

NIH Electronic SF424 (R&R) Application Submission Process

Roles of MCB Admin, SPO/SO and PI in electronic submission

	Prepare to apply	Find Opportunity and download package	Prepare application	Submit application to Grants.gov	Check submission status in NIH eRA Commons	Check assembled application
Authorized Organizational Representative (SPO)/Signing Official (SO)	Helps PI Register in NIH eCommons			Submits application to Grants.gov. If application does not pass Grants.gov validation. SPO will receive email and forward to PI.	If there are errors or warnings, SPO and PI will receive an email. Errors must be corrected, SPO needs to reject the original application. PI has two business days for corrections. SPO/SO submits changed/corrected application to Grants.gov.	Only SPO/SO has ability to reject the application within two business days (holidays included) of submission. If no action is taken, original application moves forward. Application with uncorrected errors will not move forward.
Principal Investigator (PI)	Register in eRA Commons through SPO/SO; "http://www.spo.berkeley.edu/Procedures/nihcommons.html" Updates Personal Profile Download Adobe Reader and any updates from SPO or Grants.gov website: "http://www.grants.gov/resources/download_software.jsp#pureedge"	Find Program Announcement number from grants.gov "http://www.grants.gov/applicants/search_opportunities.jsp" or NIH "http://grants1.nih.gov/grants/guide/index.html" Notify grant administrator of application	Prepares SF424 (R&R) application package; sends completed SF424 package with all attachments (PDF format required by grants.gov) and draft of research plan to MCB Grant Administrator as an email attachment; 10 working days before the submission date	PI must correct grants.gov validation errors. Keep Grant Administrator and SPO informed so corrected application can be resubmitted.	PI can now check status of application in eRA Commons. If errors are found PI needs to correct the original application, within two business days of email. Contact MCB Grant Administrator; to have SPO resubmit corrected application.	Track final application in eRA Commons
MCB Grant Administrator and PI	Download Adobe Reader and any updates from SPO or Grants.gov website: "http://www.grants.gov/resources/download_software.jsp#pureedge"	PI will notify assigned grant administrator of application number. Review and hi-lite application guidelines	Assists with SF424 (R&R) application package; convert word documents to PDF format; review and sends completed (hard copy & electronic application) package to SPO/SO no later than 5 working days before the submission date	Assist PI with correcting validation errors and resubmitting to SPO.	MCB Grant Administrator and PI correct the application; resubmit corrected application to SPO	Submission Complete

If corrected proposal is not received by 5pm on the submission date it will be considered late. Each time SPO resubmits they will need to attach a cover letter stating reason for being late.