

# eSubmission News

June 2014



## All NIH Complex, Multi-Project Grant Programs Now Require Electronic Application Submission

As of May 25, 2014, NIH has transitioned all multi-project grant programs to electronic application submission using the SF424 (R&R) data set. Paper applications are no longer accepted!

Applicants can use NIH's new Application Submission System and Interface for Submission Tracking (ASSIST) system to prepare and submit their multi-project applications to Grants.gov. Applicant organizations which use system-to-system solutions can also use those services for submitting multi-project applications to Grants.gov if their providers offer that service.

For more information see NIH Guide notice **NOT-OD-13-075** (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-075.html>).



## NIH to Require Updated Grant Application Forms for SBIR/STTR Programs

All Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) applications submitted to due dates on or after August 5, 2014 must use updated application forms (FORMS-C). This SBIR/STTR form update marks the end of a rather lengthy transition to FORMS-C forms for all NIH programs.

For more information, including links to a summary of changes and a resource on identifying form versions, see NIH Guide notice **NOT-OD-14-089** (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-089.html>).



## Don't Forget Your Inclusion Data

The new FORMS-C application packages use a different approach for collecting inclusion data. In addition to reformatting the data tables themselves, inclusion data is no longer collected in PDF attachments. Instead, each package includes new Planned Enrollment Report and Cumulative Inclusion Enrollment forms. These forms allow NIH to collect the data in a format that can be leveraged throughout the lifecycle of the application/grant.

Applicants must carefully follow application guide and supplemental instructions to ensure the new forms are included when needed.

For additional information including a handy decision tree, FAQs, instructions and more, see [http://grants.nih.gov/grants/funding/women\\_min/women\\_min.htm](http://grants.nih.gov/grants/funding/women_min/women_min.htm).

# eSubmission Notes

## Where can I find...

1. ...resources to help avoid common errors when filling out my application?
  - a. Application Guides: <http://grants.nih.gov/grants/funding/424/>
  - b. Applying Electronically Web site: <http://grants.nih.gov/grants/ElectronicReceipt/>
  - c. Annotated Form Sets: <http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms>
  - d. Avoiding Common Errors: [http://grants.nih.gov/grants/ElectronicReceipt/avoiding\\_errors.htm](http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm)
2. ...guidelines for creating PDF attachments that are compatible with NIH systems?
  - a. [http://grants.nih.gov/grants/ElectronicReceipt/pdf\\_guidelines.htm](http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm)
3. ...guidelines for how to handle system issues that threaten my on-time submission?
  - a. <http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines>
4. ...submission policies (deadlines that fall on weekends/holidays, late applications, continuous submission, post-submission application materials, etc.)?
  - a. <http://grants.nih.gov/grants/funding/submissionpolicies.htm>

## eRA Commons/ASSIST Help Desk

**On-line Ticketing:** <http://grants.nih.gov/support/>  
**Toll-free:** 1-866-504-9552  
**Phone:** 301-402-7469  
**Hours:** Mon-Fri, 7a.m. to 8 p.m. Eastern Time  
(Except for Federal holidays)

**How are we doing?**  
To provide feedback on help desk service received,  
please email [eRAUSBTL@mail.nih.gov](mailto:eRAUSBTL@mail.nih.gov).

## Other Help Contacts

**NCAGE:** Phone: 269-961-7766  
[http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp).

**D-U-N-S Number:** [govt@dnb.com](mailto:govt@dnb.com)  
[CCRhelp@dnb.com](mailto:CCRhelp@dnb.com) (for customers located outside the US,  
Puerto Rico and US Virgin Islands)

**SAM:** Federal Service Desk: <https://www.fsd.gov>  
eRA Commons: US Calls: 866-606-8220  
International Calls: 334-206-7828  
DSN: 866-606-8220

**Grants.gov:** [www.grants.gov](http://www.grants.gov)  
24 hours a day, 7 days a week. Closed on federal holidays.  
US Calls: 1-800-518-4726  
International Calls: 606-545-5035  
Email: [support@grants.gov](mailto:support@grants.gov)  
iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>