

H3Africa

NIH Resources for Applicants and Grantees

I. NIH “All About Grants” Information and Tutorials

- NIH All About Grants: https://grants.nih.gov/grants/about_grants.htm
 - Grants Process Overview: https://grants.nih.gov/grants/grants_process.htm
 - Grant process (video): https://www.youtube.com/watch?v=rNwsg_PR90w
 - How to Apply: https://grants.nih.gov/grants/how_to_apply.htm
 - Peer Review Process: https://grants.nih.gov/grants/peer_review_process.htm
 - Center for Scientific Review (video): <http://public.csr.nih.gov/Pages/default.aspx>
 - Award Management: https://grants.nih.gov/grants/managing_awards.htm
 - Payment Management System (FAQ): <http://grants.nih.gov/grants/payment/faqs.htm>
 - Foreign Grants Information: <https://grants.nih.gov/grants/foreign/index.htm>
- All About Grants Podcast: https://grants.nih.gov/podcasts/All_About_Grants/index.htm
The Office of Extramural Research (OER) talks to NIH staff members about the ins and outs of NIH funding. Designed for investigators, fellows, students, and research administrators.
- NIAID All About Grants Tutorials and Samples:
<https://www.niaid.nih.gov/researchfunding/grant/pages/aag.aspx>
- Initiative on Research and Innovation Management (iRIM) - Research Administration Online Tutorials and Presentations. <http://researchadministrationtools.org/>
A partnership program funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and managed by the NIH, Fogarty International Center (FIC) and the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD).

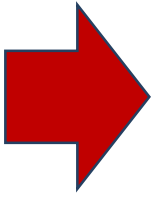
GETTING STARTED !

II. Electronic Submission

NIH Required Registrations:

Electronic submission of grant applications is required for most NIH application types. Applicants from international organizations must fulfill additional requirements to register for

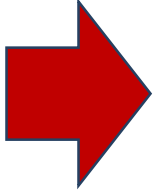
the electronic submission of grant applications. Registration can be a lengthy process and international organizations are especially encouraged to register early.



Applicant Organizations

Applicant organizations must complete and maintain the following registrations as described in the SF 424 (R&R) Application Guide to be eligible to apply for or receive an award. All registrations must be completed prior to the application being submitted. Registration can take 6 weeks or more, so applicants should begin the registration process as soon as possible. The NIH Policy on Late Submission of Grant Applications (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-039.html>) states that failure to complete registrations in advance of a due date is not a valid reason for a late submission.

- a. **Dun and Bradstreet Universal Numbering System (DUNS)**
(<http://fedgov.dnb.com/webform>) - All registrations require that applicants be issued a DUNS number. After obtaining a DUNS number, applicants can begin both SAM and eRA Commons registrations. The same DUNS number must be used for all registrations, as well as on the grant application.
- b. **NATO Commercial and Government Entity (NCAGE) Code**
(<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>) – Foreign organizations must obtain an NCAGE code (in lieu of a CAGE code) in order to register in the System for Award Management (SAM).
- c. **System for Award Management (SAM)**
(<https://www.sam.gov/portal/SAM/#1>) (formerly CCR) – Applicants must complete and maintain an active registration, **which requires renewal at least annually**. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations which have not already been assigned a CAGE Code.
- d. **eRA Commons**
(<https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>) - Applicants must have an active DUNS number and SAM registration in order to complete the eRA Commons registration. Organizations can register with the eRA Commons as they are working through their SAM or Grants.gov registration. eRA Commons requires organizations to identify at least one Signing Official (SO) and at least one Program Director/Principal Investigator (PD/PI) account in order to submit an application. **Allow 2 weeks to complete organization registration in the eRA Commons.**
- e. **Grants.gov**



(<http://www.grants.gov/web/grants/applicants/organization-registration.html>) – Applicants must have an active DUNS number and SAM registration in order to complete the Grants.gov registration. **Grants.gov registration can take up to 8 weeks for international organizations.**

Program Directors/Principal Investigators (PD(s)/PI(s))

All PD(s)/PI(s) must have an eRA Commons account

(<https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>).

