



University of Colorado at Denver and Health Sciences Center

## OFFICE OF GRANTS AND CONTRACTS

### QUARTERLY UPDATE – *Good Information to Use!*

Vol.1, Issue 4 – January 2006

**Happy New Year!**

### **NIH Begins Requiring Electronic Submission of Grant Applications**

Big changes have begun with new requirements for submission of grant proposals to government agencies and in particular to the National Institutes of Health. This OGC Quarterly Update is dedicated to providing a brief overview of the new electronic submission requirements and how we will be implementing changes in PreAward to accommodate these new requirements.

*Electronic Proposal Submissions will have a significant impact on how you apply for grants. We encourage you to take advantage of every opportunity to learn about these new processes.*

How does NIH refer to the change in grant application submission? On the NIH “Electronic Submission of Grant Applications” website (<http://era.nih.gov/ElectronicReceipt/>) it states, “Big changes are coming to grants submission at the National Institutes of Health and the Agency for Healthcare Research and Quality. Both NIH and AHRQ will soon **require** all competing research grant applications to come in **electronically** via the web portal of Grants.gov on a new SF 424 Research and Related (R&R) application.”

### **NIH Implementation Plan**

NIH is phasing in the new submission requirement by **type of grant program (mechanism)**, starting December 2005 and culminating in May 2007. See the implementation timeline at [http://era.nih.gov/ElectronicReceipt/strategy\\_timeline.htm](http://era.nih.gov/ElectronicReceipt/strategy_timeline.htm).

**Make careful note the transition date for grant mechanisms (e.g. R01, U45, etc.)!**

Until a grant mechanism “goes electronic,” applicants should submit an application for that mechanism on paper [PHS 398 forms](#).

Once a grant mechanism “goes electronic” on the transition submission date, all applications (new, revised, competing) must utilize the SF424(R&R) form and be submitted electronically through Grants.gov. Paper applications will not be accepted after the transition date for a grant mechanism.

## What will Change with NIH Submissions?

	Paper Submission	Electronic Submission via Grants.gov
Who sends the application to the sponsor?	PI by Mail/FedEx	AOR in Grants and Contracts PreAward will electronically submit the application (not the PI)
Is a second approval from Grants and Contracts needed?	No	Yes. The PI and SO (also known as AOR) must verify the application submission after eRA Commons has verified the application
How many times will Grants and Contracts PreAward review/handle a typical NIH application before it is fully submitted?	1 time - 1. Review and approval of "routing" and draft application	3 times - 1. Review and preliminary approval of "routing" and draft application 2. Final approval and submission of application to Grants.gov 3. Verification of submission to eRA Commons

## Get Prepared

- Brown-bag sessions start January 25<sup>th</sup> and will continue bi-weekly through August
- Training sessions are planned for March and April

Contact Christine Ahearn for more information at 303-724-0245 or [Christine.Ahearn@uchsc.edu](mailto:Christine.Ahearn@uchsc.edu).

## **New Timeline for Routing Grant Applications and Contract Proposals**

As a result of the impact NIH Grants.gov change in submission requirements, OGC has put into place a schedule of submission that must be followed for all grant applications and contract proposals to guarantee applications and proposals are submitted by the stated deadline(s).

**The new timeline will be effective for any grant application and contract proposals with a deadline date of June 1, 2006 or later.**

1. The completed "routing" form must be received by Grants and Contracts by the end of the 12<sup>th</sup> work day before the agency stated deadline date to allow for 11 full work days from the deadline date (the deadline date is included as one of the 11 days) to handle the multiple submission requirements.
2. Don't forget, Chair and Dean level approvals must be obtained before sending the routing to Grants and Contracts, otherwise the routing is incomplete.
3. Begin routing your grant application for local approvals 15 work days before the agency stated deadline date.
4. This timetable must also account for holidays where the University is closed. See the sample timeline for June 1, 2006 as an example of the new routing requirements.

**This is a huge change for HSC!**

