

## Updating Grants.gov Forms: FORMS-C

NIH's electronic Research Administration (eRA) periodically implements updated versions of the federal-wide SF424 (R&R) and agency-specific PHS electronic grant application forms in order to remain current with the most recent form sets available through Grants.gov and approved by the Office of Management and Budget.

NIH and other agencies serviced by eRA use the 'Competition ID' field of Grants.gov application packages for quick and easy identification of the forms being used for a particular Funding Opportunity Announcement or individual application package.

NIH will introduce application packages with a Competition ID of '**FORMS-C**' following the schedule outlined in [NOT-OD-13-074](#).

### *Changes to Grants.gov federal-wide forms included in 'FORMS-C' packages*

#### **SF424 (R&R) Cover**

- A new field for the 'Previous Grants.gov Tracking ID' will be included in item 4 of the SF424 (R&R) cover. Form behavior will be adjusted so that applications with Application Type of 'New' require an entry in the 'Previous Grants.gov Tracking ID' field rather than requiring an entry in the 'Federal Identifier' field.
- The Person to be contacted section of the Applicant Information on the SF424 (R&R) cover will be expanded to include the additional contact information we have been including on the PHS 398 Cover Page Supplement form.
  - The additional contact information will be removed from the PHS 398 Cover Page Supplement.
- The label for the 'SFLL or other Explanatory Documentation' on the SF424 (R&R) cover will be changed to 'SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation.'
- A new 'Cover Letter Attachment' will be added to the SF424 (R&R) cover.
  - We will no longer use a separate PHS Cover Letter form. However, NIH will continue to keep the Cover Letter separate from the assembled application image and available only to authorized staff.

#### **Other Project Information**

- The question 'Does the Project have an actual or potential impact on the environment' has been changed to 'Does the Project have an Actual or Perceived Impact – positive or negative – on the environment.'

#### **R&R Budget and associated subaward budget**

- Bug fix; expanding 'Number of Participants/Trainees' allowed on cumulative budget from 999 to 9999 (currently maxing out the number on all the budget periods causes the application to fail because the form doesn't allow a bigger number for the cumulative total)

#### **R&R Sr/Key Person Expanded**

- Allowing data entry for up to 100 Sr/key persons (old limit was 40)
- Biosketch will continue to be required on Adobe forms, but will not be enforced by Grants.gov systems for system-to-system submissions
  - eRA will enforce the inclusion of biosketch for every Sr/Key person through post-submission agency validations

#### **Project/Performance Site Locations**

- Allowing data entry for up to 300 sites (old limit was 30)

## ***Changes to PHS forms included in 'FORMS-C' packages***

### **Planned Enrollment Report form & Cumulative Inclusion Enrollment Report Form**

- Adding optional inclusion forms in our packages to allow for the collection as discrete data rather than pdf attachments
  - Removing attachment fields from PHS Research Plan, PHS Career Development Award Supplemental Form and PHS Fellowship Supplemental Form

### **PHS 398 Career Development Award Supplemental Form**

- Removing Inclusion attachments
- Adding a new attachment for 'Letters of Support from Collaborators, Contributors, and Consultants'
- Renaming attachment from 'Career Development/Training Activities During Award Period' to 'Candidate's Plan for Career Development/Training Activities During Award Period'
- Renaming attachment from 'Mentoring Plan' to 'Candidate's Plan to Provide Mentoring (as applicable)'
- Changing form section header from 'Statements of Support' to 'Statements and Letters of Support'
- Form adjustments to format and numbering

### **PHS Fellowship Supplemental Form**

- Removing Inclusion attachments
- Updating OMB Number to '0925-0001'
- Form adjustments to format and numbering

### **PHS 398 Research Plan**

- Removing Inclusion attachments
- Form adjustments to format and numbering

### **PHS 398 Training Program Plan**

- Removing 'Application Type' section
- Removing 'Research Training Program Plan Attachment' header
- Renaming attachment field from 'Introduction to Application (for REVISION or RESUBMISSION applications only)' to 'Introduction to Application (for RESUBMISSION or REVISION only)'
- Form adjustments to format and numbering

### **PHS 398 Training Subaward Budget Attachment Form**

- Allowing for up to 30 subaward budget attachments instead of 10

### **PHS 398 Cover Page Supplement**

- Removing Applicant Organization Contact information that will be included on SF424 R&R cover
- Add fields from PHS 398 Checklist form
  - We will no longer use the separate PHS 398 Checklist form
- Allowing for collection of up to 200 stem cell lines (previous limit was 20)