

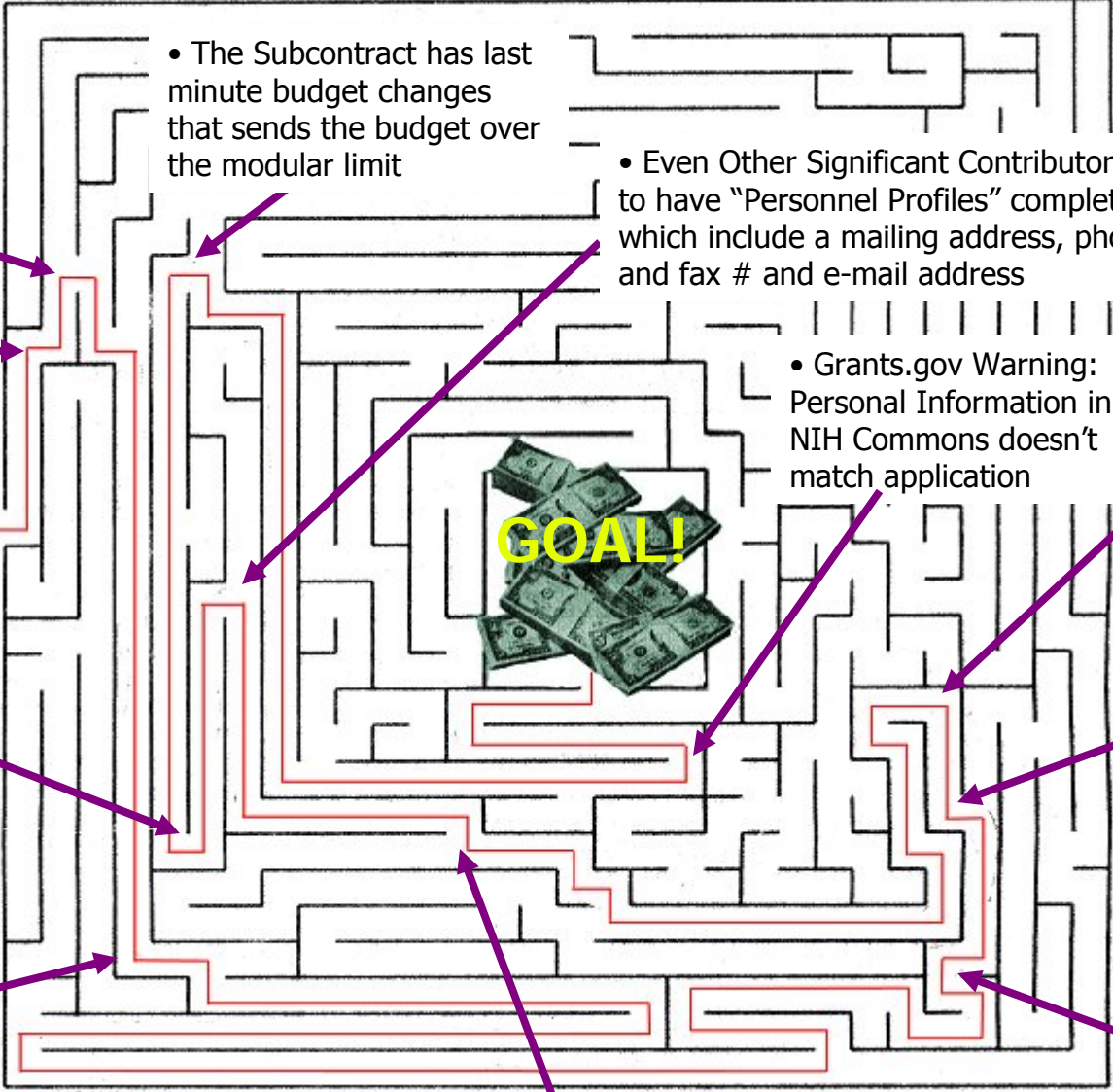
Pre-Award Grant Preparation: Electronic Grant Submissions



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To Submit an Electronic Grant Application, Complete this Maze...



• A Co-I has a 35-page CV which needs to be turned into a 4-page NIH biosketch

• A new section entitled "Sharing Research Resources" is now required

Let's get started!

• Page endings in the Research Plan are fine, but when it is broken into separate documents, figures and tables overlap page endings

• All personnel, even Project Directors, now must have an eRA Commons User ID

• The Subcontract has last minute budget changes that sends the budget over the modular limit

• Even Other Significant Contributors need to have "Personnel Profiles" completed, which include a mailing address, phone and fax # and e-mail address

• Grants.gov Warning: Personal Information in NIH Commons doesn't match application

• New Appendix rules limits # of allowed manuscripts to 3 instead of the traditional 10

• The SF 424 R&R face page is pre-populated with an incorrect mailing address that can't be edited directly on the form

• .pdf attachments must be exactly 8½" x 11"

• Error Message appears: Format of file name is "invalid"

GOAL!



Now for the GOOD NEWS!

- CUSON has already successfully submitted 15 electronic grant applications
- Typical “pitfalls” have been encountered and triumphed over; methods to avoid similar problems in the future have been developed
- With each e-submission, the process becomes smoother and experience is gained
- This presentation and handouts will empower you to venture into the “Maze” of e-submissions with the knowledge and tools to succeed!



Seminar Objectives

1. Inform faculty and staff of formatting differences and new requirements in the SF424 R&R application package
NOTE: SF424 R&R \neq PHS 398
2. Discuss the administrative and procedural changes for electronic grant submissions
3. Provide methods for avoiding potential problems with electronic submissions

**** Questions are welcome along the way****



SF424 R&R Application Package: Formatting Differences*

- Most files should be created on *plain* Word documents with 1/2" margins, and font size Arial 11 (except in tables, figures)
- A few sections still utilize PHS 398 form pages (e.g., biosketch, targeted enrollment form)
- For ALL files, DO NOT use headers, footers, or pages numbers on any documents; grants.gov will create these upon submission
- Therefore, when referring reader to another part of document, refer to a section rather than a page number

* **NOTE:** All changes are summarized in the "Supplemental Materials" handout.



SF424 R&R Application Package: Formatting Differences

- Abstract now called “Project Summary”
- Plain Word document with 1/2” margins and Font Arial 11
- Now limited to 30 lines of text (no longer uses a box)



SF424 R&R Application Package: Formatting Differences

- Grants.gov requires previously “single documents” to be separated and uploaded individually
- Research Plan should still be created as one document to better track page length; will be separated when final
- “White space” created as a result of separating sections of Research Plan will NOT be counted against page limit



SF424 R&R Application Package: New Required Sections

- Project Narrative
 - “Using no more than 2 or 3 sentences, describe the relevance of this research to **public** health. In this section, be succinct and use plain language that can be understood by a general, lay audience.”
 - Plain Word document with 1/2” margins and Font Arial 11



SF424 R&R Application Package: New Required Sections

- Sharing Research Resources
 - “NIH policy expects that grant recipients make unique research resources readily available for research purposes to qualified individuals within the scientific community after publication. Investigators should include a sharing research resources plan addressing how unique research resources will be shared or explain why sharing is not possible.”
 - Examples of resources to be shared: “SAS programming code developed for the project”; “Technical documentation related to MODS-APN project”; “Processes used to develop queueing models”; “Instruments developed for and used in the project”; “De-identified data”
 - Ways to make available: through publications, presentations, web sites, direct PI contact
 - See “Supplemental Materials” handout for summary of above; K. Kulage has full examples available



SF424 R&R Application Package: Other Changes

- Key Personnel Profiles
 - NIH Biosketches still required for all Key Personnel and Other Significant Contributors
 - “Profiles” now required for all Key Personnel, which include addresses, phone and fax numbers, e-mail addresses, as well as an NIH eRA Commons ID
 - Any named Key Personnel who do not have an NIH eRA Commons ID must obtain one prior to submission

Sample Profile Form

Senior/Key Person Form

Close Form Print Page About

PROFILE - Senior/Key Person I

Prefix	* First Name	Middle Name	* Last Name	Suffix				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Position/Title:	<input type="text"/>	Department:	<input type="text"/>					
Organization Name:	<input type="text"/>	Division:	<input type="text"/>					
* Street1:	<input type="text"/>	Street2:	<input type="text"/>					
* City:	<input type="text"/>	County:	<input type="text"/>	* State:	<input type="text"/>	Province:	<input type="text"/>	
* Country:	USA: <input type="text"/>	* Zip / Postal Code:	<input type="text"/>					
* Phone Number	<input type="text"/>	Fax Number	<input type="text"/>	* E-Mail	<input type="text"/>			
Credential, e.g., agency login:	<input type="text"/>							
* Project Role:	<input type="text"/>	Other Project Role Category:	<input type="text"/>					
*Attach Biographical Sketch	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment				
Attach Current & Pending Support	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment				
Reset Entry							Previous Person	



