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date

Division of Receipt and Referral
Center for Scientific Review
National Institutes of Health
6701 Rockledge Drive, Room 1040 - MSC-7710
Bethesda, Maryland 20817

VIA GRANTS.GOV

LBNL Proposal 00000
Principal Investigator:
Application Title:
Funding Opportunity title:

Basic Instructions:

- Use the format provided below deleting any sections that do not apply.
- List one request per line.
- Place institute/center (IC) and SRG review requests (if both are made) on separate lines.
- Place positive and negative requests (if both are made) on separate lines.
- Include name of IC or SRG, followed by a dash and the acronym. Do not use parentheses.
- Delete any sections of this format that do not apply
- Provide explanations for each request in a separate paragraph.

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Please assign this application to the following:

Institutes/Centers
(list here, one Institute per line)

Scientific Review Groups
(list here, one Review Group per line)

Please do not assign this application to the following:

Scientific Review Groups
(list here, one Review Group per line)

The reasons for this request are [provide a narrative explanation for the request(s)].

Optional Information:

- List of Individuals (e.g., competitors) who should not review your application and why
- Disciplines involved, if multidisciplinary

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Include specific additional information if any of the following situations apply:

- For late applications include an explanation of the delay.
- When submitting a Change/Corrected Application after the submission date, explain the reason for the Change/Corrected Application. The system does not retain any previously submitted cover letters; therefore, you must repeat all information previously submitted in the cover letter as well as any additional information.
- Explanation of any subaward budget components that are not active for all periods of the proposed grant.
- Statement that you have attached any required agency approval documentation for the type of application submitted. This may include approval for application \$500,000 or more, approval for Conference Grant or Cooperative Agreement (R13 or U13), etc. (Approval documents should be appended to the Cover Letter and uploaded as one attachment.)

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Sincerely,

(name)

Principal Investigator

NIH Policy on Late Submission of Grant Applications

Notice Number: **NOT-OD-08-027** - (See Companion Notice [NOT-OD-08-026](#))

Key Dates

Release Date: January 4, 2008

Issued by

National Institutes of Health (NIH), (<http://www.nih.gov/>)

Purpose

This notice is a companion to [NOTICE OD-08-026](#) that announces a new plan for continuous submission of certain types of applications from appointed members of NIH Study Sections. This notice consolidates information from previous notices ([OD-07-026](#) and [OD-06-086](#)) into one document.

On Time Submission

NIH expects that grant applications will be submitted on time. Standard dates are listed at: <http://grants.nih.gov/grants/funding/submissionschedule.htm>.

- For applications that are required to use paper format these are submission or postmark dates, applications are on time if they are sent on these dates.
- For applications that are required to use electronic submission this requires successful submission to Grants.gov by 5 p.m. local time on the date indicated.
- For **both paper and electronic submissions**, when these dates fall on a weekend or holiday, they are extended to the next business day. However, Requests for Applications (RFAs) and Program Announcements with Special Referral Considerations (PARs) with special receipt dates **always** must be **received (by Grants.gov for electronic applications and the Center for Scientific Review for paper applications)** on the dates designated in the announcement to be on time. This is clearly noted in the website above and in the text of each RFA/PAR.

Late Applications

The long standing NIH policy on late applications is stated in the application instructions (SF 424 R&R, PHS 398, PHS 416).

- Permission for a late submission is not granted in advance.
- In rare cases, late applications will be accepted but only when accompanied by a cover letter that details compelling reasons for the delay.
- While the reasons are sometimes personal in nature, an objective evaluation of their merit requires that some details be provided. It is not sufficient, for example, to state simply that there has been an unforeseen circumstance that delayed submission. Specific information about the timing and nature of the cause of the delay is necessary so that a decision can be made. Only the explanatory letter is needed; no other documentation is expected.

As noted in the schedule above, NIH utilizes a variety of submission dates for different grant mechanisms. NIH will consider accepting late applications based on the acceptability of the explanation and the processing time required for two different kinds of submission/receipt dates.

