

NIH / PHS Guide for Division Staff



Life Sciences' Manfred Auer and group

Learn about overall policies for electronic submission to NIH and PHS, changes from PureEdge to Adobe Forms, new or changed sections of NIH proposals, and the NIH Submission deadline and submission process.

Presented by:
LBNL Sponsored Projects Office
December 2008



NIH / PHS Guide for Division Staff



Life Sciences' Manfred Auer and group

Presenters:

Jeff Weiner, SPO Manger
Cynthia Ernest, Contracts Officer
Susan Hedley, Contracts Officer
Phyllis Gale, Contracts Manager



Introduction to the NIH / PHS SF424 Guide

Old Guide

Grants.gov
Application Guide
SF424 (R&R)

New Guide

SF424 (R&R)
Application Guide
for NIH and Other PHS
Agencies

See handout: Summary of PHS SF424 Changes –
August 2008



Introduction to the NIH / PHS SF424 Guide

- Always check with NIH for the most current version
- NIH seems to be updating this Guide about twice a year
- Current Version is from August 2008
- Currently a separate Version for PureEdge and Adobe Forms – they are slightly different
- This presentation regards Adobe Forms



Current NIH / PHS SF424 Guide

- **LBLN SPO issued a summary of Changes with the August 2008 version.**
(SPO Process Meeting – October 2008)
- **Questions regarding NIH/PHS policies and guidelines should be sent to:**

Cynthia Ernest
Contracts Officer
clernest@lbl.gov
Ext 5938



Electronic Systems

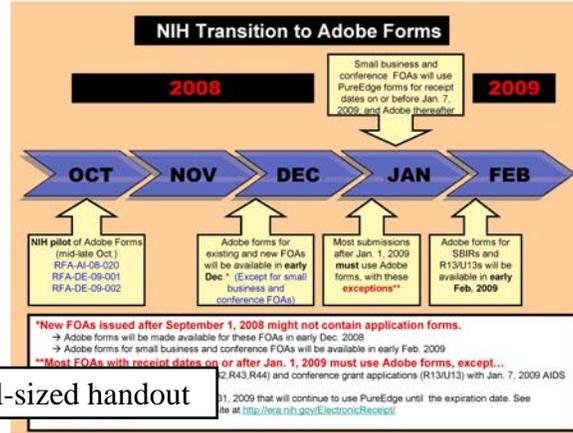
There are several sponsor online electronic research administration (ERA) proposal development and submission systems that require SPO to register and maintain.

Do not register, update the institutional information, etc.

Please contact SPO via RAPIDHelp@lbl.gov for access or questions.



NIH Transition Schedule



See full-sized handout



NIH Transition Schedule from PureEdge to Adobe for Standard Submission Dates

Activity Code	Final PureEdge Submission (STOP!)	First Adobe Submission (GO!)
C06/UC6, R18/U18, R25, Gs, S1, S21, S22, SC1, SC2, SC3	9/25/2008	1/7/2009 (AIDS)
R01	11/5/2008	1/7/2009 (AIDS)
R03, R21, R33, R21/R33, R34, R36	11/16/2008	1/7/2009 (AIDS)
R15	10/25/2008	1/7/2009 (AIDS)
R13/U13	1/7/2009 (AIDS)	4/12/2009
SBIR/STTR	1/7/2009 (AIDS)	4/5/2009



Roles in Grants.gov and eRA Commons

Grants.gov

- **Authorized Organization Representative (AOR)**
 - SPO Contracts Officers
 - Division Staff Delegated by Research Division Director to Submit DOE Applications

eRA Commons

- **Signing Official (SO)**
 - SPO Contracts Officers

See handout: eRA Commons Roles



Roles in Grants.gov and eRA Commons

Grants.gov

eRA Commons

- **Principal Investigator (PI)**
 - can delegate editing capability to ASST role



Roles in Grants.gov and eRA Commons

Grants.gov

eRA Commons

- **Assistant Role (ASST)**

- LBNL Staff assigned to proposal development



Roles in Grants.gov and eRA Commons

Grants.gov

eRA Commons

- **Financial Status Report (FSR)**

- LBNL Resource Analysts



Policy Guides (per SF424 Guide)

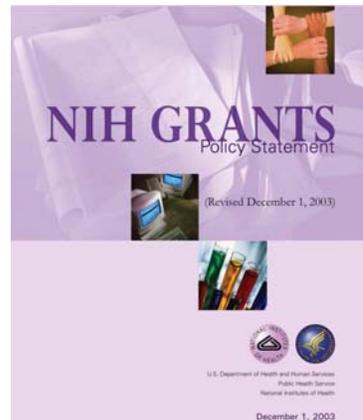
1.5 Grants Policy Statements

- The [NIH Grants Policy Statement](#) serves as a term and condition of award and is a compilation of the salient features of policies and various policy issues regarding the administration of NIH awards.
- The [HHS Grants Policy Statement](#) serves as a term and condition of award and is a compilation of the salient features of policies and various policy issues regarding the administration of grant awards from other PHS agencies, excluding NIH awards.



NIH Grants Policy Guide (2003)

- NIH Award Guidelines



HHS Grants Policy Guide (2007)

- All PHS (excluding NIH)



Transition from Paper

- **Avoid the temptation to scan portions of a PHS 398 application**
 - That includes the Biosketch
- **Do not use PHS 398 forms that contain headers and footers**
 - PHS 398 headers and footers interferes with the eRA Commons generated headers and footers



Resources

- Summary of PHS SF424 Changes – August 2008
- NIH Transition to Adobe Forms
- eRA Commons Roles
- Change in New Investigator Policy Designed to Encourage Early Transition to Research Independence (from November 2008 *Extramural Nexus*)
- NOT-OD-09-021 Early Stage Investigator Policy
- Prepare Now for the Switch From PureEdge to Adobe (from November 2008 *Extramural Nexus*)



Questions

