

Errors & Warnings for NIH Submissions

Please be aware of the distinction between *errors* and *warnings*. The word *error* is used to characterize any condition which causes the application to be deemed unacceptable for further consideration. Generally, errors will indicate significant inaccuracies, inconsistencies, omissions, or incorrect formatting that have been identified in the body of the application. Conversely, the word *warning* characterizes any condition that is acceptable, but worthy of bringing to the applicant's attention. It is at the applicant's discretion, whether a warning condition requires any action.

Errors must be corrected. Warnings do not need to be corrected.

General Errors/Warnings

Errors	Warnings	Error/Warning Message	Explanation
X		<i>PDF Issues</i>	All attachments must be in PDF form.
X		<i>Virus Error</i>	To help avoid this error, make sure your file attachment names are not longer than 50 characters. Avoid using any special characters (-, &, %, #) or spacing in the file names. This includes no space before the file name.
X		<i>Adobe Reader Software</i>	Use version 8.1 or higher throughout your submission. If someone uploads a document make sure it is 8.1 or higher.
X		<i>Change/Corrected application</i>	An error will occur if you are resubmitting a change/corrected application and you don't check the "Change/Corrected Application" box.

SF 424 Form

Errors	Warnings	Error/Warning Message	Explanation
X		<i>Federal Identifier Format</i>	<ul style="list-style-type: none"> If "Type of Application" is "New" you can leave this field blank on the first submission. However, the Federal Identifier field becomes a required field when submitting Changed/Corrected "New" Application. Enter the grants.gov tracking number of the previous submission in this field. (GRANT00123456). If "Type of Application" is "Renewal", "Revision", or "Resubmission", enter the IC (Institute/Center) and a number of the prior application/award number. The IC code is a two letter code immediately following the code/grant number. The six digit serial number follows the IC code. For example, the IC and serial number application number for 3R01CA123456-04 is CA123456.

R&R Other Project Info

Errors	Warnings	Error/Warning Message	Explanation
X		<i>FWA (Federal Wide Assurance) Number for Human subject does not match what is in the eRA Commons</i>	The human subject assurance number entered in Other Project Information, item 1a does not match what is in the eRA Commons profile for your organization. There are rare cases where this is permissible. Please make sure that the correct number is entered on the Other Project Information page. If not, correct and resubmit. 00004071
X		<i>Animal Welfare Assurance Number is not entered correctly</i>	Enter the Federally approved assurance number: A3416-01
X		<i>Project Narrative</i>	The Public Health Relevance Statement (labeled 'Project Narrative' in Other Project Information, item 7) should be no longer than 2-3 sentences

R&R Senior/Key Personnel

Errors	Warnings	Error/Warning Message	Explanation
X		<i>Invalid or missing eRA Commons username</i>	The assigned eRA Commons Username must be entered in the field called, "Credential, e.g. agency login" for anyone assigned to the PD/PI role. This field is located on the R&R Senior/Key Person Profile(s) component of the grant application.
X		<i>Missing Organization Name for Senior/Key Personnel</i>	The Organization field of the R&R Senior/Key Person Profile(s) component is missing from your application (All personnel from UCI should be listed at as The Regents of the University of California)
	X	<i>Role of Co-PD/PI not used by NIH</i>	The role of Co-PD/PI, indicated for Senior/Key Person on the Senior/Key Person page, it not used by NIH. For other Principal Investigators use the PD/PI role. Otherwise, select another role.
	X	<i>No degrees submitted for PD/PI</i>	No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the application image, you should include them on the PHS 398 Cover Page Supplement.

R&R Budget

Errors	Warnings	Error/Warning Message	Explanation
X		<i>Senior/Key Person Effort on SF 424 R&R Budget Form Must be More Than Zero</i>	Use either calendar months or a combination of academic and summer months. For information about calculating person months, see http://grants1.nih.gov/grants/policy/person_months
X		<i>Budget Pages</i>	You may see both detailed and modular budget component options. Please use one or the other. Not both.
X		<i>Direct Cost Requests (on the 424 RR Budget page section F-K) >=\$500 K year</i>	Direct cost requests (on the 424 RR Budget page section F-K) >=\$500k a year need agreement from ICs, except for RFAs or PAs with budgetary limits. Applications without

			such approval may be delayed in the peer review process or rejected
	X	<i>Cumulative Direct Cost</i>	Be sure that you have complied with the allowable cumulative direct cost limitations for this FOA. Otherwise, your application may be delayed and rejected in the review process. – Warning

PHS 398 Research Plan:

<u>PHS 398 Research Plan</u>			
Errors	Warnings	Error/Warning Message	Explanation
X		<i>Research Plan goes over the allowable amount</i>	The Research Plan is limited to 25 pages (unless otherwise noted in the FOA; some have different page limits like 15 pages with a span of 18 pages). This may span 28 pages due to page breaks. If the total space occupied exceeds 28 pages, this will result in an error. Please make sure you read your FOA carefully to meet the page requirements.
	X	<i>Research Plan goes over the allowable amount</i>	The Research Plan is limited to 25 pages (unless otherwise noted in the FOA; some have different page limits like 15 pages with a span of 18 pages). This may span 28 pages due to page breaks. If the total space occupied by text does not exceed 25 pages then no action is needed
		<i>An Introduction must be included for resubmissions on the PHS 398 Research Plan.</i>	