

NIH Returns to a Two-day Error Correction Window for Applications

Notice Link: [NOT-OD-10-088](#)

Effective May 8, 2010, NIH, AHRQ, NIOSH, and FDA will return to a two (2) business day "error correction window" (i.e., the time allowed after the submission deadline for an applicant to address NIH system-identified errors/warnings) for electronic and competing paper-based PHS 398 grant applications.

REMINDER: In order to take advantage of the error correction window and still be considered "on-time," an application must meet the following criteria:

- All required registrations must be complete prior to the initial submission.
- The initial submission to Grants.gov (for an electronic application) must have a timestamp on or before 5:00 p.m. local time of the submitting organization on the submission deadline.
- Errors/warnings must be corrected within the two business days following the submission deadline.
- The Authorized Organization Representative is expected to enforce that all application changes made within the window are restricted to those necessary to address system-identified errors/warnings. *NIH may reject any application that includes additional changes.*
- If submitting a changed/corrected application after the submission deadline (i.e., within the error correction window), the applicant must include a cover letter attachment that provides proof of "on-time" submission (e.g., original Grants.gov tracking number and/or help desk ticket numbers that confirm a system issue) and documents the changes made to the application.
- This return to the two-day error correction window does not affect the two-day viewing window, which allows applicants to view an assembled electronic image of their application in the eRA Commons upon submission of an error-free application.

NIH Makes xTrain Mandatory as of January 2011

Notice Link: [NOT-OD-10-072](#)

Beginning January 1, 2011, NIH will require the use of the xTrain Commons module to electronically prepare and submit the PHS 2271 Statement of Appointment form and PHS 416-7 Termination Notice for the following institutional research training, fellowship*, education, and career development awards:

- Kirschstein-NRSA undergraduate institutional training grants (T34 – appointment forms only)
- Kirschstein-NRSA predoctoral and postdoctoral institutional training grants (T32, T35, T90, TL1, and TU2)
- Kirschstein-NRSA fellowships (F30, F31, F32, and F33 – termination notices only)*
- National Library of Medicine institutional training grants (T15)
- Research education awards (R25, R90)
- Institutional career development awards (K12, KL2, KM1)

After January 1, 2011 Paper will NOT be accepted

Training Resources and Instructions for using the system can be found at:

http://era.nih.gov/services_for_applicants/other/xTrain.cfm

***EMAIL sponsored.projects@dartmouth.edu to request eRA Commons accounts for Trainees.**

NIH Amends Policy on Submission of Late Grant Application Materials Prior to Initial Peer Review

Release Date: March 19, 2010

Notice Link: [NOT-OD-10-070](#)

REMINDER: All additional materials must conform to NIH policy on font size, margins, and paper size as referenced in Part I.2.6 of the applicable application instructions. NIH additional form pages such as budget, biographical sketches, and other required forms must follow NIH standards for required NIH form pages.

If additional material is not required on a form page, follow the page limits below:

- If the Research Strategy section of the application is limited to 12 pages, additional materials must be limited to **two** printed pages.
- If the Research Strategy section of the application is limited to fewer than 12 pages, additional materials must be limited to **one** printed pages.
- If the Research Strategy section of the application is allowed greater than 12 pages, additional materials must be limited to **three** printed pages.
- If the application has subprojects or cores, the page limits for additional materials follow the page limit of the Research Strategy of each subproject or core, as indicated above.

The [Best Practice Guidelines for Accepting Additional Grant Application Materials](#) (MS Word - 62 KB) are amended in accord with this Notice. Note, however, that these amendments reflect current NIH Policy and as such are requirements.

Communication to the Scientific Research Officer (SRO) must include the concurrence of a Dartmouth Authorized Organizational Representative (AOR) .

****Supplement materials should be sent to your OSP Pre-Award Contact to be endorsed and forwarded on by the Dartmouth AOR.**

****NIH will not accept supplemental materials from the PD/PI only or with a "cc" to the Dartmouth AOR.**

NIH UPDATES