- **Regular Standard Submission/Receipt Dates:** January 25, February 5, February 12, February 16, February 25, March 5, March 12, March 16, May 25, June 5, June 12, June 16, June 25, July 5, July 12, July 16, September 25, October 5, October 12, October 16, October 25, November 5, November 12, November 16. To be considered applications must be **received** at the NIH within two weeks of the standard submission date.
- **Expedited Standard Submission/Receipt Dates:** April 5, April 8, April 12, April 13, May 7, August 5, August 8, August 12, August 13, September 7, December 5, December 8, December 12, December 13, and January 7. To be considered applications must be **received** at the NIH within one week of the standard submission date.
- NIH will not consider accepting late applications for the **Special Receipt Dates for RFAs and PARs. This includes the special receipt dates (March 20, July 20, and November 20) for resubmission (formerly "recommended")**

applications that are part of the New Investigator Initiative (<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-07-083.html>).

- NIH does not expect to accept any applications received beyond the window of consideration.

The windows of time for consideration of late applications have been carefully chosen so that the late applications can be processed with the cohort of on-time applications. In all cases, when the regular standard submission date or expedited submission date falls on a weekend or federal holiday and is extended to the next business day, the window of consideration for late applications will be calculated from that business day. **Note that the late window always ends in a receipt (not submission) date for both paper and electronic applications.**

Reasons for a Late Submission

NIH will consider all late applications received within the window of time specified above but will not automatically accept all of them. The reasons for the delay will be carefully considered by the Division of Receipt and Referral at the Center for Scientific Review and a decision made. In unusual cases the reasons provided will be considered by senior staff of CSR; Institutes/Centers will be consulted for applications that are their review responsibility. Applications submitted within the window with reasons that are not found to be acceptable will be not be assigned for review and funding consideration.

Late applications have been accepted for reasons such as: death of an immediate family member of the Principal Investigator, sudden acute severe illness of the Principal Investigator or immediate family member, temporary or ad hoc service on a NIH extramural peer review group, service on a NIH Board of Scientific Counselors or Advisory Board/Council, or large scale natural disasters. For multiple PD/PI applications (OD-07-017) this would apply to any of the PD/PIs involved. The late application policy applies to submissions other than R01, R21, and R34 by appointed members of CSR and other NIH Study Sections as PD/PI(s). However, explanations are not additive – an application involving multiple PD/PIs with problems or multiple issues for a single PD/PI is still expected to be received within the appropriate window.

Examples of reasons that have **not** led to the acceptance of a late application are: heavy teaching or administrative responsibilities, relocation of laboratory, ongoing or non-severe health problems, personal events, or review service for participants other than a PD/PI, participation in review activities for other Federal agencies or private organizations, attendance at scientific meetings, or having a very busy schedule.

It is important to emphasize that these various examples are just that, examples. No NIH staff member whether in the Center for Scientific Review or any of the other Institutes/Centers has the authority to give permission in advance for a late application. Contacting the Division of Receipt and Referral or any other component of the NIH will not lead to either permission to submit late or an evaluation of the acceptability of the reasons for a delay.

Inquiries

Inquiries may be addressed to

Division of Receipt and Referral
Center for Scientific Review
6701 Rockledge Drive MSC 7720
Bethesda, MD 20892-7720
Voice: (301) 435-0715
Fax: (301) 480-1987

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Department of Health
and Human Services



National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Modified Application Submission, Referral and Review for Appointed NIH Study Section Members

Notice Number: **NOT-OD-08-026** (See Companion Notice [NOT-OD-08-027](#))

Key Dates

Release Date: January 04, 2008

Issued by

National Institutes of Health (NIH) (<http://www.nih.gov/>)

Center for Scientific Review (CSR), (<http://cms.csr.nih.gov>)

Purpose

The National Institutes of Health is implementing an alternate plan for submission and review of research grant applications from appointed members of chartered NIH study sections in order to recognize their outstanding service and to minimize disincentives to study section service. The timing of Study Section meetings and most standard due dates for grant applications overlap (<http://grants1.nih.gov/grants/funding/submissionschedule.htm>). Thus, reviewers are under pressure to review applications and prepare their own applications simultaneously.

