GMO Guide: How do I submit a NIH Grant Application?

NIH = US National Institute of Health

Applicants should also refer to the [NIH Grants.gov Application Guide](#) SF424 (R&R).

Step 1: Register with eRA Commons
1. Contact Grants Management Office by emailing [systems.gmo@unsw.edu.au](#). Advise that you are submitting an application to the NIH and that you need an account established in eRA Commons.
   - **Each named PI requires an eRA account registration (User ID).*
   - GMO Systems will then establish the account with your details which will generate two separate emails with your user ID and password stating that your account is active.

2. Following receipt of the emails from [eRA Commons](#), click on the email link to the URL. (You will be required to change your password the first time you log into the Commons system and every 180 days).

3. Verify details where requested and add additional information needed to establish your account – note that when you create your application you must use exactly the same details or the submission of your application may be delayed.

4. The verification details will then be sent to NIH to review, approve and activate your account.

Step 2: The Application Process
1. [Search for grant opportunities](#).

2. [Download the application package](#) form using the CFDA number, funding opportunity number or funding opportunity competition ID.

3. Install or check that you have installed the correct version of "Adobe Reader" for the application package.

Once you have downloaded the application package, you can complete it offline following the instructions on the application package cover sheet.

Note:
- Save your application to your computer as changes are NOT automatically saved.
- All documents must be uploaded in PDF format and comply with formatting specifications, including file names with no spaces or special characters.
- Remember to click the 'Save' button when you have completed the package and are ready to submit it.
- The package cannot be submitted until all compulsory fields have been completed (highlighted in yellow).
- The 'check for errors' button does not check for all errors and only reports one error at a time. Other error messages may be received once the application is submitted so this should not be left to the last minute.
- See 'Appendix' section below for some further information on what to include in your application.

Common errors which occur after initial submission are:
- Invalid or missing eRA Commons Username – all PD/PI roles must have an eRA Commons Username which is entered in the field "Credential eg agency login".
- Role of Co-PD/PI is not used by NIH so use PD/PI or another role.
- Senior/Key Person Effort on SF424 R&R Budget must be more than zero.
- State in address can only be added in the County field, if Country is Australia.
- You must enter a period for each PI listed in the Budget salary section i.e. 'Cal Months' even if you are not requesting funds from NIH .

Step 3: Submit your application to UNSW Grants Management Office

1. Email your application to mygrants.gmo@unsw.edu.au for compliance review at least ten working days prior to the external closing date. Your application should be accompanied by a completed assurance signed by the Principal Investigator (NIH requirements). A pro forma assurance is attached at the end of this guide.

2. A Grants Officer from your Team will be allocated to check your application and will advise you of any changes that need to be made. Your allocated Grants Officer will arrange approval from your Head of School to submit your application.

Step 4: Grants Management Office will submit your application to Grants.gov

Step 5: Application is validated by both Grants.gov and the eRA Commons systems
Following each step of the validation process a confirmation email will be sent by the relevant system advising that your application has been received, validated, referred to an agency for review and allocated a tracking number. This number is used to track the status of your application in Grants.gov and should be quoted when corresponding with the agency regarding your application.

If any errors are identified (and this is very common for foreign applicants as often the Grants.gov fields are not logical for Australian researchers) then an email will be sent to the Grants Management Office and the PI advising that the applicant will need to log in to the eRA Commons system to access a report showing errors and warnings identified from the application. The identified errors need to be addressed and the application resubmitted by Grants Management Office prior to the external closing date (warnings may not need to be fixed and can be addressed at a later date or not at all as appropriate).

Step 6: Track the Status of a Completed Grant Application Package
Once an application has been submitted, you can check the status on the Track My Application Page. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Appendix - Information to include in your application

UNSW DUNS	**751020900**
ENTITY IDENTIFICATION NUMBER (EIN)	**980501479**
HUMAN SUBJECTS ASSURANCE NUMBER	**000643**
ANIMAL WELFARE ASSURANCE NUMBER	**A5097-01**
AUTHORIZED REPRESENTATIVE	**Daniel Owens, Director,** UNSW Grants Management Office University of New South Wales Sydney NSW 2052 Australia **Phone:** 612 9385 7254 **Fax:** 612 9385 9797 **Email:** mygrants.gmo@unsw.edu.au

Note: UNSW is defined under NIH policy as a foreign institution.

Additional criteria
Applications from foreign institutions are evaluated and scored using the standard assessment criteria but also have to address some additional criteria:

− How the project will use unique or unusual talent, resources, populations or environmental conditions that are not readily available in the US or that build on existing US resources.
− Whether the proposed project has specific relevance to the mission and objectives of the Institute and has the potential to significantly advance health sciences in the US.

Budget

- All applications from foreign institutions need to submit a detailed budget.
- For all NIH applications, 3% indirect costs should be included. Indirect costs for Foreign Institutions can only be used for allowable institution compliance costs, such as the annual A133 audit.
- UNSW on-costs should be included with all salary requests (note that the US on-costs are referred to as Fringe Benefits).
- The application budget and your justification should be stated in US dollars and the exchange rate used should be clearly stated in your justification.
- NIH will not compensate foreign grantees for changes in exchange rates.

Assurances in relation to NIH application

Principal Investigator Name:	
Descriptive Title of Project:	
Opportunity title:	
Offering Agency:	

I certify that:

a) The information submitted within the above application is true, complete and accurate to the best of my knowledge,

b) I understand that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties, and

c) I agree 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.

Signed:

Name:	
Date:	