

Submitting NIH Proposals Through Grants.gov

6 Steps for Successful Submissions

Proposal packages must be submitted for review to Sponsored Projects at least five (5) business days prior to the Sponsor deadline

Step 1

Prepare

1

- Download Adobe version 8.1.3 or higher
- Learn how to create a PDF document
- Ensure PI has an eRA Commons Username. If not, contact your Contract and Grant Officer in Sponsored Projects (SP).

Step 2

Download

2

- For solicited applications, locate your Funding Opportunity Announcement (FOA)
- For unsolicited applications, locate your Parent Funding Opportunity Announcement at http://grants.nih.gov/grants/guide/parent_announcements.htm
- Download the complete application (save to your desktop)
- **Read** the application instructions before you begin step 3

Step 3

Complete

3

- Complete the application in accordance with the FOA, application specific instructions, and the [Grants.gov Application Guide SF424 \(R&R\)](#)
 - Check out the tips and tools offered on the SP website
- Complete the Administrative Approval Form (AA Form)
- Route your application for review and approval through your normal administrative unit process
- Submit your AA Form, FOA, and electronic application file to Sponsored Projects

Step 4

Submit

4

- **Submit to SP five (5) business days prior to the Sponsor deadline.** SP reviews the application, provides review notes, and may ask for corrections
- Submit **final** application package to SP (include all corrections)
- SP submits final application to Grants.gov prior to the established deadline
- Grants.gov validates application, and if approved, allows NIH access to application
- NIH accesses application and transfers application to the NIH eRA Commons

Step 5

View

5

- Within 48 hours of notification that the application is available for review in the NIH eRA Commons, access the application
- If application is satisfactory, no further action is required

Step 6

Review/Correct

6

- If application contains errors, make corrections to the original Grants.gov application file
 - Click Changed/Corrected Application on SF424
 - Add Federal Identifier if re-submitting the proposal due to errors and/or warnings
- If the application contains warnings, decide whether or not the warnings warrant submission of a corrected application
- Repeat Steps 4-6 for submission of corrected applications