

# SBIR Technical Questions for NIH

*September 10, 2003*

1. I am working with an applicant who has agreed to submit his Modular PHS398 electronically to NIH for the October deadline using our Web application. While speaking with him today, he asked about the Appendix (Item 9, page 29 of the PHS398 instructions) and whether or not it also would be a .pdf file attachment to his application. I have looked in the “Mapping of Form PHS 398 to XML Document Structure”, “ERA CGAP Information Exchange Functional Description and Technologies”, and the various schemas provided and I cannot find any reference to the Appendix.

Is the Appendix not to be included in the CGAP application? If it is not included, then how does the applicant send in the various articles, surveys, photographs, or color images that are allowable in the Appendix if he was submitting a “paper” application?

**Answer: The appendices are not part of the electronic submission and should be sent to David Wright at NIH. David will distribute them directly to the SRA. It is important not to send the e-application correspondence to the main CSR receipt address. David’s address is:**

**Mr. David Wright  
NIH  
Room 3504, MSC 7974  
6705 Rockledge Dr.  
Bethesda, MD 20892**

2. Do you know if the electronic submission will require a paper submission as a back up?

**Answer: The e-submission does not require a paper backup but we encourage sending a paper copy as a backup directly to David Wright—NOT to the CSR main receipt address.**

**While the paper copy is not mandatory, it may be prudent to have one. Some of this decision depends on the level of confidence of the Service Provider in their ability to have the electronic application in the proper format by October. If technical glitches happen at the NIH, the PI will not be penalized in any form.**

**The NIH will create a complete application image once the transaction has been received and processed successfully. This PDF application image will be visible to the PI on the sign-off screen in the Commons. Therefore, the PIs can retrieve and print their own applications from the NIH. If the application submission fails at the service provider site or does not pass NIH validations, there will be an issue. If the issue cannot be resolved in a timely fashion (days, not minutes), the PI may have to send in paper.**

3. Given the 25-page limit and the way the sections are split, sometimes a section is only a half a page. Will this separation affect the page count?

**Answer: The application will not be rejected. The pages must be under the 25-page limit when compiled only.**

4. From the CGAP SOAP document, a key person is required to have an eRA Commons' ID. Some of the information required is already available in the eRA Commons. Why are we linking to the eRA Commons and requesting double entry of the information?

**Answer: This is a short-term, stop-gap process. The policy on necessary items for a Key Person will be changing in the future. Currently, we are pulling information from the eRA Commons. The overall process is likely to change in the next release.**

Question: Would you like us to provide more information for a Key Person.

**Answer: No, just provide what is in the schema.**

**Note:** David Wright requested that each SBIR contact him with the information regarding with whom they would be working for the pilot. He stated that he will be contacting some organizations to request they assist in the pilot of Grants.gov and he did not want to contact the same people the SBIRs were already testing with. All agreed to contact him with their pilot information.

Question: Is David recruiting only for the Grants.gov pilot?

**Answer: Yes, David is recruiting for Grants.gov only.**