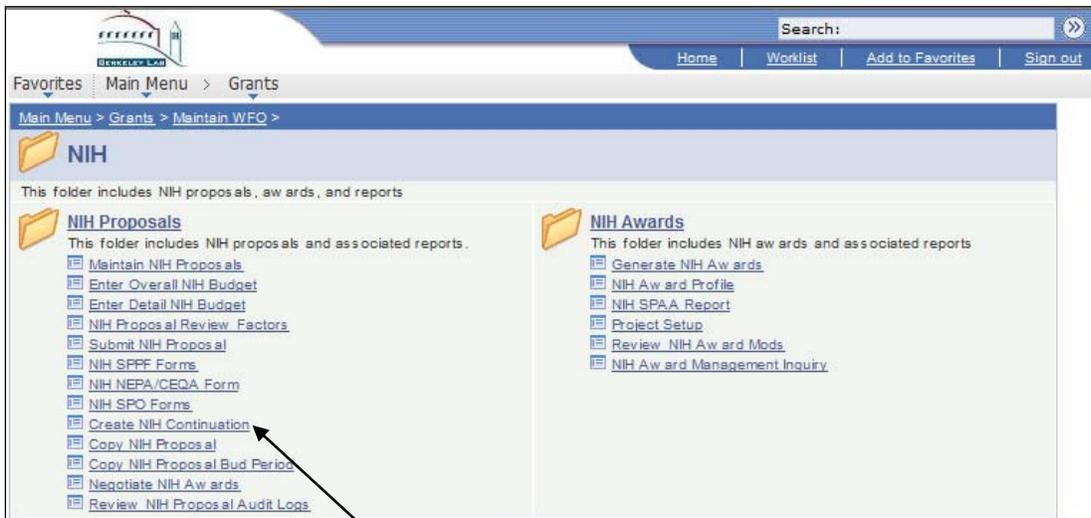


If you have questions about this RAPID Guide, send an email to RAPIDHelp@lbl.gov. Please refer to [RAPID Topic: Reporting a Problem in RAPID for additional guidance](#).

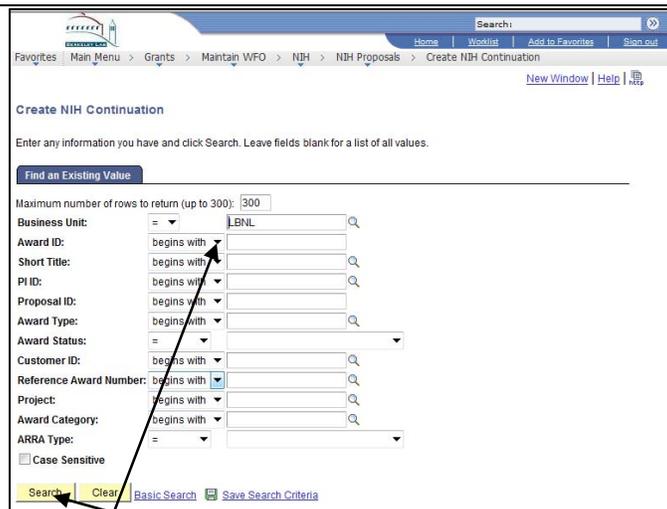
Create NIH Continuation:

NIH Continuations (also called, "NIH Type 5 applications" and "eSNAP") are created in RAPID and linked to the original award. Information provided in the original award is copied into the Continuation Proposal Record in RAPID reducing the amount of work required to enter the proposal in RAPID, but all information imported from the parent award needs to be reviewed for accuracy.

