

NIH ONLY Grants.gov Electronic Submission
Outline prepared by OSR/SPO to assist with electronic NIH application packages
06/29/2009

NIH eRA Commons

1. Before submission:
 - a. PI must have an active eRA Commons account at least 2 weeks prior to submitting an electronic application. To obtain an account complete the form at this OSR web site: http://research.unc.edu/osr/links/era_form.php
 - b. PI should update the information contained in the eRA Commons Personal Profile tab especially the “Employments” section which include title, academic rank, address, as well as the “Degrees” section. The information contained here should match the information completed in the application package.
2. After submission:
 - a. PI should track the application once it is transmitted by Grants.gov to the eRA Commons - watch for submission errors/warnings, view the completed e-application and determine if the information was transmitted correctly.
 - b. If errors occur, the PI should work with the appropriate OSR/SPO Contract Specialist to resolve corrections and resubmit the application.

SF424 Specifics

1. All documents uploaded into the electronic package must be in PDF format
2. Form SF424 institutional information for UNC-CH:
 - #5 Applicant Information
 - Organizational DUNS: 608195277
 - Legal Name: The University of North Carolina at Chapel Hill
 - Office of Sponsored Research Division: Research
 - 104 Airport Drive, Suite 2200, CB 1350
 - Chapel Hill NC 27599-1350
 - #5 Person to be contacted on matters involving this application
 - Margaret Vigiolto
 - Phone: 919-843-7780
 - FAX: 919-962-5011
 - Email: grants@unc.edu
 - #6 Employer Identification
 - For PHS/HHS agencies 1566001393A1
 - For all other agencies 566001393
 - #7 Type of Applicant
 - Public/State Controlled Institution of Higher Education
 - #14a Congressional District of Applicant
 - NC-004
 - #14b Code appropriately to match response in #12 (areas affected by the project)
 - #17 State Executive Order 12372 question
 - No – to determine which ‘No’ box to check read funding announcement to determine if the program is covered by E.O. 12372
 - #18 Select the box for “I agree”

- #19 Authorized Representative
 - Tony Waldrop
 - Vice Chancellor for Research
 - The University of North Carolina at Chapel Hill
 - Office of Sponsored Research Division: Research
 - 104 Airport Drive, Suite 2200 CB 1350
 - Chapel Hill NC 27599-1350
 - Phone: 919-966-3411
 - FAX: 919-962-5011
 - Email: grants@unc.edu
3. Senior/Key Person Profile form
 - Profile for PI/PD - make sure the information contained in PI's eRA Commons Personal Profile matches the application – title, address, academic rank, degrees
 - “Credential, e.g. agency login” is the PI's eRA Commons USER ID (the one he/she uses to log onto the Commons). If the proposal includes “multiple PIs,” their USER ID is also required
 - Biosketch should not include headers/footer/page numbers
 4. Other Project Information form
 - #1 Human Subjects
 - ▶ If Human Subjects are involved but are exempt from Federal regulations under the *Common Rule for the Protection of Human Subjects*, enter the exemption number using the exemption decision matrix found at <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>
 - ▶ If Human Subjects are involved, enter the UNC-CH FWA Assurance Number – 00004801
 - #2 Vertebrate Animals
 - ▶ If Vertebrate Animals are involved, enter the UNC-CH Animal Assurance Number – A3410-01
 4. Cover Page Supplement form
 - #3 Applicant Organization Contact
 - Person to be contacted section will be pre-populated from the SF424
 - For Title and Address enter:
 - Contract Specialist
 - Office of Sponsored Research or Sponsored Programs Office (select one)
 - 104 Airport Drive, Suite 2200
 - Chapel Hill, NC 27599-1350
 5. Research Plan forms
 - Research Plan Attachments
 - Label each section with a section title
 - Convert each section to PDF format
 - Check each PDF to make sure chart and margins are correct
 - Check page limits and any necessary white space (charts/figures)
 - Human Subjects Section
 - If Human Subjects are involved and Exemption #4 was not claimed on the Other Project Information form, item 8 must be completed and 9-11 will need to be addressed as appropriate