PD(s)/PI(s) should work with their organizational officials to either create a new account or to affiliate their existing account with the applicant organization in eRA Commons. If the PD/PI is also the organizational Signing Official, they must have two distinct eRA Commons accounts, one for each role. Obtaining an eRA Commons account can take up to 2 weeks.

NIH Submission Process:

- Applying Electronically: <http://grants.nih.gov/grants/ElectronicReceipt/index.htm>
- Applying Electronically - Finding Help:
<https://grants.nih.gov/grants/ElectronicReceipt/support.htm>
- ASSIST: NIH's online system for the preparation, submission and tracking of grant applications through Grants.gov to NIH
<http://grants.nih.gov/grants/ElectronicReceipt/assist.htm>
<https://www.youtube.com/watch?v=DZjW9Glp0eQ> (video)
- Applying Electronically - Avoiding Common Errors:
https://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm
- NIH eSubmission Tips for International Applicants (PDF)
http://grants.nih.gov/grants/electronicreceipt/files/Tips_for_International_Applicants.pdf
NIH eSubmission Tips: <https://www.youtube.com/watch?v=p79xDP5zz10> (video)
- Webinars - Electronic Submission of Grant Applications for Foreign Institutions (2012)
http://grants.nih.gov/grants/webinar_docs/webinar_20120927.htm

III. NIH Grants Policy

The NIH Grants Policy Statement (NIHGPS) is intended to make available to NIH grantees, in a single document, the policy requirements that serve as the terms and conditions of NIH grant awards. This document is also designed to be useful to those interested in NIH grants by providing information about NIH—its organization, its staff, and its grants process.

- NIH Grants Policy Statement (11/15) (NIH GPS):
 - <http://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm>

➤ **GRANTS TO FOREIGN INSTITUTIONS, INTERNATIONAL ORGANIZATIONS, AND DOMESTIC GRANTS WITH FOREIGN COMPONENTS (11/15):**

http://grants.nih.gov/grants/policy/nihgps/HTML5/section_16/16_grants_to_foreign_institutions_international_organizations_and_domestic_grants_with_foreign_components.htm

- Public Policy Requirements and Objectives
- Funding and Payment
- Allowable and Unallowable Costs
- Reporting and Record Retention

IV. Research Involving Human Subjects:

<http://grants.nih.gov/grants/policy/hs/index.htm>

V. Research Involving Animals: <http://grants.nih.gov/grants/policy/air/>

VI. Additional NIH Resources:

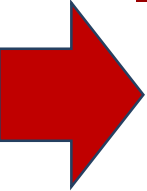
- NIH Guide for Grants and Contracts: <http://grants.nih.gov/grants/guide/index.html>
- NIH Forms and Applications: <http://grants.nih.gov/grants/forms.htm>
- NIH Rigor and Reproducibility: <http://grants.nih.gov/reproducibility/index.htm>
- NIH Grant Writing 101 (01/13 video):
<https://videocast.nih.gov/Summary.asp?File=17759&bhcp=1>
PDF: https://www.nichd.nih.gov/about/meetings/2013/Documents/Milgram_grants_nichd_080213.pdf
- NIH Genomic Data Sharing Policy: <https://gds.nih.gov/03policy2.html>
- NIH Glossary – Abbreviations, Definition of Terms:
http://grants.nih.gov/grants/policy/nihgps/HTML5/section_1/1.1_abbreviations.htm

RESOURCES FOR INTERNATIONAL INVESTIGATORS

- *NIH Information for Foreign Applicants and Grantees:*
<http://grants.nih.gov/grants/foreign/index.htm>
- *NIH Office of Extramural Research Frequently Asked Questions (FAQs):*
http://grants.nih.gov/grants/frequent_questions.htm
- *Fogarty International Center (FIC): Global Health Resources:*
<http://www.fic.nih.gov/Global/Pages/default.aspx>
- *FIC: E-learning Resources for Global Health Researchers:*
<http://www.fic.nih.gov/Global/Pages/training-resources.aspx>