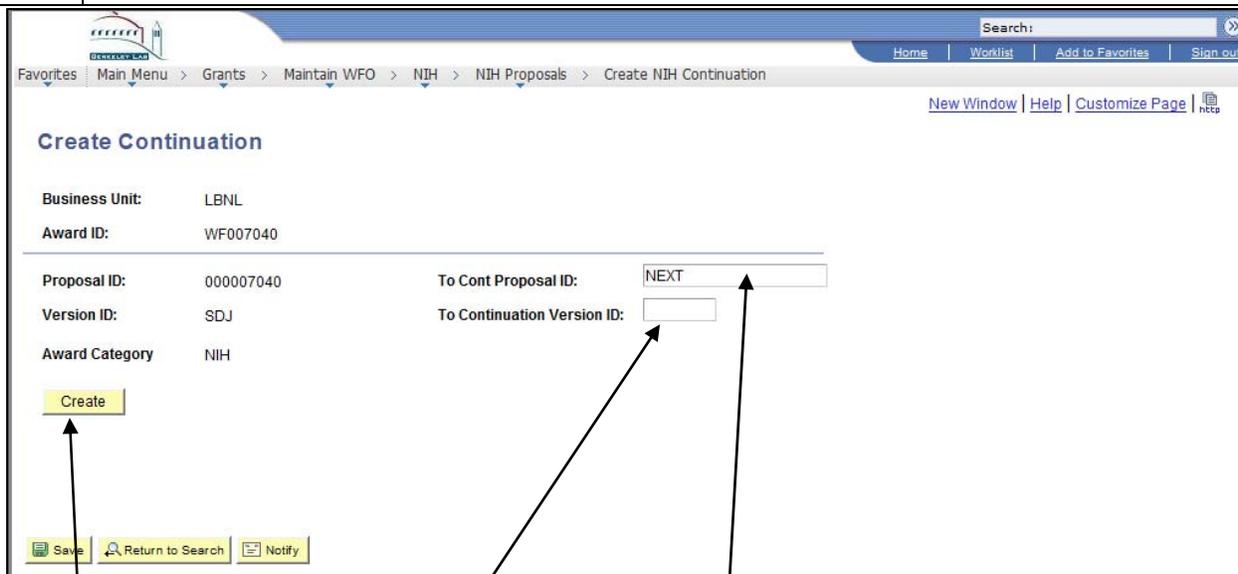
Linkage to the original award is important and cannot be done when creating a proposal from scratch.



Step	Action
1.	Click on the Create NIH Continuation



Step	Action
2.	Enter the RAPID Award ID and then click the Search button.



Step	Action
3.	Allow RAPID to determine the Continuation Proposal ID . This will automatically number the proposal.
4.	Enter the Version ID following the Version numbering protocol used in your division.
5.	Click Create to create the continuation proposal

Review and Update NIH Continuation:

Review all information on each page. The instructions that follow will highlight information that needs to be added by **highlighting it in yellow**. **Highlighting in pink** indicates information that will be pre-filled but that needs to be updated or changed to reflect the information specific to the continuation proposal you are preparing.

Follow general instructions about creating a proposal or for more specific information about all of the data fields review the RAPID Manual available on the OSPIP website.

Update Proposal Header:

Proposal Header Field	Field and Instructions
Description	Optional field for use by the Division.
Due Date	Change from today's date to the due date of the continuation or eSNAP.
Type, Time, and Time Zone	Type, Time, and Time Zone for the due date of the continuation or eSNAP.
Start Date	Change from the start date of the award to the start date for this specific continuation.
End Date	Change from the end date of the award to the end date for this specific continuation.
Advance Payment	Note: If you are creating a continuation for a flow-thru award, you will need to enter the advance payment amount for this continuation period.

Update Projects:

Project Field	Field and Instructions
Dept Contact	Confirm or update the Department Contact (the person preparing the proposal in RAPID)
Dept Rep	Confirm or update the Department Rep

Update Documents:

