



## UPDATE SPONSOR AND APPLICATION NUMBER

This procedure contains the entire process for updating the sponsor and application number.



Although primarily used for NIH proposals, this process can be used anytime the OSPIP CO receives updated information about the specific sponsor name, application #, or reference #, assigned by the sponsor.



When the application is assigned to a study group by NIH, that information is entered into eSRA by the OSPIP CO.

**CURRENT STATE**

Awaiting Response from Sponsor

View Submission

Printer Version

Print PIF View

**My Activities**

- Submission Rejected
- Update Sponsor and Application Number **1**
- Generate SF424 PDF
- Log General Comment
- OCO Co
- Email Te
- Upload D

1. Select the Activity: *Update Sponsor and NIH Application Number*.
2. Select the name of the specific NIH Institute.
3. Enter the NIH Application Number.
4. Upload the eApplication from NIH, eCover Letter, and any other documents to be saved with the submission.
5. Click "OK".
6. These uploaded documents will be available in the "History" tab.



You will need to save the eApplication from NIH to your hard drive or network to be able to upload it to eSRA.

Update Sponsor and NIH Application Number **2**

Select Name of Sponsor: NIH ENVIRONMENTAL HEALTH SCIENCES, NATL **2**

NIH Application Number: IR01E5021454-01 **3**

Comments:

Attach Documents:

**4**

Document	Description
<input type="button" value="Upload Revision"/> <input type="button" value="View"/>	eApplicationFP01.pdf(0.01) <input type="button" value="Delete"/>

**5**

**History**

Activity

Updated Sponsor And Application Number

- eApplication\_FP64.pdf
- eCover\_PF64.pdf

**6**