Beginning February 5, 2008 the alternate submission and review procedures, described below, will be available for appointed members of NIH Study Sections. This alternate process is limited to 1) appointed members of chartered standing Study Sections and 2) applications that would normally be received on standard submission dates (but not special receipt dates). Depending on the timing of the submission and the number of other similar applications received during the pre-meeting time window, NIH staff will decide if the application will be reviewed in a different standing Study Section or in a Special Emphasis Panel (SEP). These applications will be processed and assigned to NIH Institute Review Offices or CSR Integrated Review Groups (IRGs) using the standard referral guidelines (<http://cms.csr.nih.gov/PeerReviewMeetings/CSRIRGDescription/>).

This continuous submission process will enable appointed members of chartered NIH Study Sections to submit their applications as soon as they are fully developed. The applications will be reviewed no later than 120 days after receipt.

NIH plans to analyze this opportunity on an ongoing basis in order to assess feasibility and satisfaction.

Eligibility:

- Only appointed regular (not temporary or ad hoc) members of chartered CSR and other NIH study sections may take advantage of the continuous submission process. Appointed members are those who are approved for service on the Study Section by the Director of NIH, typically for a four-year term. Multi-PI applications are eligible if one or more of the Program Directors/Principal Investigators (PD/PIs) is an appointed member of a Study Section
- Appointed regular members of NIH Study Sections may participate up to one and a half months after the date of retirement from regular service on the committee typically on June 30. Continuous submission is thus permissible until August 16 of that year.
- This applies only to R01, R21 and R34 applications submitted for the standard due dates (<http://grants1.nih.gov/grants/funding/submissionschedule.htm>). Continuous submission is **NOT** available for applications submitted for special dates (RFAs, some PARs) or other activity codes.
- Continuous submission is limited to R01, R21 and R34 (including AIDS-related) applications. While most of these applications will be reviewed at the Center for Scientific Review (CSR), some R01, R21 and R34 applications will be reviewed in chartered study sections at other Institutes and Centers (ICs) of the NIH.
- This does **not** apply to applications for which appointed members have a role other than PD/PI, including appointed members serving as sponsors for fellowship applications or mentors for career award applications. Such applications are expected to be submitted on the normal due dates. Any requests for late acceptance must relate to the fellow or PD/PI of the fellowship or career award (not a member or sponsor).
- This does **not** apply to individuals who serve as reviewers for Federal agencies other than the NIH or private organizations.

- Temporary or ad hoc members of CSR study sections will still be eligible for the late submission window. Members of NIH Boards of Scientific Counselors or NIH Advisory Boards or Councils are also eligible for that window. A companion Notice updates the NIH policy on Late Applications (NOTICE OD-08-027).
- If desired, appointed members of chartered study sections may request review by a standing study section (different from the one they are serving on), but those applications must conform to regular submission deadlines. As such, the late window of consideration for members will apply (NOTICE OD-08-026).

Processing and Review Schedule

All applications submitted in response to this opportunity will be reviewed no later than 120 days after receipt. Because of the need to assign an Advisory Council date, the following schedule will be followed. However, applications may be moved to earlier councils following review as timing permits.

Schedule for Assignment to Advisory Council Rounds

Council Round	Non-AIDS applications	AIDS applications
May	August 17 - December 16	October 8 - February 7
October	December 17 - April 16	February 8 - June 7
January	April 17 - August 16	June 8 - October 7

Inquiries

A series of Frequently Asked Questions has been prepared (see <http://cms.csr.nih.gov/ResourcesforApplicants/ContinuousSubmissionFAQ.htm>).

Inquiries may also be addressed to

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 Center for Scientific Review
 6701 Rockledge Drive MSC 7720
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