- *NIAID: Grants Policy and Management Training for Foreign Investigators:*
<https://www.niaid.nih.gov/researchfunding/int/grantspolicy/pages/default.aspx>
- *NIAID: Strategy for NIH Funding:*
<https://www.niaid.nih.gov/researchfunding/grant/strategy/pages/default.aspx>
- *NIH Research Portfolio Online Reporting Tools (RePORT):* <http://report.nih.gov/index.aspx>
 - Provides access to reports, data, and analyses of NIH research activities
 - The RePORT Web site publishes NIH extramural awards by Foreign site by fiscal year
- *NIH World RePORT:* <http://worldreport.nih.gov/>
An illustrative mapping database system designed to facilitate communication and coordination of biomedical research funded by major government agencies and philanthropic organizations around the world. The initial effort, created by the NIH focuses on research performed in Sub-Saharan Africa using data supplied by several members of the Heads of International Research Organizations (HIRO), of which the NIH is a member.
- *Limited Connectivity E-learning Resources - eGranary Digital Library:*
<http://www.widernet.org/egranary/>
An off-line information collection providing instant access to over 30 million Internet resources to institutions lacking adequate Internet access.
- *Genome Wide Association Studies (GWAS):* <http://gwas.nih.gov>

RECOMMENDED NIH LISTSERVS

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- **H3Africa Mailing List:** Join by sending an email to this address: h3africa@nih.gov
 - **NIH Extramural Nexus:** <http://nexus.od.nih.gov/all/subscribe/>
 - **NIH Guide for Grants and Contracts:** <http://grants.nih.gov/grants/guide/listserv.htm>
 - **Electronic Submission and eRA Commons News and Updates:**
http://era.nih.gov/about_era/get_connected.cfm
 - **NIH/Fogarty International Center Funding News for global health researchers and partners:**
<http://www.fic.nih.gov/News/Pages/subscribe.aspx>
 - **NIH Grant Process (videos):**
<https://www.youtube.com/channel/UC1ZUJIWDf-3ltBo8301YF-A>
 - **NIH Social Media:** https://grants.nih.gov/grants/social_media.htm

CONTACTS

- **General Grants Information**

Phone: 301-435-0714

Fax: 301-480-0525

Email: GrantsInfo@nih.gov

Hours: Monday-Friday 8:30 a.m. to 5 p.m. EST

Contact for assistance with:

- Finding grant-related information, resources, guidelines, and contacts
- Identifying grant programs
- General questions about the electronic submission process and application forms, and the review and award processes

- **Dun & Bradstreet (DUNS)**

Toll-free: 1-866-705-5711

Email: govt@dnb.com

URL: <http://fedgov.dnb.com/webform>

Contact for assistance with: Obtaining a DUNS number (required for CCR and Grants.gov registration)

- **North Atlantic Treaty Organization (NATO) Commercial and Government Entity (CAGE) = NCAGE Code**

Toll Free: 1-888-227-2423

International: 269-961-7766

Email: NCAGE@dla.mil

Contact for assistance with: Obtaining an NCAGE code (required for CCR registration)

- **System for Award Management (SAM)**

Fed Info: 1-800-FED-INFO

Toll Free: 866-606-8220

International: 334-206-7828

Web: <https://www.fsd.gov>

Hours: Monday-Friday 8:00 a.m. to 8:00 p.m. EST

URL: <http://www.sam.gov>

Contact for assistance with:

Registering your organization

Registering your e-Business Point of Contact

Renewal of entity registration and information update

- **eRA Service Desk** (formerly the eRA Commons Help Desk): <http://grants.nih.gov/support/>

Toll-free: 1-866-504-9552

Phone: 301-402-7469

Hours: Mon-Fri, 7:00a.m. to 8:00p.m. U.S.Eastern Time (closed on federal holidays)

Contact for information/questions on:

- ASSIST
- eRA Commons
- eRA Commons Registration
- eRA errors and warnings
- Status of the application
- Post-award administration

▪ **Grants.gov Contact Center**

International: 606-545-5035

Toll-free: 1-800-518-4726

Email: support@grants.gov

Hours: 24 hours a day, 7 days a week (closed on Federal Holidays)

Web ticketing/live chat: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Contact for assistance with:

- Grants.gov Registration
- Downloading or navigating forms
- Technical aspects of submitting to the Grants.gov system