



January 30, 2019

Key Information for February NIH Due Dates

REVISED APPLICATION INSTRUCTIONS

A new [SF424 \(R&R\) Application Guide](#) was published in December 2018. *Significant Changes include:*

- Human Subjects & Clinical Trials Form:
 - Clarified and updated instructions (especially Section 2)
 - Updated character limits in some fields
 - Implementation of Inclusion Policy
- Research Plan: Updated instructions for several sections
- Other Project Info/HS Form: Implementation of Exemptions 7 and 8

NEW RESEARCH GRANT (R01) PARENT ANNOUNCEMENTS

PA-18-484 and *PA-18-345* have expired. Three new R01 announcements have replaced these. See the [NIH website](#) for details. For assistance in changing the FOA in InfoEd, see the [InfoEd FAQs](#).

NIH VALIDATIONS CHANGES

NIH system validations were updated in December. In some cases Errors & Warnings received upon submission will have changed. Be sure to run the [NIH Pre-Submission Validation](#) check in InfoEd to catch any Errors & Warnings before submission.

VALIDATING PROPOSAL IN INFOED

Go to Finalize, and complete these steps.

Finalize

- 1 BUILD PDF / FORM PAGES
- 2 ASSEMBLE APPLICATION
- SUBMIT FOR INTERNAL REVIEW
- 3 VALIDATION & SUBMISSION TO GRANTS.GOV
- NIH Commons Validation
- 4 NIH Pre-Submission Validation

FINAL CHECKLIST BEFORE YOU SUBMIT

- ✓ All Document Names are less than 50 characters, and they do not contain special characters.
- ✓ All Attachments adhere to NIH requirements for text color, font, type density, line spacing, page size, page limits, etc.
- ✓ Correct Budget format is used (Modular or Detailed).
- ✓ All Key Personnel have minimal Effort entered including Subaward PI.
- ✓ Appendix materials are not uploaded unless meeting NIH requirements.
- ✓ Application passes NIH Validations with no Errors.

INFOED QUESTIONS?

- SUPPORT LINK: Go to FAQs by clicking on [Support](#) at the bottom of each page in InfoEd. Also find Forms, Human Subjects & Clinical Trials resources, Budget instructions, etc.
- CONTACT UMIT: To expedite call 305-243-5999 or 305-284-6565, and select 1-4-1. Provide InfoEd Number and Due Date. UMIT will triage to a subject matter expert ASAP.



For additional information, please visit the ORA website at www.ora.miami.edu.

If you have any questions, please email us at ora-si@miami.edu.