I know right now it's just SAM needs annual renewals.

Okay. Another question. Do we remove all headers and footers on all documents uploaded including the PHS components?

And I think what this is, Joe, is getting back to your comments that when we're asking for attachments to the application we suggest that you not have headers and footers because when the system puts together the application it's automatically going to add ha headers and footers for the investigator name and all that kind of thing.

>> Schumaker: That is correct. Any of the additional documents that you have to create for the application, our suggestion is to do it in a basic word application and just put the information that you need. Don't put headers and footers there as well. What will happen is when you convert those to PDF's and convert them to the full application, when that gets submitted electronically to us, we then add specific information

both as headers to footers on all of those pages and we'll create what's called an application image and we'll talk about that in the next section. But we're going to add header and footer information to all of those documents and it's a way for us to be able to track and tie all that information together. So you don't want to be adding extraneous information to those other documents that you add to the application.

>> Columbus: And what Joe is going to show you in the upcoming section, he's going to show you that once the application is submitted and it goes through to the eRA Commons that an application image is created. If you submit your application early enough before the deadline, you have time to actually look at that image and if -- and I suggest that you actually go through page by page to look at that application

because that's what the reviewers are going to see.

>> Schumaker: Absolutely.

>> Columbus: There you will be able to see if you have problems with you forgot to take out your headers and footers and our system is overwriting what you have there. Okay?

I have another question here relevant to what you were just talking about, Joe, that says they're confused about which forms to use. The research and research related or the other one, the PHS 398? I still don't understand.

>> Schumaker: Well, the SF 424 form is going to be basically the beginning of any application because it gathers all the information about yourself and your scientists and your location.

The PSH form is actually you're going to be research plan form, so that's going to get into the details of what you're doing. So in almost all scenarios you will have the 424 form and different aspects of the PHS form.

>> Columbus: So the answer is you will need a combination of those forms. You will have to actually see in when you download the application package remember how Joe was talking about you have some that are required and some that are optional. When you go back to the funding opportunity and announcements and to the application instructions, it will be clear about which of those optional forms you need to include. Okay?

Remember that as a foreign organization you will always be including a detailed budget so even though you might see a modular budget form available, for example, you won't be using it.

I hope that answers your question.

I do have somebody, hey, thanks, Roger,

for coming in here who wants to make a couple of minor corrections. File names cannot include spaces.

>> Schumaker: That's actually, according to -- hello, Roger. According to Sherri who looked at this yesterday, Grants.gov has actually changed that requirement and are now accepting spaces. We can confirm that, but that was updated actually yesterday afternoon.

>> Columbus: Okay. If our institution has an EIN-TIN number, can we enter it or should we enter the 44-44444.

>> If you have it you can enter it, absolutely. The foreign scenario is for those who are unable to get one or don't need one. But if you have it, then it's probably best to use it.

>> Columbus: Right. So the answer would be yes, enter it if you have it.

All right. Joe, why don't we keep going so that we can finish the process and we can get to some more questions later.

>> Schumaker: All right. Thank you, Megan and thank you all of you out there that are still awake and paying attention. Appreciate that.

We are going to go ahead now and look at kind of the end of the process when you've gone through the application. So we'll do kind of the submit process and track and view what you've done. So this will get us to the entire beginning of finding the opportunity, preparing it and then going ahead and submitting it.

So this is where we get into the most difficult part of the process is on time submissions. What does that mean? First and foremost, when you submit your application it's going to go through some validations. And before it can move on it has to be error-free. So there's two -- basically two levels of warning -- of information you get back after you submit it to Grants.gov and eRA Commons picks it up and processes it and validates the business rules.

You get errors and you get warnings. And this has to be done when you submit, the drop-dead, no chance after this is going to be five p.m. local time. So whatever in your time zone on that date is going to be five p.m. is going to be your submission deadline. Anything after that is going to be considered late. And in the vast majority of the cases if it's late it's not going to be accepted.

Now, we do recommend, and you're going to hear this a lot, it's kind of like a bad sound track or something. We encourage you to submit early. And make sure you're doing it days early. I know that can be very, very difficult, but if you want the best chance of success, you need to change your internal workings to make sure that that gets submitted early so it's reviewed internally early, that all of your credentials and your registrations are done early, so that you can meet that deadline ahead of time and have a chance to go through some of these other options. Because we do not allow that center line there, do not allow corrections after the due date.

So -- on all of your registrations that Megan has talked about that we've been discussing, must be completed before that five p.m. deadline.

So when we are looking at this, there's a couple of different things. On the form itself is a check package for errors. Now, this is a real basic check and it's really only checking a few of the Grants.gov requirements. It is not going through a full validation.

This is where the organizations that provide these services, what we call service providers, they're very helpful because they frequently can do the validations before you actually submit so you know if you have errors ahead of time, but you have to submit the application and then it will be checked against our validations.

So you're going to check the package for your errors. Any that do come up in this you will want to fix and then you will save it again. And then you can submit it.

If it's successful you're going to get a response from Grants.gov that looks something like this. This is also important. This is where your Authorized Organization Representative puts in their name, their user name from Grants.gov and their password to actually bindingly, legally submit the application.

And this is again where Megan was

saying earlier, it's really helpful that you have more than one AOR because if that person is not available come deadline time you need somebody else to be able to do it. And we have seen that on more than one occasion that for whatever reason, there's a family emergency, they're stuck in traffic, they're on vacation, and the application after all that work does not get submitted on time, and they have to wait for another round of submissions before you're going to be able to apply.

All right. So they fill that out. They click the sign and submit button. This has some information at the top that reviews all that. You will then get a confirmation that comes back. And what's very important there is you want to make note of this information, print it out, write it down. You will notice a couple of things. One, there's a grant tracking number. That becomes very important if you have to resubmit or do corrections.

There is a timestamp. And again, that has to be before five p.m. local time in order to be eligible for actually getting it submitted.

So again, you want to keep track of that information.

Now, what happens is once it's submitted to Grants.gov the eRA Commons system will go over and retrieve that application and bring it into the NIH system. Now, one of the other aspects of submitting early is when we have due dates, that process can get very, very busy because unfortunately not everybody is submitting early. So it takes time to process these applications.

I think we're down to an average of less than seven minutes, but on big due dates when lots of applications are coming in, we're talking thousands of applications coming in. That can extend time out. So it may take longer when the system is busy.

So we get that system in, it comes into the eRA Commons, and now you're going to be able to log into Commons, you will be able to look up -- I'll show you this in a second, but you will be able to look up what the status of it is and check for various things. But here is also something that's very important. There are automated email notifications that are sent, but we really don't recommend that you wait for that email. Email is notoriously unreliable. Spam filters may pick it up, it may get delayed, it may get lost in a process somewhere. Maybe there's an errant mail rule on somebody's account. So don't rely on waiting for that email notification to know what's happening. Be proactive. You can log into Grants.gov after you submit it and check the status there. You can log into eRA Commons and check the status there. So while the email is nice, it's not what we recommend as something you rely on.

Now, this screen here is of the eRA Commons. So when you log in, you'll be able to come to a tab called Status, which you see at the top of the center of the screen shot, and you can do a couple of different things. You can click on the link that says Recent and Pending Submissions. You can also put in that Grants.gov tracking number. And then you will be able to do the search and it will bring you to the status screen.

So what you see here is your recent impending submissions and down the left side is the grant tracking number. We see the submission status, the third column over, and then some additional information there. so there's that Grants.gov tracking number. It indicates the status of the application.

And then you can click on the Show Prior Errors link and it will bring up all of your warnings and errors. So remember, an error means that your application is not moving forward to review. It stops at this point.

A warning is something that you have to decide about. If it's fairly minor and you don't have time to fix and resubmit, then you don't necessarily need to fix the warning.

So when you're tracking remember that errors stop the process and must be corrected before the deadline. And that this is why we keep trying to get on the idea of submitting early. Warnings do not stop the application process. And you can correct those at your own discretion or if you feel you have time and the ability to do so.

All right. So errors and warnings

must be corrected by the submission deadline in order to be considered on time.

So here are some additional links that talk about, again, the avoiding errors option and the validations. So that second U.R.L. talks about what is checked on the standard form 424.

All right. And again, we hit these again because you have to make sure you get this done before the deadline. We hear this a lot that oh, well, I submitted the application and I saw that I had a warning, so I redid it and fixed it, but I resubmitted after the deadline. What happens is the system overwrites that original on time submission with the new one and now that new one has a timestamp that is after the submission date and is therefore considered late.

So you want to be very, very aware of that due date and that five p.m. local time.

All right. So again, cannot stress this enough. I hope some of you are smiling at this picture. But submit early. Days early. Not hours early. Not minutes early.

Megan is saying a week early.

So you want to make sure that you get that done ahead of time.

Now, once it is error-free, the eRA system, the Commons, is going to go ahead and assemble what's called a grant application image. And it's going to go ahead and insert these headers and footers that we've talked about before. So it will include stuff like the PI name and page numbers and so forth and that includes all the different aspects of the stuff that you've sent in the application. It generates a table of contents and sets up book marks so it's easy to navigate.

And it will post the assembled application in the PI's account so that -- in Commons so that they can review it.

Now, this is important. Again, why we want you coming into the Commons is if you can't see it, if you check your application image and it doesn't look right, then you have to understand that's exactly what the reviewers are going to see. Or if you can't view it all, then they can't view it.

Now, this two days -- we have an application viewing window of two days that gives you a chance to review the application image and make any changes you want to do it, but again, this has to be done prior to the due date. So even if it's gotten in there and you don't have any errors, if you change it and you change it after the submission date and after five p.m. of the submission date, it's going to be late. So the two days viewing window is not an extension to the submission date.

What will happen is you'll come into eRA Commons now, you'll see the grant number and you will see that it's given another code and it's pending verification. So this means it's going through some additional processes, but doesn't have any errors.

You can then click on that link to get more information.

So in here it will give the detailed status information. If there are additional things that need to be tweaked or looked at it will show there. And then what you're really looking for here is that e-Application link. That e-Application link is your image, your application image link.

And that will let you look at the application.

Then there are other sections called appendices and a cover letter which are not formally part of the reviewed part of the application, so they're separate links.

And this is what the application image looks like. So again, you have a table of contents and then book marks down the left side that allow it to be easily navigated.

And you want to review this in detail to make sure that our system built it correctly.

So if you don't take any action within those two business days, then the application will automatically move forward for processing by NIH. The subsequent application changes are going to be -- any changes that you make to the application afterward are going to fall under the NIH late policy. But again, if you don't have any errors and if you're close to the deadline, the recommendation is let it go and you want to be getting that look of success. Yes.

Now, what if you need some help with your application submission? You want to go ahead and make sure that you're checking the FOA and the application guide. Always be reading those. Make sure that if you're having a problem, you identify where you think the problem is and contact the appropriate help desk. Remember. Grants.gov is not part of NIH. We work with them, but we're not the same, so they have their own support. And then there's the NIH eRA Commons help.

And there's a whole list -- you will see -- I'm not going to go through all this, but you will have lots of phone numbers and email addresses and websites that you can go to to get help.

And this finishes up with some additional resources.

Coming back to where we started, always make sure you're check out our web page for the latest and greatest information. Explore these areas because they are there to help. And we do want you to be successful.

The e submission website here is also helpful because it walks you through the entire process, very similar to what we've done this morning.

Other thing that you might want to consider is getting on our listservs. We very frequently send out notifications of changes, if there's problems on our systems, we want you to be aware of them. So we recommend that you come on to the listserv and sign up for these email notifications so that you get the latest and greatest information as it becomes available.

