

UNSW Researchers Guide to submitting a NIH application via Grants.gov

Applicants should also refer to the NIH Grants.gov Application Guide SF424 (R&R)
http://www.grants.nih.gov/grants/funding/424/SF424_RR_Guide_General.doc

Step 1. Register with eRA Commons

1. Contact Research Services and advise that you are submitting an application to the NIH and that you need an account established in eRA Commons. A Pre-Award Officer 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 link to the URL <https://commons.era.nih.gov/commons/> (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 on Grants.gov 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. This step can take between 3-5 working days

Step 2. The Application Process

1. Search for grant opportunities http://www.grants.gov/applicants/find_grant_opportunities.jsp
2. Download the application package from https://apply.grants.gov/forms_apps_idx.html if the CFDA number, funding opportunity number and funding opportunity competition ID is known
3. Install “PureEdge Viewer” from 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 file names must have 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 required fields have been completed.

- The “check for errors” button does not check for all errors and other error messages may be received once the application is submitted ***so this should not be left to the last minute***
-

Step 3. Submit your application to UNSW Research Services

1. Email your application to research@unsw.edu.au for compliance review at least one week prior to the external closing date. Your application should be accompanied by a completed RA1 form (either as pdf or hard copy).
2. A Pre-Award Officer from Research Services will be allocated to check your application and will advise you of any changes that need to be made and when you can submit your application via Grant.Gov

Step 4. Research Services will submit your application to Grants.gov

Step 5. Application is validated by both Grants.gov and the eRA Commons systems

1. Following each step of the validation process a confirming 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.
2. 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 Research Services and the PI advising that the applicant will need to log in to the Commons system to access a report showing errors and warnings identified from the application. Note that Research Services do not have access to run this report and that errors will need to be fixed and the application resubmitted by Research Services prior to the external closing date (warnings may not need to be fixed and can be addressed at a later date).

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](http://www.grants.gov/applicants/track_my_application.jsp) (http://www.grants.gov/applicants/track_my_application.jsp). You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Some general comments and useful information

<i>UNSW DUNS</i>	<i>751020900</i>
<i>EMPLOYER IDENTIFICATION (EIN)</i>	<i>98 – 0501479</i>
<i>HUMAN SUBJECTS ASSURANCE NUMBER</i>	<i>FWA000643</i>
<i>ANIMAL WELFARE ASSURANCE NUMBER</i>	<i>A5097-01</i>

UNSW is defined under NIH policy as a foreign institution.

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 (This has changed recently as previously applications requesting under US \$250,000 p.a used the Modular Budget forms (PH398))
- For all NIH applications 8% indirect costs should be included. This is the maximum % that can be requested by a Foreign Institution.
- UNSW oncosts of 27.84% should be included with all salary requests (note that the US oncosts are referred to as Fringe Benefits)
- The application budget, and your justification should be stated in US dollars and the exchange rate used be clearly stated in your justification.
- NIH will not compensate foreign grantees for changes in exchange rates.