UNIVERSITY *of* ROCHESTER

Memorandum

To: University of Rochester NIH Principal Investigators and Administrators

From: Robert Clark, *Interim Senior Vice President for Research and*
        Dean of the Edmund A. Hajim School of Engineering and Applied Sciences

Re: REMINDER -
**   UR Policies Regarding NIH Electronic Proposal Submissions**

February and March are busy months for NIH grant submissions. This is a prime time to remind everyone of the current UR policies and practices for NIH Commons submissions.

For over two years, it has been a requirement that prior to submission, the principal investigator (PI) send the Office of Research and Project Administration (ORPA) an email or a scanned memo stating 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 acceptable 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 (FOA) or the circumstances.

Despite this review and PI affirmation, there have been many requests for ORPA Research Administrators to reject and resubmit an application for missing files, typos, etc. PLEASE REMEMBER, resubmission of a proposal which has reached the NIH Commons ERROR-free will happen ONLY when transmission problems (missing or garbled text or figures) occur.

Please continue to carefully check the application to avoid these common, fatal ERRORS such as a missing Commons ID for the PD/PI, missing institution for Senior/Key Personnel, incorrect email address for the PI, file names with unusual characters such as "#, *, %, / and –".

Your adherence to these requirements will assist to ensure that grant submissions are successful, and that all proposals receive adequate review by ORPA Research Administrators.