

Do I Have the Right Forms for My Application?



We are required to update our application forms from time to time to implement new regulations and requirements. When substantial changes are made in our applications, all applicants must use the same forms and instructions (referred to as an application package) to ensure a fair review.

How can I tell old application packages from new ones?

Each application package we post in Grants.gov has a “Competition ID”. We use this field to identify the version of forms and instructions included in the application package. Application form packages are designated alphabetically to indicate the most recent version (e.g., FORMS-H, FORMS-I). The Competition Title, which often accompanies the Competition ID, provides additional guidance to help you choose the appropriate application package (e.g., Use for due dates on or after January 25, 2025).

We’ll alert you to upcoming form changes through notices in our [NIH Guide for Grants and Contracts](#) and other communication channels noting the appropriate Competition IDs and timelines for their use.

Examples: Applications submitted to due dates on or after January 25, 2025 must use application packages with a Competition ID of FORMS-I.

Most of the time, funding opportunities have a single application package – just the one you need. During a transition to updated forms and instructions, there may be multiple application packages listed for a single funding opportunity.

When more than one application package is available, you should typically choose the most recent one. However, exceptions do exist. For example, if you are applying [late](#) or under our [continuous submission](#) policy and the older version was used for the intended due date, then you may need to select the earlier application package.

Which form instructions should I use?

The alphabetical indicator in the Competition ID of your forms must match the alphabetical indicator provided for the application form Instructions. If you’re using forms with a Competition ID of FORMS-I, then you will use Version I of the application form instructions.

Any Competition ID that includes “FORMS-I” (e.g., FORMS-I-REVISED, FORMS-I1, FORMS-I-ADMINSUPP-RESEARCH) would use Version I of the instructions.

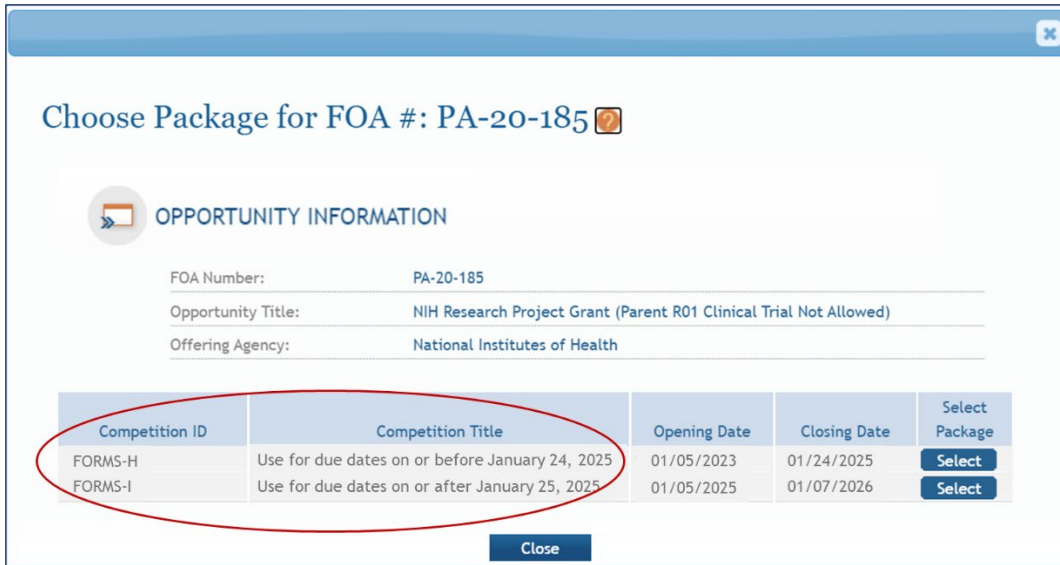
Where will I see the Competition ID when preparing my application?

The Competition ID is visible in different places depending on your submission method:

- [Visibility of Competition ID in ASSIST](#)
- [Visibility of Competition ID in Grants.gov Workspace](#)
- [Visibility of Competition ID in System-to-system Solutions](#)

ASSIST Application Initiation

You can select the application package when initiating if more than one is available.



