

# Office of Research

## *Just in Time News*

**NIH Makes Significant Changes to Business Processes.** Grants Administration apologizes for the length of this issue, but the NIH has given us a number of critical changes to share with you, we have selected the most important ones to share in this issue of *JIT News*. Additional notices which are expected to have a less immediate impact will be detailed in the next issue. Our goal is to keep this short, just a few notices at a time, but we felt the following issues were important enough include all in one issue. We are also taking this opportunity to share Grants.gov updates and lessons from the field.

### **PI Signature Change on NIH Forms – Internal Route Form Change in the Works.**

The signature of the Principal Investigator (PI) will no longer be required by NIH for application submissions. The PI's signature on the internal route form (hopefully electronically in the not too distant future) will be institutional documentation supporting the submission, signature is required prior to submission of an application. The change to the "Peach Sheet" will involve the incorporation of an investigator certification indicating: (1) the information submitted within the application is true, complete and accurate to the best of the PI's knowledge; (2) the PI is aware that false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil, or administrative penalties; and (3) the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application. When multiple PIs are proposed in an application, assurances must be retained for all named PIs. The effective date for this and all of the changes detailed in this issue is May 10, 2006. Additional detail on the changes is available at [NOT-OD-06-054](#).

**Effort Commitment Process Changes at NIH.** Per [NOT-OD-06-054](#), effective May 10, 2006, personnel working on projects must now indicate effort in calendar, academic, and/or summer months. The change will affect the following sections of NIH applications:

- Form Page 4 (Detailed Budget Page)
- Key Personnel Format Report
- Modular Instructions, Budget Justification
- Other Support Instructions which continues to be required as a Just-In-Time submission.

**Changes to the PHS Standard Forms (398, 2590, and others).** To support the NIH business process changes the standard PHS forms are being revised ([NOT-OD-06-056](#)).

- **Submission/receipt Dates Prior to May 10, 2006:** During the transition, form pages for both PHS398 (Revised 9/2004) and PHS398 (Interim Revision 4/2006) will be posted at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Use

only form pages with the (Rev. 9/04) date. While you will continue to use the 9/2004 version of the Instructions, do not use any of the form-page hyperlinks within those instructions; they will misdirect you to the new forms.

- **Submission/receipt Dates On/After May 10, 2006:** During the transition, form pages for both PHS398 (Revised 9/2004) and PHS398 (Interim Revision 4/2006) will be posted at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Use only form pages with the (Rev. 4/06) date. Use the Instructions labeled “Interim Revision 4/2006”, which includes hyperlinks to the appropriate new forms.

**Publications Inclusion in the Appendix for NIH Changes.** As described in NIH Guide Notice [NOT-OD-06-051](#) and clarified in Notice [NOT-OD-06-053](#), effective for application submission/receipt dates for May 10, 2006 and beyond, the instructions for including paper publications as appendix material has changed. The new process is:

**Publications in press:** Include only a publication list with a link to the publicly available on-line journal article or the NIH PubMed Central (PMC) submission identification number. Do not include the entire article.

**Manuscripts accepted for publication but not yet published:** The entire article should be submitted and may be stapled.

**Manuscripts published but an online journal link is not available:** The entire article should be submitted and may be stapled.

**eRA Commons User Name** is now a required field for all PIs, even those applications proposing only a single PI. Since the mailing of paper review outcome notifications and summary statements has been eliminated (See [NOT-OD-05-075](#)), the eRA Commons is now the tool for PIs to access this information. Requiring the eRA Commons User Name for all PIs will improve data quality. This is particularly important for applications proposing multiple PIs. This data field will be pivotal in assuring all named PIs have access to the appropriate data. If you do not have a Commons User Name contact Grants Administration to request an account.

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## *Grants.gov Update*

**Verification of NIH-Grants.gov Submission.** The PI verification step in the eRA Commons is being eliminated. Once an application package has been successfully submitted through Grants.gov, all errors corrected, and the application assembled by the eRA Commons, PD/PIs will have *two business days to review the application. If everything is acceptable, no further action is necessary.* The application will automatically move forward in the process after two business days. If, however, some part of the application was lost or didn't transfer correctly during the submission process, the PD/PI can contact Grants Administration to request submission be rejected and a Changed/Corrected application can be submitted.

Lessons from the field.

**PI Username missing from the credentials field will cause you not to see your errors.** To correct the error in the first section called “Profile – Project Director/Principal Investigator” on the Senior/Key Person Profile(s) Component. Check the 'Credential, e.g., agency login:' field to ensure a valid PD/PI eRA Commons user ID was included in all CAPS. It is important to include the PD/PI user ID and **not** the Signing Official (SO) user ID in this field; no other senior key personnel usernames are needed. You will need to submit the corrected application through Grants.gov in order to view application status in the eRA Commons. **Be sure to check the Changed/Corrected application box in the Type of Submission field of the SF 424 (R&R) cover component.** Once that box is checked you will notice that Grants.gov will require data in the Federal Identifier field. If you are submitting a **new** project application (including corrected submissions for new applications) simply enter "NA" in this field. For a continuation, revision, or renewal application, enter the assigned Federal Identifier number or award number (e.g., 1R01CA123456-01).

**Missed Deadline.** We are already aware of one Grants.gov submission that missed the deadline, we were to be a subaward on the submission. When the 5:00 PM deadline arrived the investigators were still uploading files and the submission came and went without regard for all of the hard work that had gone into the application. The length of time required to convert documents was one of the issues that had not been fully anticipated.

**Multiple Resubmissions Required Even Though Applications were PureEdge Compliant.** We have successfully submitted our first proposal to NIH through Grants.gov that included a detailed budget. The submission required two submission attempts and numerous corrections. Errors included

- Not all attachments were in **PDF format** a NIH requirement
- **Calendar month commitment** was not completed on the budget, even though the program did not allow PI salary
- **PI name and title did not match Commons records. Suggestion:** Ensure that your Personal Profile information in NIH Commons is accurate.

**PureEdge file became corrupted and would not open.** Two separate investigators preparing Grants.gov submissions had their PureEdge files become corrupted, requiring the download of a new application, recompleting fields, and reattaching the required files. This occurred twice for one investigator and three times for another. **Suggestion:** Save backup copies of your PureEdge file periodically as you are working on the compilation of your proposal.

**Lesson No. 1: Early submission is critical for NIH Grants.gov applications.**