There are some dedicated pages for international applicants, so please make sure you check out these sites as well.

And that concludes my portion. And we're going to talk about questions or we're going to try to answer some additional questions and we'll call it a day.

>> Columbus: Okay. So I have been diligently answering -- although I've been answering under the name of David Rosen -- some of your questions online and I've been making the ones relevant to folks available to see. But I wanted to reiterate some of the answers that we've just been given.

One, we've been talking about which budget form is required. And so when I say the detailed budget form, I'm sorry, that's NIH shorthand because we have modular budgets and detailed budgets. It's really the form is called the research and related budget form that's required for all foreign institutions.

We had another good question about asking whether warnings must be corrected to guarantee a successful submission?

And Joe?

>> Schumaker: Warnings do not have to be corrected. It's just something that if you have the opportunity to fix it, we would -- it would be nice, but if it's going to jeopardize getting an on time submission, absolutely do not attempt to do it. If you're close on the deadline, go ahead and let the warnings go through. There is a process within the Commons called just in time, so if there's clarification it that the reviewers need, they may request additional information for your application.

>> Columbus: So a little bit of a modification, I think, to that answer because there are -- owe there's some information that our electronic systems cannot validate up front because they

don't have enough information to know whether or not it applies in your case.

So actually, whether or not you correct a warning is going to actually require a little bit of judgment on your part to figure out whether or not -- whether or not the warning actually applies to your application because when your application gets through the electronic submission process and to the division of receipt and referral here at the center of scientific review, they may actually say that you weren't responsive.

Just in time information that Joe was talking about is actually information that's just in time for award, not just in time for review. So those are two different things.

We do have another question that's about -- that I'll go ahead and answer. What do I do if the application went all the way through and it's already to the scientific review officer? Can I make any changes?

And so in those cases there is actually a policy that's established on this, and there's very few cases these days where post-submission changes are allowed prereview. But if you go to the Grants.NIH.gov website and you go to the submission date pages you can scroll all the way down for submission policies and you will be able to get to the policy on post-submission materials, okay?

Joe, a question for you. Please clarify are additional senior/key personnel listed as a PD/PI and not as Co-PD/PI?

>> Schumaker: That is correct. NIH does not use the label co-PD/PI.

>> Columbus: Right. It is true NIH does not use the label co-PD/PI, however, if you list them as the PD/PI's, then it's going to make it a multiple PI application

and it will require a leadership plan. If you're just looking for them to be senior/key people on the application, you may want to use other terms such as collaborator or you can say other and you can list them as whatever you want to say.

>> Schumaker: Facility.

>> Columbus: Right. Okay?

Joe, does a grant tracking number change after each error correction?

And so each error correction is a separate submission through Grants.gov and so does a Grants.gov error tracking number change? Oh my gosh. I should know this. I want to say that it does.

I believe it does, but I would need to verify.

>> Schumaker: Yeah, we need to verify that. I can't remember.

>> Columbus: I'm sorry.

So there's a question here that's about roles and who is the appropriate people to be Authorized Organizational Representatives or Signing Officials at an institution?

So in their example they're asking with their institution it may be the director. So it is really the person who is organizationally in the position to be able to obligate the university to a financial obligation or an official transaction.

And NIH actually does sometimes look at the people who have been proposed as the Signing Official and sometimes comes back with questions to ensure that they're the appropriate people.

>> Schumaker: And that was actually one of our pre-questions that we got. And so again, doing this early is really important because it may take time to validate those people that have been listed due to just time zones and distance. So make sure that you're doing

this process early to make sure all of those variables have been addressed.

>> Columbus: I have a question from Lawrence who says, I have an CCR number for the organization, so what do I have to do to get the CCR for the individual on the grant application?

Remember, Lawrence, you do not need CCR for the individual on the grant application. You only need an eRA Commons account for the investigator. Okay? CCR is for an organization.