Choose Package for FOA #: PA-20-185

OPPORTUNITY INFORMATION

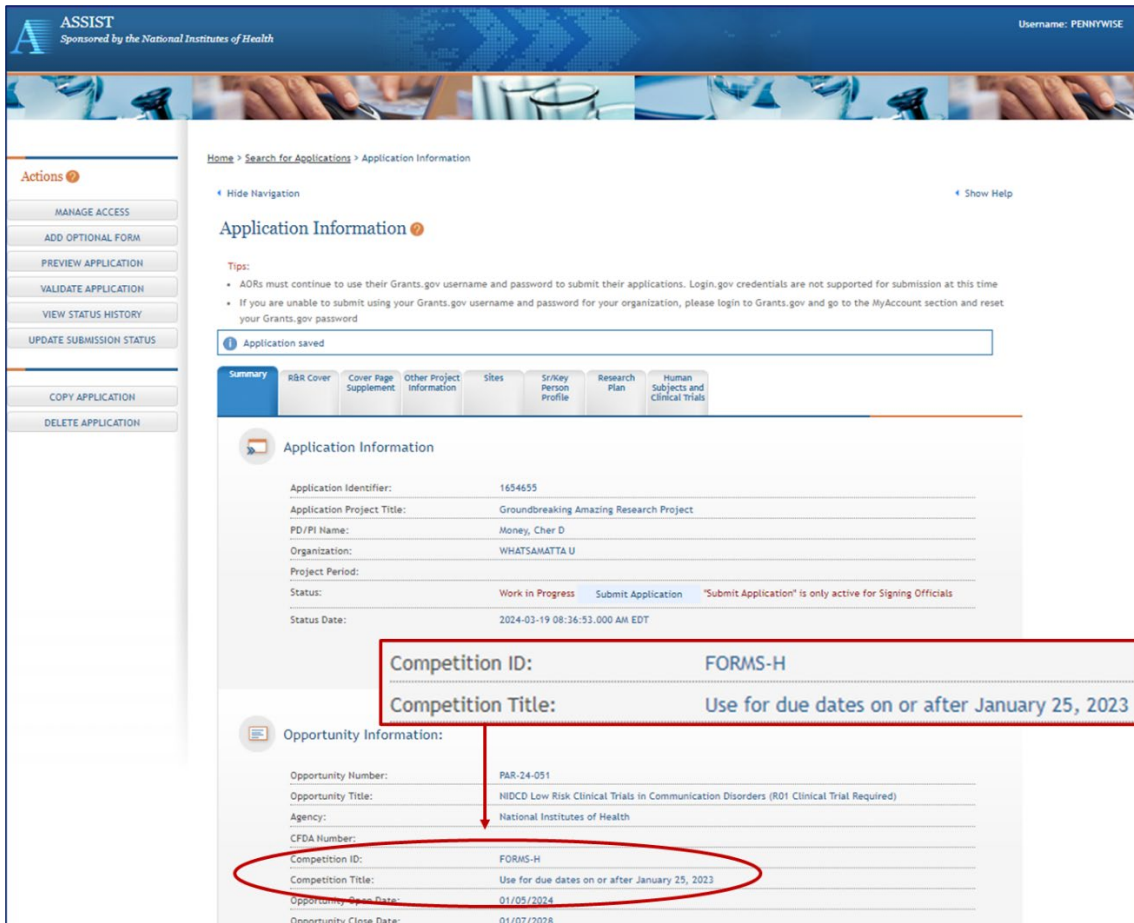
FOA Number: PA-20-185
Opportunity Title: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)
Offering Agency: National Institutes of Health

| Competition ID | Competition Title | Opening Date | Closing Date | Select Package |
|----------------|---|--------------|--------------|----------------|
| FORMS-H | Use for due dates on or before January 24, 2025 | 01/05/2023 | 01/24/2025 | Select |
| FORMS-I | Use for due dates on or after January 25, 2025 | 01/05/2025 | 01/07/2026 | Select |

Close

ASSIST – Work in Progress Applications

After initiation, you will find the Competition ID in the opportunity Information found on your Application Summary tab.



ASSIST Sponsored by the National Institutes of Health Username: PENNYWISE

Home > Search for Applications > Application Information

Application Information

Tips:

- ADRs must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time
- If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the MyAccount section and reset your Grants.gov password

Application saved

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan Human Subjects and Clinical Trials

Application Information

Application Identifier: 1654655
Application Project Title: Groundbreaking Amazing Research Project
PD/PI Name: Money, Cher D
Organization: WHATSAMATTA U
Project Period:
Status: Work in Progress Submit Application *Submit Application* is only active for Signing Officials
Status Date: 2024-03-19 08:36:53.000 AM EDT

Competition ID: FORMS-H
Competition Title: Use for due dates on or after January 25, 2023

Opportunity Information:

Opportunity Number: PAR-24-051
Opportunity Title: NIDCD Low Risk Clinical Trials in Communication Disorders (R01 Clinical Trial Required)
Agency: National Institutes of Health
CFDA Number:
Competition ID: FORMS-H
Competition Title: Use for due dates on or after January 25, 2023
Opportunity Open Date: 01/05/2024
Opportunity Close Date: 01/07/2028

Grants.gov Create Workspace

You can select the application package when creating a Workspace, if more than one is available.

Multiple Opportunity Packages match the Funding Opportunity Number you provided. Please select Opportunity Package to create the Workspace.

| Agency Code | CFDA | Competition ID | Competition Title | Opportunity Package ID | Opening Date | Closing Date | Action |
|-------------|------|----------------|---|------------------------|--------------|--------------|--------|
| HHS-NIH11 | -- | FORMS-I | Use for due dates on or after January 25, 2025 | PKG00269448 | 01/05/2025 | 01/07/2026 | Select |
| HHS-NIH11 | -- | FORMS-H | Use for due dates on or before January 24, 2025 | PKG00236587 | 01/05/2023 | 01/24/2025 | Select |

Close

Grants.gov Workspace – Work in Progress Applications

After creating the Workspace, you'll find the Competition ID in the Package Details on the Workspace Details tab.

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received «Back ?

PA-24-141 - PKG00285240
NIH Support for Conferences and Scientific Meetings (Parent R13 Clinical Trial Not Allowed)
Department of Health and Human Services
National Institutes of Health

Application Filing Name: Sample R13 application [Edit Name]
Workspace ID: WS01278192 Workspace Status: New
AOR Status: Workspace has AOR Last Submitted Date: ---
Workspace Owner: Sheri Cummins SAM Expiration Date: Jun 16, 2020 [Verify] Opening Date: Mar 12, 2024
Closing Date: Jan 07, 2027 UEI: PQJXVJX7DJF7

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY **DETAILS** PREVIEW GRANTOR VALIDATION

Workspace Details:
UEI: PQJXVJX7DJF7 Created on: Mar 19, 2024
Organization: Columbus, Megan Last Activity Date: Mar 19, 2024

Package Details:
CFDA: ---
Competition ID - Title: FORMS-H - Use for due dates on or after January 25, 2023
Contact Information: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>

System-to-System Solutions

Most system-to-system solutions for application preparation and submission allow users to see the Competition ID and Competition Title. However, the details for where to find that information vary by solution. Contact your administrative office or solution provider for guidance.

Where will I see the Competition ID in my submitted application image?

The Competition ID is not visible in the application image we assemble after you submit since it is not actually part of the forms or data.

However, once your application moves forward to NIH staff for further processing (after the two-day viewing window), we automatically generate an application summary page and prepend it to your application image. The Competition ID is available on that summary page.

| | | |
|---|--|--|
| PI: Money, Cher D | Title: Groundbreaking Amazing Research Idea | |
| Received: 02/02/2024 | Opportunity: PA20-183 Clinical Trial: Required | Council: 10/2024 |
| Competition ID: FORMS-H 1 R01 DA999999-01 | NIH Research Project Grant (Parent R01 Clinical Trial Required) | |
| IPF: 123456 | Dual: AA,MH | Accession Number: 1234567 |
| Former Number: | Organization: Whatsamatta U | |
| | Department: Amazing Research Department | |
| IRG/SRG: CPDD | AIDS: N | Expedited: N |
| <u>Subtotal Direct Costs</u> <u>(excludes consortium F&A)</u> Year 1: 250,000 Year 2: 250,000 Year 3: 250,000 Year 4: 250,000 Year 5: 250,000 | Animals: N Humans: Y Clinical Trial: Y Current HS Code: 20 HESC: N HFT: N | New Investigator: N Early Stage Investigator: N |
| <i>Senior/Key Personnel:</i> | | |
| | <i>Organization:</i> | <i>Role Category:</i> |
| Cher D Money PhD | Whatsamatta U | PD/PI |
| Kandoo Moore PhD | Whatsamatta U | MPI |
| Will U Kurem PhD | Cures R Us | Faculty |