NIH eRA eSubmissions – Ten Checks Before Hitting Submit

1. Does the DUNS number on the SF242 (R&R) cover form match the DUNS used for Grants.gov & Commons registration?

2. Did you provide correct Typr of Submission (box #1), Federal Identifier (box #4), and type of Application (box #8) information on the SF424 (R&R) cover form?

3. Did you include the eRA Commons ID in the Credential field of the R&R Sr/Key Person Profile form for all PD/PIs?

   Including the eRA Commons ID for the PD/PIs is an NIH requirement and is critical to the NIH’s ability to post errors, warnings and the assembled application image in eRA Commons.

4. If submitting a Multiple-PD/PI application, did you give all PIs the PD/PI role on the Sr/Key Person Profile?

   There are several similar roles in the form drop-down – PD/PI, Co-PD/PI and Co-Investigator. Only the PD/PI role is recognized by the NIH as the correct designation for all PIs on a multiple PD/PI application. Appropriate designation allows the system to flag the application as multiple-PD/PI and facilitates handling of the application accordingly. Co-PD/PI or Co-Investigator roles hold no special significance within NIH and should never be used with a multiple-PD/PI application. However, they are valid roles on the form and can be used for single PD-PI applications. Warnings indicating the role is not appropriate for Multiple-PD/PI applications may be received but, if Multiple PD/PI is not the intent, no action is necessary and the warning can be ignored.

5. Did you include Organization name for all Sr/Key listed on the R&R Sr/Key Person Profile form?

   The Organization name for each Sr/Key is one element used to determine potential conflicts for review. For this reason, NIH requires applicants to provide Organization information for ALL Sr/Key entries.

6. Did you include all required attachments?

   Selecting ‘Yes’ to certain questions (Human Subjects, Vertebrate Animals) requires an attachment.

7. Are all attachments in PDF format?

   Grants.gov allows other formats; PDF is an NIH requirement.

8. Did you follow the page limits specified in the FOA and application guide?

9. Did you include effort > 0 for all Sr/Key listed on the R&R Budget form?

   It is not necessary to list every person from the R&R Sr/Key Person Profile form in the Sr/Key section of the R&R budget form. However, for listed entries, measureable effort using the Calendar Months OR a combination of Academic and Summer Month categories must be provided. Too little effort information (i.e., blanks or zeros in all three month categories) or too much information (i.e., providing non-zero values in Calendar Months and any other month category) will result in an error.

10. Did you follow all special instructions noted in Section IV. Application and Submission Information of the announcement?

    The eRA validations will catch many, but not all, submission requirements. FOA-specific requirements are not typically system-enforced. Applications that do not comply with the instructions may be delayed or not accepted for review.