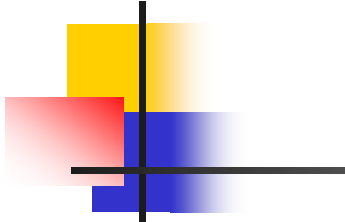
SF424 R&R Application Package: Other Changes

- Appendix
 - Publications no longer allowed in appendix except in circumstances below. Applicants may submit up to 3 .pdfs of the following types of publications:
 - Manuscripts and/or abstracts accepted for publication but not yet published
 - Manuscripts and/or abstracts published, but a free, online publicly available journal link is not available
 - Alternatively, publications should be referenced by URL after the reference in the “Bibliography and References Cited” Section and/or the “Biographical Sketch” section
 - Surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents are still allowable



Electronic Grant Submissions: Administrative Changes

- Changes in NIH Due Dates
 - NIH has released a “Change in Standing Receipt Dates” – Notice: NOT-OD-07-001
 - New dates are SUBSTANTIAL changes from regular procedure; due dates of R01s are different than for R21s and R03s, as well as first submission and resubmission dates varying (no longer the standard Feb 1, June 1, Oct 1).
 - Certain RFAs and PAs may still indicate due dates outside the standard dates
 - See “Supplemental Materials” handout for new standard NIH Receipt Cycle Timeline (colorized!)



	RECEIPT CYCLE I	RECEIPT CYCLE II	RECEIPT CYCLE III
Program Project Grants and Center Grants – all P Series <i>new, renewal, resubmission, revision*</i>	January 25 (old date Feb. 1)	May 25 (old date June 1)	September 25 (old date Oct. 1)
Research Grants – R10, R18, R24, R25 <i>new, renewal, resubmission, revision*</i>	January 25 (old date Feb 1, March 1)	May 25 (old date June1, July 1)	September 25 (old date Oct. 1, Nov. 1)
Research-Related and Other Programs – all S and G Series, C06, M01 <i>new, renewal, resubmission, revision*</i>	January 25 (old date Feb. 1)	May 25 (old date June 1)	September 25 (old date Oct. 1)
Institutional Ruth L. Kirschstein National Research Service Awards - T Series (Training)** <i>new, renewal, resubmission, revision*</i>	January 25 (old date Jan. 10)	May 25 (old date May 10)	September 25 (old date Sept. 10)
Research Grants - R01 <i>new</i>	February 5 (old date Feb. 1)	June 5 (old date June 1)	October 5 (old date Oct. 1)
Research Career Development – all K series <i>new</i>	February 12 (old date Feb. 1)	June 12 (old date June 1)	October 12 (old date Oct. 1)
Research Grants - R03, R21, R33, R21/R33, R34, R36 <i>new</i>	February 16 (old date Feb. 1)	June 16 (old date June 1)	October 16 (old date Oct. 1)
Academic Research Enhancement Award (AREA) - R15 <i>new, renewal, resubmission, revision*</i>	February 25 (no change)	June 25 (no change)	October 25 (no change)
Research Grants - R01 <i>renewal, resubmission, revision*</i>	March 5 (old date March 1)	July 5 (old date July 1)	November 5 (old date Nov. 1)
Research Career Development – all K series <i>renewal, resubmission, revision*</i>	March 12 (Old date March 1)	July 12 (old date July 1)	November 12 (old date Nov. 1)
Research Grants - R03, R21, R33, R21/R33, R34, R36 <i>renewal, resubmission, revision*</i>	March 16 (old date March 1)	July 16 (old date July 1)	November 16 (Old date Nov. 1)
New Investigator – R01 <i>resubmission* for those applications involved in pilot ONLY NOT-OD-06-060.html</i>	March 20 (no change)	July 20 (no change)	November 20 (no change)
Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR) Grants - R43, R44, R41 and R42 <i>new, renewal, resubmission, revision*</i>	April 5 (old date April 1)	August 5 (old date Aug. 1)	December 5 (old date Dec. 1)
Individual Ruth L. Kirschstein National Research Service Awards (Standard) – all F series Fellowships. <i>new, renewal, resubmission*</i>	April 8 (old date April 5)	August 8 (old date Aug. 5)	December 8 (old date Dec. 5)
Conference Grants and Conference Cooperative Agreements - R13, U13 <i>new, renewal, resubmission, revision*</i>	April 12 (old date April 15)	August 12 (old date Aug. 15)	December 12 (old date Dec. 15)
AIDS and AIDS-Related Grants ALL of the mechanisms cited above <i>new, renewal, resubmission, revision*</i>	May 1 (no change)	September 1 (no change)	January 2 (no change)
	CYCLE I	CYCLE II	CYCLE III
Scientific Merit Review	June-July	October-November	February-March
Advisory Council Review	September-October	January-February	May-June
Earliest Project Start Date	December	April	July

