

NIH Verification Process for Grants.gov

1. After review and approval, RSP (AOR) submits the application & tracks entering Grants.gov Tracking Number (e.g. GRANT000...) in PALS Agency Reference field.
2. In accordance with the tables below, designated parties receive subsequent receipt, validation and possibly error emails. Action by the PI or Department Administrator is only required if:
 - a. NIH emails containing “ACTION REQUIRED...” is received. If so, a Changed/Corrected Application must be submitted with the following changes included.
 - i. Fix the errors listed on the Commons. Warnings do not have to be corrected. Please see: http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm for information if the errors are difficult to interpret
 - ii. Check changed/corrected box
 - iii. Federal ID box – NA for new. Assigned award No (1R01..) if continuation/revision/renewal/supplement.
 - iv. Cover letter if submitted must be revised.
 - v. Reroute the application, and see step #1..
 - b. PI after receiving “VALIDATIONS COMPLETE...” email enters the NIH Commons and determines that the application has not compiled correctly or that there are portions that need to be changed.
 - i. Fix the pages or sections that did not compile correctly.
 - ii. See step 2.a.ii. above.

RSP receives emails from Grants.gov:

TITLE/SUBJECT	WHEN	SENT TO WHOM	TEXT
Grants.gov Submission Receipt GRANT00012345	When application has been received by Grants.gov and is being validated	Authorized Organizational Representative (AOR) at RSP	Text
Grants.gov Rejection Notice for Application GRANT00012345	When the application is not validated because of errors (e.g., the application was sent after the closing date)	AOR	Text
Grants.gov Submission Validation Receipt for Application GRANT00012345	When Grants.gov has validated the application and is preparing it for retrieval by the Grantor agency.	AOR	Text
Grants.gov Grantor Agency Retrieval Receipt For Application GRANT00012345	When the application has been retrieved by the Grantor agency.	AOR	Text
Grants.gov Agency Tracking Number Assignment For Application	When the application has been reviewed by the Grantor agency and assigned an Agency Tracking Number	AOR	Text

Then you receive NIH Emails:

TITLE/SUBJECT	WHEN	SENT TO WHOM	TEXT
Validations Complete/ Check Assembled Application , Grants.Gov Tracking Number <tracking number>, PI <PI name>	After successful processing of a Grants.gov submission with no warnings or errors	SO* & PI, with cc: to the Person to be Contacted**.	Text for PI Text for SO
Validations Complete/Check Assembled Application, Grants.Gov Tracking Number <tracking number>, PI <PI name> - Warnings Only	After successful processing of a Grants.gov submission with at least one warning but no errors.	SO* & PI, with cc: to the Person to be Contacted**.	Text
ACTION REQUIRED TO CONTINUE NIH GRANT APPLICATION SUBMISSION, Grants.gov tracking number <tracking number>, PI <PI name> - Errors and/or Warnings	After processing of a Grants.gov submission through the Exchange, if at least one error has been generated.	SO* & PI, with cc: to the Person to be Contacted**.	Text
ACTION REQUIRED TO CONTINUE NIH GRANT APPLICATION SUBMISSION, Grants.gov tracking number <tracking number>, PI <PI name> - Missing or Invalid eRA Commons Username (Note: If this error occurs, the application will NOT assemble in the NIH Commons and no person logging in will be able to access the compiled application pdf.)	After processing of a Grants.gov submission through the Exchange if the Commons account was missing or invalid.	SO* & PI, with cc: to the Person to be Contacted**.	Text
ACTION REQUIRED TO CONTINUE NIH GRANT APPLICATION SUBMISSION, Grants.gov tracking number <tracking number>, PI <PI name> - System Error	After NIH receives the application but system errors prevent NIH processing	SO* & PI, with cc: to the Person to be Contacted**.	Text
eRA Commons: SO has refused electronic application - PI: [PI Last Name, First Name]	If the SO rejects the application.	PI on the application; SO who refused application	Text
eRA Commons: NIH has auto verified electronic application AN # [Accession num]; PI: [PI Last Name, PI First Name]; Title: [Project Title]	Two business days after an error-free application is assembled in eRA Commons	PI on the application; SO at email address that was received on the eSubmission data stream	Text

Note:

* using the email address that has been provided for “Authorized Representative,” in block 19 of the 424 (R&R) form.

** using the email address that has been provided for the “Person to be contacted on matters involving this application,” in block 5 of the SF424 (R&R) form.