

Future Verification Rules

Applications submitted on receipt date—Confirmation message sent to the applicant will state that the applicant has 48 hours to verify the application. The 48 hours does not include weekends or Federal holidays.

After 24 hours, if both the SO and PI have not verified (or rejected) the application, the applicant will then receive a second “reminder” notification stating that the applicant has 24 hours to verify the application. This reminder should go to both SO and PI, regardless of who has verified.

After the 48 hour time period has passed, the application is considered “late,” but will not be automatically deleted or returned. A ‘late’ indicator will need to be set. It will need to be queryable in CGAP Receipt and Referral. If an application is verified after the 48-hour deadline, the applicant must include a reason for tardiness. The NIH will review these on a case-by-case basis and determine what round of review the applications will fall under.

Applications submitted before receipt date—If an application is submitted before the receipt date, the confirmation message will not include a 48 hour deadline. Rather, these applicants will have the amount of time between the day the application was submitted and 48 hours *after the receipt date*. Twenty-four hours before the verification deadline, these applicants will receive a “reminder” notification. If the applicant fails to verify the application in the next twenty-four hours, the application will be considered “late.”

If application is submitted after receipt date—Applicants submitting applications after the receipt date will need to include a reason for tardiness. The confirmation message will include a 48 hour deadline for verification, and a “reminder” notification will be sent twenty-four hours before the verification deadline. These applications will need to be flagged as “problem applications,” since CSR will have to decide whether to accept them for this round of review or retain them for a future round.

Errors in the Application—In some cases, the PI and SO may be unable to verify the application because the grant image is incorrect, distorted, or flawed in some way. Applicants will need the option to reject the application and provide a reason; they should also have the option to withdraw the submission altogether (if withdrawn, should it be deleted from the database, or given a status of ‘Withdrawn by PI’?).

Someone will need to be notified when eApps are rejected due to an ‘incorrect’ grant image, in order to determine whether the problem was on the NIH side or on the Service Provider or applicant side. CSR’s decision about accepting the application may be based on the source of the problem.

If the problem was on the NIH side, it may be necessary to extend the deadline for this applicant. Therefore, the system must be able to reset the deadlines for applications affected by the outage or the problem.