

October 3, 2018

Key Information for Successful NIH Submission Through InfoEd Proposal Development

NEARLY 50 NIH APPLICATIONS DUE THIS WEEK

Submit Early! Avoid system slowdowns or unforeseen technical issues that may delay submission on deadline day.

FINAL CHECKLIST BEFORE YOU SUBMIT*

- ✓ All Document Names are less than 50 characters, and they do not contain special characters (ampersand, long dash, apostrophes, etc).
- ✓ All Attachments adhere to NIH requirements for text color, font size, 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.

*See *SF424 Application Guide and Funding Opportunity Announcement* for further information.

VALIDATING THE PROPOSAL

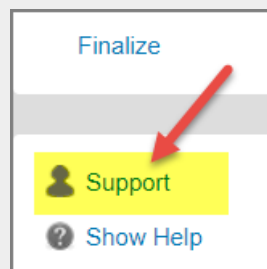
InfoEd validates proposals with NIH directly. Once the application is final:

- Go to Finalize and click on [Validation & Submission to Grants.gov](#).
- Click on the [NIH Pre-Submission Validation](#) button.

InfoEd will connect to the NIH ERA Commons, and provide the same validations you will receive upon submission to NIH.

NEED HELP WITH INFOED?

Click on the Support Link in the Main Menu of every proposal.



Quickly Access:

- InfoEd Forms
- FAQs
- NIH and Human Subjects/Clinical Trial Resources
- Budget Help
- Help Desk Information



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.