The DUNS number has 000 at the end of your example. Is this a format for all DUNS fields? Do we know, Joe?

>> Schumaker: If I remember right, the DUNS number is a five-digit number. But I would have to look that up again. I thought it was in the slides.

I do believe it's a five-digit number. I might be getting that confused with the NCAGE value.

>> Columbus: DUNS is a nine-digit number and the format is number, number dash three, dash four numbers. Thanks, Roger.

Remember that CCR is no longer. It's SAM.

Thank you. We got another look see, that the DUNS is a nine-digit number.

>> Schumaker: It's always good to have experts on the phone.

>> Columbus: It really is. I appreciate that others are attending.

Let's see.

Yes, Roger also confirmed that every time you submit to grants.gov with a corrected application that it does indeed get a new tracking number.

Again, we have another question about whether there's more than one PD/PI. How do we indicate who is the leader?

Remember that if you're trying to submit a multiple PI application that we ask for a contact PI. The contact PI is not necessarily the leader, though. When you submit with more than one PD/PI on an application, automatically you will be required to provide us with a leadership plan. And that leadership plan will talk about the differences.

>> Hi. This is Victoria. There is also, if you are interested in submitting a multiple PI application, please check the application package. There are separate forms which are required. There's an additional save page to list all of the people who are going to be designated as multiple PI on your application.

So -- and also as Megan mentioned, there is a multiple PI leadership plan requirement. So you want to check all of the required application pages very carefully to be sure that all of the elements for multiple PI have been submitted correctly.

>> Columbus: Okay. Does the leadership for PI always have to be a person in the United States?

The answer would be no, Angelina. Your PI does not have to be in the United States.

Is a leadership plan part of the management plan?

The leadership plan is a separate attachment, and so it's a document unto itself that you attach to the application.

Why is it that each time I correct an error on the application package I need to reload the entire application?

So remember that these are forms that you're downloading from Grants.gov. When you download them, you're working on them on your local computer and then you're submitting them to Grants.gov for NIH to pick up. If NIH finds an error in your application it needs to pick up a corrected application from Grants.gov which means that you will have to address the error on your local copy of your application and submit that. You don't need to redo the entire application, although you are submitting the entire application again to Grants.gov. I hope that helps.

Elsa is asking again if I could explain how to put the application offline. In the previous attempt we could not save filed documents.

So the first thing you do when you download the application form from Grants.gov, Elsa, you download the application forms and you can hit the save button. That will allow you to save the document locally.

You can save it on to the desktop of your computer, you can save it on to a shared network drive, if you're going to share the application across institutions.

If you have any problems using a shared network drive, just try and save it locally on your individual computer and see if that takes care of the problem for you.

Otherwise any problems you have with the Grants.gov forms should be directed to Grants.gov in terms of how they work. Okay?

Let's see. I have a question from Toby asking about the criterion for assessing PI's. The criterion for assessing PI's for a foreign application isn't any different than one from a U.S. application.

So I'm not quite sure how to answer the question, Toby, I'm sorry.

Here's one from Peggy. We're going to apply for an RFA which requires a paper submission. The cost of mailing the original and five copies to the U.S. is quite high. Remember, a paper submission is still required for our multi-project applications.

How are we supposed to cover such costs?

I'm afraid that's not a question I can answer because we haven't given you any money yet to cover that. And so that's on your end.

I think we're starting to wrap up. We can answer some of the other questions that we've come in offline. And if anybody has last burning questions, send them in, but in the meantime let me pass you over to Cynthia and Cynthia can remind us where you can find a copy of the presentation. We'll be posting the presentation, we'll be posting the transcript for this event. We'll be posting the video file for this event, which has captioning. And so it will be available after the fact.

If you have program specific questions -- I see that I have a small business question come in. I encourage you to submit it if you go on to our small business page on the OER website, you can look. And I have a help mailbox that you can submit the questions specifically to them.

