Electronic Submissions of NIH Administrative Supplements
Administrative Supplements

• 95% of all NIH grant applications are now handled through electronic processing.

• To continue the process of reducing the burden for faculty and staff, two new pilots to streamline the administrative supplement were introduced in Notice number: NOT-OD-024.
These pilots apply to specific administrative supplements

Effective February 1\textsuperscript{st}, any non-competing administrative supplement (Type 3) request under a qualified parent award that does not:

• Change the work scope or specific aims;

and

• Require peer review

may be submitted electronically
Streamlined System for “Simple Supplements”

Created for the majority of administrative supplements which generally only request small amounts of funding for:

• Additional personnel, particularly candidates for the diversity and re-entry programs
• Replacing or upgrading equipment
• Purchasing additional supplies
The Pilot processes includes two new options

1. Submission through Grants.gov using the SF424 (R&R) Application
2. Submission through the eRA Commons

NOTE: Though you may still submit using the traditional paper 398 package, NIH strongly encourages use of one of these pilots
Determining if your grant is qualified for electronic submission

- Electronic submission of an administrative supplement is dependent upon the activity code of the Parent award.
- Check this site to determine if the activity code of your Parent award has transitioned:
- You are also encouraged to review the awarding ICs web site and/or discuss the potential request with the awarding IC before submission.
Advantages of Electronic Submission

1. Grants.gov - The format of Grants.gov is preferred by some users. This option works well for institutions with system-to-system solutions.

2. eRA Commons – All the data from the original award will pre-populate the form, therefore less data entry and less chance to make a mistake.

NOTE: Submission via the eRA Commons is the University’s preferred method.
Check in the Commons for administrative supplement availability by award

- If the parent award is eligible to submit an administrative supplement through the eRA Commons, this link will be available. This is not an invitation to submit or the promise of an award.
- The process starts when the Initiate Request link is selected.
At any time the user can perform an error check to verify the data entered meets system validations.

Selecting the save button holds the data entered into the field.
Top part of Applicant view in the eRA Commons

Clicking “Yes” makes Diversity/Reentry fields available.

Commons Username required both to allow pre-population AND to collect for future reporting.

Corresponds to data elements in existing FOAs.
Center area of Applicant view in the eRA Commons

Accepts any FOA-specific or IC-requested uploads as PDF files

No form available for subawards in Phase I. Subrecipients attach PDF file in any appropriate format.

“Go” opens budget pages for selected year
Budget section, the bottom section of the entry screen

Main Budget Forms screen shows overall line-item request. Edit navigates to the data-entry screen for that line-item.

Navigation bar (at top and bottom of screen) navigates between main summary screen and the data-entry screens for each line item.
More detail on the budget section

Tabs for navigating budget forms.

All Budget Pages include running total requested at top.

Here is a glimpse of the F&A entry screen and functionality.
Elements of an Administrative Supplement Budget

- Personnel
- Equipment
- Travel
- Participant/Trainee costs
- Other Direct Costs
  - Materials and Supplies
  - Subawards
  - Consultant Services
  - ADP/Computer Services
  - Publication Costs
  - Equipment or Facility Rental/User Fees
  - Alterations and Renovations
  - Fee (only available for R41, R43, R44, U43 and U44 parent awards)
A sample of a completed budget for the Administrative Supplement

Complete each budget period, return to this main menu, and add any additional budget periods (up to the current project period end date).

Total budget request appears on main screen as entered in budget tabs.

Options Menu
Final step, Route to SO for review, approval and submission to NIH

- Select SO
- System will assign an internal NIH unique identifier
- Add comments if desired

After the SO approves the supplement it is noted on the Routing History and the form routes to NIH
Finding opportunities for Administrative Supplements

* Review the NIH Guide (or Grants.gov) for FOAs describing the supplement being requested
* If none exists, request funds through the administrative supplement parent FOA
Choosing the Apply for Grant Electronically link takes the user into Grants.gov

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Opportunity Number</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Agency</th>
<th>Instructions and Application</th>
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<tbody>
<tr>
<td>PA-12-158</td>
<td>ADMINSUPP-RESEARCH-B2</td>
<td>Use for all R’s (e.g., R01, R21, R34, RC1, etc.)</td>
<td>National institutes of Health</td>
<td>download</td>
<td></td>
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<tr>
<td>PA-12-158</td>
<td>ADMINSUPP-RR-BUDGET-B2</td>
<td>For U34, UC4, U01, UH2/UH3, UT1, UT2, U43, U44, DP5, UP5, G08, G11, G13, S11, S07, DP4, SC1, SC2, SC3</td>
<td>National institutes of Health</td>
<td>download</td>
<td></td>
</tr>
</tbody>
</table>

The user will follow the traditional instructions for downloading a Grants.gov package.
Sample of R01 Administrative Supplement package, FOA # PA-12-158

<table>
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<tr>
<th>Opportunity Title:</th>
<th>NLM Administrative Supplements for Informationist Servi</th>
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</thead>
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<td>Offering Agency:</td>
<td>National Institutes of Health</td>
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<tr>
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<td>Opportunity Close Date:</td>
<td>06/05/2012</td>
</tr>
<tr>
<td>Agency Contact:</td>
<td>Grants Info Information E-mail: <a href="mailto:GrantsInfo@nih.gov">GrantsInfo@nih.gov</a> Phone: 901-435-0714</td>
</tr>
</tbody>
</table>

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the “Cancel!” button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

| Application Filing Name: |

Mandatory Documents
- SF424 (R & R)
- Project/Performance Site Location(s)
- Research And Related Other Project Information
- Research And Related Senior/Key Person Profile
- Research & Related Budget
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan

Optional Documents
- R & R Subaward Budget Attachment(s) Form S YR 3

Mandatory Documents for Submission

Open Form

Optional Documents for Submission

Open Form
Using Grants.gov

• Requests will be submitted through Grants.gov and will be viewable in eRA Commons (usual process for Grants.gov submissions)
• Applications will route directly to the awarding IC
• Packages include all the SF 424R&R forms users will potentially need.
• Budgets will be based on new request, not on original budget and will always be non-modular.
Next steps?

• The PI and/or assistant prepares the request and routes to SPA with completed and fully signed PRF.
• Only SPA can submit these requests.
• For either option, once submitted, the PI and assistant can review the proposal through the eRA Commons.
Image of Streamlined Request
Resources

• Administrative Supplement Module User Guide provides a step-by-step guide to completing an administrative supplement in the eRA Commons.
  
http://era.nih.gov/files/eRA_Commons_Admin-Supp_UG.pdf

• Try out the functionality yourself at the eRA Commons demo site at:
  
https://public.era.nih.gov/elf/jsp/commons/login.jsp

Commons Related Resources

• Reference Letters: To submit a reference letter when requested by an applicant, please follow this link: Submit Reference Letter.

• Demo Facility: Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.