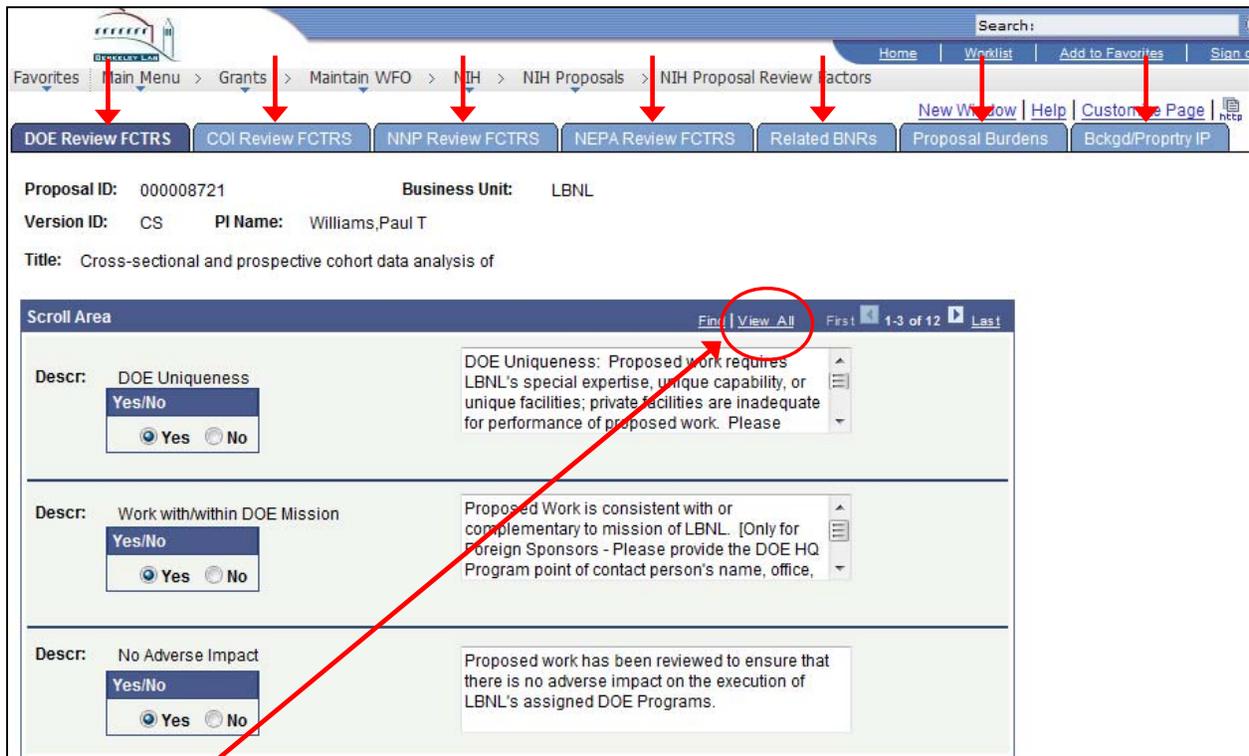
Document Field	Field and Instructions
Attached Files	Remove old files. Enter files, if any, specifically related to this continuation

Update Overall NIH Budget:

Overall Budget Field	Field and Instructions
Budget ID	Enter Budget ID for the continuation period only
Description	Optional - enter description of the budget
Total Sponsor Budget	Enter Sponsor Budget for this period based on the sponsor's award document and as noted in the SPAA for the award.

Overall Budget Field	Field and Instructions
Target Sponsor Budget	Enter Sponsor Budget for this period based on the sponsor's award document and as noted in the SPAA for the award.

Update Proposal Review Factors:



Use "View All" to review all proposal review factors and confirm the information is still correct.

Remember to review each tab

Update Submit NIH Proposal, Approvals:

Search:

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Grants > Maintain WFO > NIH > NIH Proposals > Submit NIH Proposal

New Window | Help | Customize Page |

Approvals | Submission | Contact | LBNL Prop Dist | Proposal Burdens

Proposal ID: 000008721 Business Unit: LBNL PI Name: Williams, Paul T
 Version ID: CS
 Title: Cross-sectional and prospective cohort data analysis of
 *Proposal Status: **Draft**

Proposal Submission Official Find | View All First 1 of 1 Last

Sequence: 1 Event Date: 06/19/2012
 Submit for Approval:
 P.I. Review: Williams, Paul T Approved:
 Div Director Review: Johansen, William E Approved:
 Institutional Review: Greene, Stacy L Approved:

Approvals | Submission | Contact | LBNL Prop Dist | Proposal Burdens

Submit Proposal Field	Field and Instructions
Proposal Status	Change to Approved by Division when the RAPID proposal is complete and ready to submit to OSPIP.
Institutional Review	Confirm or change to the correct OSPIP CO who will review this continuation.

Update Submit NIH Proposal, Submission:

Submit Proposal Field	Field and Instructions
Transmission Code	Enter method of submission
Sponsor Proposal ID	Enter Sponsor's Application number for this continuation (Example: 5R01CA123456-03)