UA Researchers Guide to submitting a NIH application via Grants.gov

Applicants should also refer to the NIH Grants.gov Application Guide SF424 (R&R) http://www.grants.nih.gov/grants/funding/424/index.htm.

Step 1. Register with eRA Commons

1. Contact Research Branch (rbinternational@adelaide.edu.au) and advise that you intend submitting an application to the NIH and that you need an account established in eRA Commons. You will need to provide your full name (including middle name) and your date of birth. A Grants Officer will then establish the account with your details which will generate two separate emails with your user ID and password stating that your account is active.

2. Following receipt of the emails from eRA Commons, click on the link to the URL https://commons.era.nih.gov/commons/ (You will be required to change your password the first time you log into the Commons system and every 180 days)

3. Verify details where requested and add additional information needed to establish your account – note that when you create your application on Grants.gov you must use exactly the same details or the submission of your application may be delayed

4. The verification details will then be sent to NIH to review, approve and activate your account. This step can take between 3-5 working days so do this early.

Step 2. The Application Process

1. Search for grant opportunities http://www.grants.gov/applicants/find_grant_opportunities.jsp

2. Download the application package from https://apply.grants.gov/forms_apps_idx.html if the CFDA number, funding opportunity number and funding opportunity competition ID is known

3. Install "PureEdge Viewer" from the application package

Once you have downloaded the application package, you can complete it offline following the instructions on the application package cover sheet.

Note:

- Save your application to your computer as changes are NOT automatically saved.

- All documents must be uploaded in pdf format and file names must have **no** spaces or special characters (this is extremely important).

- Remember to click the Save button when you have completed the package and are ready to submit it to the Research Branch.

- The package cannot be submitted until all required fields have been completed.

• The "check for errors" button does not check for all errors, only that the basic fields are completed, and other error messages may be received once the application is submitted *so you should not leave your application to the very last minute, particularly if it is your first application.*

Step 3. Submit your application via email to UA Research Branch

1. Email your application to rbinternational@adelaide.edu.au for review **at least one week** prior to the external closing date. Your application should be accompanied by a completed UA application coversheet signed by yourself and your Head of School (either as pdf or hard copy).

2. A Grants Officer from Research Branch will check your application and will advise you of any changes that need to be made.

Step 4. Research Branch will submit your application to Grants.gov.

Step 5. Application is validated by both Grants.gov and the eRA Commons systems

1. Following each step of the validation process a confirming email will be sent by the relevant system advising that your application has been received, validated, referred to an agency for review and allocated a tracking number. This number is used to track the status of your application in Grants.gov and should be quoted when corresponding with the agency regarding your application.

2. If any errors are identified (and this is very common for foreign applicants as often the Grants.gov fields are not always logical or applicable for Australian researchers) then an email will be sent to Research Branch and the PI advising that the applicant will need to log in to the Commons system to access a report showing errors and warnings identified from the application. Errors will need to be fixed as your application will not proceed until they are. The amended application then needs to be forwarded by the PI to Research Branch again who will resubmit it by the external closing date (warnings may not need to be fixed and can be addressed at a later date as the application process will proceed with warnings, **BUT ERRORS STOP THE APPLICATION FROM PROCEEDING**).

Step 6. Track the Status of a Completed Grant Application Package

Once an application has been submitted, you can check the status on the Track My Application page (http://www.grants.gov/applicants/track_my_application.jsp). You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

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Some general comments and useful information for your application:
UA DUNS 756220182
EMPLOYER IDENTIFICATION (EIN) 44-444444
HUMAN SUBJECTS ASSURANCE NUMBER FWA00004858
ANIMAL WELFARE ASSURANCE NUMBER A5491-01
TYPE OF APPLICANT W: NON-DOMESTIC (NON US) ENTITY

UA is defined under NIH policy as a foreign institution.
Applications from foreign institutions are evaluated and scored using the standard assessment criteria but also have to address some *additional criteria*

- How the project will use unique or unusual talent, resources, populations or environmental conditions that are not readily available in the US or that build on existing US resources

- Whether the proposed project has specific relevance to the mission and objectives of the Institute and has the potential to significantly advance health sciences in the US

Budget
- All applications from foreign institutions need to submit a detailed budget

- For all NIH applications 8% indirect costs should be included. This is the maximum % that can be requested by a Foreign Institution.

- UA oncosts of 29.5% should be included will all salary requests (note that the US oncosts are referred to as Fringe Benefits)

- The application budget, and your justification should be stated in US dollars and the exchange rate used be clearly stated in your justification.

- NIH will not compensate foreign grantees for changes in exchange rates.

IMPORTANT POINTS TO REMEMBER:

Read the Program Announcement carefully.
Advise Research Branch as early as possible that you will be submitting an application so we can assist you along the way.
Start your application early, especially if it is your first attempt.
You CANNOT submit the application to grants.gov yourself – you need us to do it for you so remember this and give us enough advance notice.

This information sheet was prepared with assistance from UNSW Research Office.