- #15 Consortium/Contractual Arrangements

What to include in the electronic application: A paragraph explaining the programmatic, fiscal, and administrative arrangements to be made between UNC-CH and the consortium organization(s). If the consortium's activities represent a significant portion of the overall project, explain why UNC-CH rather than the consortium organization should be the grantee. NOTE: additional documents are to be included with the eIPF as documentation required by UNC-CH. These include a statement of work, budget and budget justification and letter of commitment from the consortium organization. Since these documents are not required by NIH, they will not be submitted with the application. Therefore, be sure to include pertinent information related to these documents in the Research Plan section, Resources, Biosketch as well as the Consortium Arrangements section.
 - #16 Letters of Support - One single PDF file must contain all letters of support from individuals confirming their roles in the project
6. Budget forms
- Select either the modular (\leq \$250K) or detailed budget ($>$ \$250K), do not submit both
 - Modular Budget
 - 1) If application involves multiple institutions, one must be designated as prime and complete the Modular Budget form and include the subcontract information in the budget justification section (separate budgets are not required by NIH).
 - 2) Budget Periods 1 up to 5
 - Start & End Dates for each budget period
 - Direct Costs – enter separate for Consortium F&A
 - Indirect Costs – indicate type: Salary & Wages, MTDC; on/off campus F&A rates
 - Cognizant Agency Information
 - DHHS, Division of Cost Allocation, Darryl Mayes, (202) 401-2808
 - Indirect Cost Rate Agreement Date: 11/06/2007
 - Cumulative Budget Information – in Budget Justification include personnel in person months, consortium in person months
 - Detailed Budget
 - 1) A detailed budget is required for each year of support requested; this also includes a detailed budget justification for the first year of support and general information for future years (as in past with NIH 398). The justification should explain all direct cost categories including personnel, equipment, travel, participant/trainee support, other direct cost items such as consultant services and subaward costs.
 - 2) Personnel costs must be reported in calendar months / academic months / summer months. NOTE: do not include personnel that will not be contributing any person months, this creates errors in Grants.gov transmittal. Instead, refer to these personnel in the budget justification as other significant contributors
 - 3) Subawards/Consortium/Contractual Costs totals for each year entered in Section F Other Direct Cost #5

- 4) Subawardee(s) must complete the Subaward Budget Attachment for each proposed year of support and include budget justification
- 5) Cognizant Agency Information (an optional field, but if completed, must be completed for each budget year requested)

DHHS, Division of Cost Allocation, Darryl Mayes, (202) 401-2808

- Subcontract Requirements for Modular & Detailed Budget

What to include in UNC-CH eIPF:

- 1) Statement of Work
- 2) Budget and Budget Justification
- 3) Letter of commitment from consortium organization signed by an authorized official

Submission Process

1. Department initiates eIPF (electronic Internal Processing Form) in RAMSeS <http://ramses.unc.edu> by completing the Start New Proposal (also known as General Information) screen and Investigators/Research Team screen.
2. The eIPF creator completes additional sections of eIPF and attaches the following:
 - a. Proposal Announcement Guidelines
 - b. Budget and budget justification
 - c. Subcontractor documents – letter of commitment, budget, budget justification, scope of work (as applicable)
 - d. Representations & Certifications (as applicable)
 - e. Electronic application package marked as DRAFT or FINAL
3. The eIPF creator initiates routing of the eIPF for departmental approval(s). When routing the eIPF be sure to allow enough time for it to be received in OSR/SPO at least 5 business days prior to the agency receipt date.
4. If the FINAL electronic application package is not included with the eIPF, it must be transmitted to OSR/SPO at least 5 business days prior to agency receipt date by uploading the application package through RAMSeS using the Attachments tab
5. OSR/SPO reviews and submits the electronic application package to Grants.gov and tracks its verification
6. Once Grants.gov transmits the application to NIH, it should be tracked in the eRA Commons by the PI (see previous section eRA Commons, [After Submission](#)) as well as by OSR/SPO checking for submission errors, final acceptance and committee assignment