Another question I want to make sure that I answer publicly is if I'm a PI and I have already registered for the eRA Commons and then I switch institutions, do I need to reregister? The answer is no. Once you've set up a PI profile, that profile is going to stay with you throughout your career. As you move to a new institution, your new institution is going to then affiliate the existing accounts with their organization and institutions used to always check to see if a PI has an existing account before you create a new one. Thank you.

Joe, do we know a renewal time for the registrations renewals for SAM? We really don't have much experience with SAM yet. I would give it as much time as possible myself.

>> Schumaker: Well, they were claiming it would take I think three to five days, but with the system being new we've seen some cases where it's taking longer. So if you're in a renewal window, start it as soon as possible. If you think you're getting close to expiration.

And you can go to Sam's site and actually look up your information. It's public information. It will show you when your expiration date is. There's a search field on the right side of the home field on SAM.gov and put in your -- the name of your institution there and it will -- you should be able to look up that information. But if it's looking like you're getting close, please make sure that you start that process and contact SAM as soon as possible.

>> Columbus: Okay. So someone is asking us before I pass it over to Cynthia, I though know I told her I would and she's waiting, can we comment on what happens after the submission process? And so sure, just to give you a really brief overview.

So your application is coming into our systems. Once we've got an application image in our systems, it's going to the division of receipt and referral at the center of scientific review. What they are doing is they're assigning your application to an institute and to a study section or review group. Your application will be -- as in the eRA Commons, if you check on the status of your application, you're going to be able to see those assignments as they're happening. Once your application gets reviewed, a PI is going to be able to see their scores and their summary statement available in the eRA Commons.

You're going to have some interaction after that point, potentially you would be talking to your program official if you were interested in understanding your likelihood of getting funded.

If you are in -- if you have a score that's kind of -- you're going to see a just in time link automatically come up if you get a score that's in a fundable range. You will have contact from a grants managements, from the awarding institute, who will ask your institution for just in time information. And that institution may or may not have to involve the investigator in that information, but I would think for other support information they probably would.

And then through the Commons you'll

find out about award status. And that's pretty much the process. Okay?

All right. I've got a question from Cameroon.

If I have a registration from a PI that registered as an AOR and moved to a new organization can the same PI be an AOR in the new organization?

>> Yes. So certainly somebody -- somebody can be an AOR at one institution and get a new problem at another institution as an AOR.

This does bring into question some institutions are more vigorous than others about maintaining their AOR accounts. You probably want to make sure that if somebody leaves your institution and they have an AOR status that you close their AOR account with your institution.

The second question from Cameroon, can the same PI who belongs to two institution organizations act as AOR no both parts of two separate applications during the same year?

We don't have anything that stops somebody from acting as an authorized organizational official from two separate organizations. And so the answer should be yes, that would work.

All right. I have another question here about what do I need to know as a co-investigator? A co-investigator, you're kind of off the hook. You don't need to do a whole lot. Somebody else should be submitting the application for you and should be keeping you up to breast about what's going on.

Here is somebody who has submitted an application to a funding opportunity announcements, but the program was terminated, so they want to know if they can submit the proposal to another funding opportunity announcements. And that answer would be yes, you definitely can do that. You'll need to go to the new funding opportunity announcements, pull down the new application package and build your application again, but it can be essentially the same application.

And it would be considered a new application to that funding opportunity announcement.

Some of you have questions about the payment management system, but that's a post-submission and post-award activity, so that's not something I'm prepared to address today. But you're certainly welcome to submit your questions to the payment management system folks.

Or you can talk to grants management at your awarding institution about that.

I do have one other question. Do late applications ever get reviewed?

And NIH does have a late application policy. Again, if you go to the Grants.NIH.gov website and you go to the submission deadline section, at the bottom of the page you're going to find submission policies. You will see our late application policy.

Yes, there are times when somebody wife has a baby the day of the due date and you can submit a cover letter and say whatever it is that happens, there may be instances that we accept those applications. That permission is never granted in advance, though, so kind of you submit your cover letter and you hold your breath and you hope. But they are very clear about the kinds of things that are considered reasons for submitting a late application and things that are not considered a reason for submitting a late application.

Registration problems are clearly not something that is allowed. Not having your act together and not starting your application soon enough and running into some challenges and being able to correct errors is not a reason for submitting your application.

But there's -- we certainly have natural disaster policies. It's really those kinds of big things where we might allow a late application.

In a multiple PI application where all PI's have access to view the application in the Commons. If there's anybody who has got the PI status, the PD/PI status will be able to see the application in the Commons.

I see somebody has a point of where they're not sure what to do because they've submitted an application to Grants.gov and has gotten errors. And they're having a problem at that point.

So then you need to figure out if you're getting a response from Grants.gov or if it's NIH that's giving you the errors. If you're getting errors from NIH, then you would contact the eRA help desk. If you're getting errors from Grants.gov and it's not working, then you would contact the Grants.gov help desk.

And if there's one thing that I can emphasize more than anything else, if you're running into problems that is threatening your ability to submit on time and those problems are systems related like I can't figure out how to correct my errors or the systems are giving me a problem, I can't figure out what to do, then contact the eRA help desk on or before the application deadline. It is the only way that you may get any benefit of any doubt. They will try and help you through the application process, but if you don't submit them -- even if you've talked to program staff at NIH or other people around NIH, if you haven't documented a problem with the eRA help desk, we're not going to be able to help that. Okay?

Okay. If I want to apply for an ancillary grant for an ongoing project, do I have to go through all these processes?

So I think you're talking about a supplement. And so a supplement would be submitted by the awarding of -- by the institution who has already received the award. And so that institution would have to go through an application process for the supplement.

Okay. Again, if you have an EIN number we would prefer that you use your real EIN number rather than 44-44444. Either way will get through the system however.

All right. With that I think that -- I think that we are finished. We will indeed post the link to where the presentation materials will be available later. And Cynthia, why don't you start talking quickly so I don't keep going.

>> Dwyer: Okay. Here I am. Thank

you, Megan and Joe and our grants management team that's been backing us up during this webinar and our eRA help desk as well.

And our technical staff that has been here.

But before we actually conclude, I know you've heard a lot of help desk, about the help desk, which are phenomenal. You've been hearing a lot about the -- and seeing the links to different resources.

If you need a go-to place, go to the grants.NIH.gov website. That is a great site for you to just start looking for the information that you need.

As Megan pointed out in the beginning of the presentation, she pointed out the different sections. We had a lot of questions in advance that people wanted to know more about the grants process in general. So there is an about grants section that goes through on overview and the basics and the types of grant programs and links for applying as well as helping you understand the peer review process and award management.

You can find that on that site that we've been talking about. You can also link to grants policy, the funding opportunities to do some searches.

And we also in advance got several questions regarding collaborators and how do I find them.

And as Megan mentioned, if you will go in the section titled Award Data on that homepage, it's called Report and Reporter.

Go on that, go in the database, look for -- you can search by your category of science. You can search by institutions that are already doing research. These are funded institutions. So use the resources that are available on that main web page.

In addition, we've been talking about where you can find these slides in PowerPoint, PDF, where you will be able to find the video as well as the transcript.

We have this available in two locations or will have all of -- everything right now is just the PowerPoint has been saved, but three to five days we'll have all of the remainder of the resources for you.

If you'll go to that main Grants.NIH.gov website and the right side you will find a workshops and training page and on there you will also find a link to webinars. There you will be able to find all of the resources that we've been mentioning about this particular PowerPoint.

We do have a foreign grants information web page that you can also link to from the about grants section, and it is also linked there. So a couple of different places for you to find this webinar's information.

So once again, thank you for your time. We know you have a very busy schedule and we know some of you are listening to this from all hours of the day and the night.

This concludes our webinar for today and thank you.