* The move to electronic applications also has brought a change in terminology. The new Grants.gov terminology (included in the table above) corresponds to traditional NIH terms as follows:

· New = new · Resubmission = a revised or amended application · Renewal = Competing Continuation

· Continuation = Progress Report · Revision = Competing Supplement

** **Institutional Research Training Grants (T32)** are accepted by many NIH Institutes and Centers (IC) for only one or two of the dates. Applicants should contact the relevant IC for specific dates.



Electronic Grant Submissions: Administrative Changes

- Changes in Internal CU Due Dates
 - Research Administration has set an internal submission deadline of 9:00am, 5 business days prior to NIH due date
 - This deadline is mandatory, but submitting to RA prior to this deadline is strongly encouraged.
 - Policy: "Grants will be reviewed and submitted IN THE ORDER THEY ARE RECEIVED"
 - Electronic grant submissions MUST BE 100% complete upon submission to Research Administration (no longer have the luxury of "tweaking" the science until the last minute)



Electronic Grant Submissions: Administrative Changes

- Research Administration now uses a program called “InfoEd” as the interface for submitting most electronic grants to Grants.gov
- InfoEd tailored specifically for the SF 424 R&R application package (e.g., separate attachments)
- Specifics of the InfoEd system will be covered at the April 19 Research Seminar (InfoEd Representative presenting)



Electronic Grant Submissions: Avoiding Problems in Advance

- Notify E. Larson and K. Kulage as soon as possible re: a planned grant submission
- Confirm Key Personnel asap; when obtaining biosketches also request info for "Profile" (address, phone, etc.)
- Finalize budget asap; InfoEd still working out the "kinks" in budget system
- If subcontract is included, an early start is essential
- Complete and submit your grant to RA PRIOR to the internal deadline



Electronic Grant Submissions: Avoiding Problems in Advance

The 2 most important steps that can be taken in advance to prevent application errors:

- **eRA Commons Update**
 - Personal information here is compared to InfoEd electronic submissions; incorrect or incomplete information here can cause warnings and/or errors in Grants.gov
 - Directions for updating found on “Compliance Requirements” page of CUSON ORR web site; also in Supplemental Materials handout
- **MyColumbia Update**
 - Personal information here used to pre-populate InfoEd fields; information must be up-to-date
 - Directions for updating found on “Compliance Requirements” page of CUSON ORR web site; also in Supplemental Materials handout



Standard eSubmission Warnings which can be ignored

- The Employer Identification Number “must be a length of 9 or 12 characters”
- Human subjects assurance number “does not match”
- PI or Key Persons’ whose names, positions/titles, or degrees “do not match”
- “The Research Plan is limited to XX pages. This may span XX pages due to breaks. If the total space does not exceed XX pages, no action is needed.”
- Causes more problems with submission if you attempt to correct the “warnings”



Questions?

- Please visit the Office of Research Resources web site for updated information and expanded directions for completing requirements covered in this presentation:
<http://cpmcnet.columbia.edu/dept/nursing/research>
- Contact Kristine Kulage with any questions (kk729@columbia.edu or x5-5495)
- Seminar Evaluation Form – your anonymous feedback is appreciated!



Future Research Seminars

- "Post-Award Process: Roles of Researcher and Staff"
 - Ruth Torres; April 5 @ 1pm
- "InfoEd: Using Columbia's New Electronic Submission Interface with Grants.gov"
 - InfoEd Team Member; April 19 @ 1pm
- "Accounts Payable: General Policies and Procedures"
 - Accounts Payable Representative; April 26 @ 1pm