

Helpful Hints for Submitting an Electronic NIH Grant through Grants.gov

- The Office of Research requires receipt of completed Grants.gov applications 10 business days prior to the NIH submission deadline.
 - The CRE requires the completed application 3 business days prior to the Office of Research's deadline for review. This is subject to change based on the volume of grants being submitted in any given cycle.
- Read the NIH SF424 instructions well in advance of preparing your application.
- Download the PureEdge software from Grants.gov. The application package will not be viewable without PureEdge software.
- Download the application package from Grants.gov and navigate through it to get a feel for it.
- Use your specific Funding Opportunity Announcement in conjunction with the SF424 instructions.
- When the NIH requires specific forms to be used, be sure to use the most recent versions, which are available on the NIH's website under the NIH Forms and Applications section.
 - Forms are available for the Biographical Sketch, Targeted/Planned Enrollment Table, and the Inclusion Enrollment Report.
- Do not include headers or footers on any of the attached documents. These are automatically added to the pages after the grant is submitted.
- All of the attached files must be in PDF format.
- Do not use spaces or special characters in the file names. A through Z, a through z, and 0 through 9, Hyphen (-), underscore (_) are allowable.
- Type your eRA Commons username in the Senior/Key Person Profile component under the Credential field.