

## Adobe Forms D for NIH proposals – eSRA Information Sheet and FAQs

This document provides information about eSRA’s implementation of the new NIH requirements for use of Adobe Forms D. eSRA was updated May 6 & 7, 2016 to accommodate the new requirements. Forms D applications are required for all NIH applications submitted for deadlines after May 25, 2016.

If you have questions, concerns, or experience any problems with eSRA, please report them to immediately [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov). We tested the new forms extensively and this document contains information about what we discovered and what you can expect.

### How can I find out more information about NIH’s requirements?

Get NIH information directly from the NIH site. You can search their website, or you might want to start with the Nexus article, ‘Gearing Up for FORMS-D’ found at <https://nexus.od.nih.gov/all/2016/02/29/gearing-up-for-forms-d/>

### Can I use my current proposal if I already started the proposal in eSRA, but did not yet identify the Grants.gov application package in question 3.a?

Yes, just enter the correct Adobe Forms D application package.

### Can I use my current proposal if I already started the proposal in eSRA, and picked an Adobe Forms D Grants.gov application package in question 3.a before the upgrade?

Probably. We tested this scenario and the Grants.gov application seemed fine, and new functionality should implement as soon as you use the ‘Update SF424’ activity. The validations you see might be different because new NIH requirements are included in the upgrade.

### Can I use my current proposal if I already linked an Adobe Forms C Grants.gov application package in question 3.a?

No, eSRA cannot change the Grants.gov application package after it is downloaded and attached to your proposal. Copy the existing proposal, and then discontinue it. In the new proposal, answers to questions will be retained and you will be able to identify and link the new Adobe Forms D application package in question 3.a.

### What about DOD, NASA, DOE, and other federal agencies?

NIH is the only agency we are aware of that is moving to Grants.gov Adobe Forms D.

### Can I use the same Parent FOAs?

- No. Our review of a sampling of parent announcements indicate they have been re-issued with new numbers. For example: PA-13-302 has been re-issued as PA-16-160
- Make sure to select the correct funding opportunity to download the correct set of forms.
- If you find a solicitation with a number indicating a release prior to FY 16, double-check that you are making a correct choice. (The middle # in NIH’s numbering sequence indicates the fiscal year when the solicitation was published.)
- As of the date of this notice, Form D application packages for the F32 fellowship applications due August 8<sup>th</sup> had not been published. Please check with NIH before starting any fellowship applications to make sure the new Form D packages are available.
- See the NIH website for a full list of the Parent Announcements: [http://grants.nih.gov/grants/guide/parent\\_announcements.htm](http://grants.nih.gov/grants/guide/parent_announcements.htm)

<b>R01</b>	NIH Research Project Grant (Parent R01)	<b>PA-16-160</b>	NIH
<b>R01</b>	Research Project Grant (Parent R01)	<b>PA-13-302</b>	NIH

### Will eSRA still accept Adobe Forms C for NIH?

Yes, eSRA still functions correctly if you are submitting an application with Adobe Forms C, which might be the correct choice in the next couple of months for those situations where the PI has continuous submission capability. NIH has published information about how to choose the correct set for those PIs.

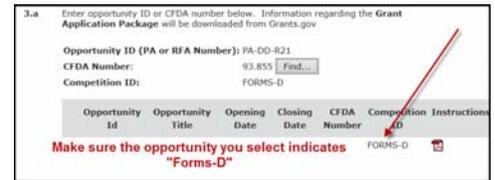
Updated: May 6, 2016

## What happens if I prepare my application with an Adobe Form C package instead of Adobe Forms D?

- The rejection for selecting the wrong application package will occur at NIH, not with eSRA or Grants.gov.
- You will need to prepare and submit a replacement application using the correct application package before the submission deadline.
- Our understanding is that making the wrong selection will not be justification for a late submission

## How can I be sure I have a Forms-D package?

When you click 'Find' on View 3.0 in eSRA to pull the application package from Grants.gov, confirm you have a FORMS-D package before selecting it.



3.0 Enter opportunity ID or CFDA number below. Information regarding the Grant Application Package will be downloaded from Grants.gov

Opportunity ID (PA or RFA Number): PA-DD-R21  
CFDA Number: 93.855   
Competition ID: FORMS-D

Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID	Instructions
					FORMS-D	

Make sure the opportunity you select indicates "Forms-D"

I received this error message, 'Some of the required forms are not supported. Submission would not occur electronically.' What do I do?

- First, don't panic.
- Submit a help request immediately to [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov) and include a screen shot of the entire View 3.1 and your eSRA proposal number we will investigate each instance individually.

### 3.1 Grants.gov Required Proposal Forms

Some of the required forms are not supported. Submission would not occur electronically.

## What's new?

There are a few changes with the R01, R21, and F32 types of proposals. These new features are incorporated into the Adobe forms and the validation process, but are not yet included in the eSRA Views:

### If there Biological or Chemical Resources:

- If applicable, upload the "Authentication of Key Biological and/or Chemical Resources" directly in the SF424 application on the PHS 398 Research Plan View, item #15

### If there are Human Subjects in the Research:

- Upload the newly required document "Data Safety Monitoring" directly in the SF424 application on the PHS 398 Research Plan View, item #6

### If there are Vertebrate Animals:

- Answer the new questions related to vertebrate animal euthanasia directly in the SF424 application on the PHS 398 Cover Page Supplement – Page 1 View, box #2

### If there are subawards and you are using the SF424 Research & Related Budget:

- The problems we've been experiencing uploading subaward documents in eSRA View 9.1 has been resolved by this upgrade. Remember, when you have subaward budgets, it takes a little bit longer for the 'Update SF424' activity to run and larger proposals take longer for the 'Validate Proposal and SF424' activity to run, but the validation process should not get stuck. If you experience a problem, please report it immediately.
- The subaward budget for Forms D is the same as Forms C.
- eSRA will be updated soon to make it clear Version C and D are the same. For now, you can select the Form C subaward budget form, if needed. If you are concerned, contact the eSRA help desk for additional information.

### 9.1.b Download the SF424 Subaward PDF form and send to the subawardee.



Download R&R Subaward Budget forms (version B)

Download R&R Subaward Budget forms (version C)

## I still have questions.....

If you have questions about NIH policies or your specific proposal, contact your Contracts Officer.

If you have questions about eSRA's functionality or implementation for Adobe Forms D, contact [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov)