

Common NIH & Grants.gov Submission Warnings:

- eRA Commons information:
 - PI's name – Make sure this field on the SF424 is **identical** to the record in eRA Commons, especially middle name/initial if applicable.
 - PI's Position/Title – Make sure this field on the SF424 is **identical** to the record in NIH Commons.
 - PI's Degree – Under Cover Page Supplement, please make sure the degrees entered match the record in the NIH Commons.
 - Instructions on updating eRA profile information available at <https://commons.era.nih.gov/commons-help/216.htm>
- SF424:
 - Federal Identifier - New project applications should leave this field blank, unless you are submitting a Changed/Corrected application. When submitting a changed/corrected “new” application, enter the Grants.gov Tracking Number which is assigned to the submission and received with the first email confirmation. If this is a resubmission, continuation, revision, or renewal application, enter the assigned Federal Identifier which is the previously assigned grant number. For submissions to NIH and other PHS agencies, an example of an assigned grant number is CA123456.
 - PI's Division under PI Contact Information should be included to prevent a warning on submission.
- Senior/Key Person Profile:
 - Credential – This is the unique user name used to log into eRA Commons. Anyone assigned to the PD/PI role must enter this information.
 - Project Role – Co-PI/PD is not used by NIH to represent a co-investigator. Select “Other” and then under “Other Project Role Category” type in Co-Investigator or Collaborator.
 - Include Other Significant Contributors after all Senior/Key personnel. Other Significant Contributors are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort. Also include a biosketch for OSC.
- Other Common Warnings:
 - Research Plan Page Limits – Items 2-5 (old a-d) may have more pages due to the breakdown of these sections. Some accommodation will be made for the “white space” of these sections. When combined, sections must fit within specified limitations for programs submitted to. (R03-10 pages; R01-25 pages; etc.)

- Headers and Footers – Do not include any headers or footers in any attachments. A header will be system generated that references the name of the PI. Page numbers will also be system generated as footers.
- NIH accepts the submission of either the modular budget or the detailed budget, but not both. Some applications will list both the modular and detailed budget components as “optional.” This is to allow the appropriate component to be chosen. Submission of either a modular or detailed budget is required for all grant applications, with the following exceptions: S10, X01, X02, C06, UC6, G20 and DP1. Choose one or the other, not both.
- All attached files must be in PDF form.
- Remember to check start and end dates. For new applications and revisions/amendments to new applications, the start date for the first budget year on the 424 RR Budget page must be the same as the proposed project start date listed on the SF424 (R&R) Cover page.