April 22, 2011

To: University of Rochester Principal Investigators and Administrators

From: Ralph Kuncl, Provost and Executive Vice President

Re: UR Policy on NIH Commons Resubmissions

The following policy is being implemented immediately for grant submissions submitted through NIH Commons. The intent of this change is to facilitate the grant submission process for faculty, departments, and ORPA staff because too often grants are rejected and resubmitted (numerous times) for reasons that could have been averted.

UR POLICY ON NIH COMMONS RESUBMISSIONS

For the past several months an e-mail from the principal investigator (PI) has been required prior to ORPA submitting a proposal to NIH. The email must state that he/she has reviewed the entire application in the version sent to ORPA.   Also in the review, the PI is responsible for checking and affirming the following NIH requirements:

1. The proposal is complete and in its final form;
2. Accurate, compliant, and up-to-date Biosketches for Senior/Key personnel are attached;
3. All parts of the Research Plan are complete, compliant, and look fine as pdf attachments;
4. All required SF-424 R&R forms are complete; and
5. A cover letter is attached, if required by the Funding Opportunity Announcement or the circumstances.

THEREFORE, BECAUSE ELECTRONIC SUBMISSION SHOULD NOT BE AN OPPORTUNITY TO CORRECT OR CHANGE AN APPLICATION THAT WAS NOT IN FINAL FORM OR WAS NOT PROPERLY PROOFREAD, RESUBMISSION OF A PROPOSAL WHICH HAS REACHED THE NIH COMMONS ERROR-FREE WILL OCCUR ONLY WHEN TRANSMISSION PROBLEMS (MISSING OR GARBLED TEXT OR FIGURES) OCCUR.

I would also like remind you of the five-day internal deadline requirement for Grants.gov submissions located at http://www.rochester.edu/ORPA/Grants.gov/index.htm .

Should you have any questions, do not hesitate to contact your ORPA Research Administrator.

Cc: Mark Taubman
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        Members of SURG