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To: All Faculty, Department Chairpersons, and Administrators
From: Grants and Contracts
Subject: Electronic Submissions and InfoEd- MSSM portal to NIH electronic submissions

The method to submit competing grant applications to the NIH is currently transitioning from paper applications to electronic applications. With each deadline, more proposal mechanisms will be required to be submitted electronically. The SF424 has been created so that NIH grant applications can be organized as an electronic proposal. The PHS 398 paper applications will, therefore, not be accepted, they will have been replaced by the SF424 application.

NIH Submission Deadlines: To read the chart, find the mechanism within the chart listed left-hand column.

The next column is a small description and the third column indicates which forms to be used for the application. "PHS" is the paper application, "SF424" is the electronic application.

The NIH submission deadlines are the dates listed in the last three highlighted columns. These deadlines apply for most applications, however, a funding opportunity announcement will also indicate if the application is to be submitted at a different time.

MSSM Deadlines Wizard: This transition has resulted in a necessary change in internal GCO deadlines.

Paper applications still have a 24 hour turnaround; electronic applications have at least a one-week turnaround. When the grant proposal is being submitted electronically, the entire SF424 application (including the research plan) must be complete and [internal paperwork](#) logged in to the GCO. Please electronically submit it first, and then bring in the GCO paperwork. This must be done by 11 a.m. on the day of the deadline.

As a reminder, NIH new or competing renewal applications use just-in-time concepts. For these applications only, IACUC or IRB applications can be submitted at a later date. These are not due until the NIH requests the just-in-time information.

InfoEd: The software system adopted by MSSM that will compile the SF424 and will be used as a portal to submit the grants to grants.gov. MSSM will not use PureEdge to assemble NIH applications; do not use the forms available through the NIH web site.

There is a team of people here at MSSM who will conduct classes and workshops to help with using InfoEd. The GCO is available to help with business or administrative issues regarding the applications and policies; the InfoEd team is there to help with using the software and completing the application. Information regarding the classes and workshops are available on the infoed [web site](#). All questions regarding the InfoEd software need to be emailed to them at infoed@mssm.edu.

eRA Commons: All information regarding the application after it has been submitted by the GCO will be found on the NIH eRA Commons web site (<https://commons.era.nih.gov/commons/>) Every Principal Investigator must have an eRA Commons username to submit an electronic application. To set

one up, please contact the GCO. You will need to provide the GCO with the first and last name of the user, and the user's preferred email address.

All NIH electronic grant applications are now in response to a funding opportunity announcement. Parent program announcements have been created for use by applicants who wish to submit what were formerly termed investigator-initiated or 'unsolicited' applications. These parent announcements can be found through the NIH [web site](#).

Be advised that ARMY and FDA applications are not supported by InfoEd. These applications can be put together using [PureEdge Viewer](#) and will be submitted through Grants.gov. The PureEdge application is not web-based and can only be used by one person at a time. It is too large to email without crashing the system, therefore, when sharing it with Co-Investigators or bringing it to GCO, put it on a CD or usb memory stick. More information can be found on the [Grants.gov](#) web site. There is a two week turnaround for these applications.

Any inquiries regarding applications, submissions, and the application process can be answered by the GCO. The GCO can be reached at grants@mssm.edu or (212) 659-8970. Any inquiries regarding the InfoEd software, classes, and workshops should go to the InfoEd Team infoed@mssm.edu .