

NIH Validation Process

- PI & SO will be notified via email of results of NIH validation check
- If passed (no errors or warnings):
 - PI & SO must independently verify application in the Commons
 - verification must take place within 2 business days of download to the Commons (regardless of when email notification is received)
 - email will contain an agency accession # (agency tracking #, begins w/AN) which will replace the grant.gov tracking # that was assigned when the application was first submitted (use this # for all further interactions with the Commons)
- If failed:
 - PI & SO will receive an email instructing them to log into the Commons to review the list of errors or warnings
 - **Errors** MUST be corrected in order for the application to be further considered
 - **Warnings** are issued for conditions that are “acceptable” but deemed worthy of bringing to PIs attention—can be addressed or ignored at the applicants discretion
 - PI can fix errors/warnings & resubmit the entire corrected application through Grants.gov
 - final resubmission must occur on or before the grant program's posted deadline date

Steps to Verify Application in eRA Commons

- Log into the Commons at: <https://commons.era.nih.gov/commons>
- Click STATUS tab in menu bar at top of page
- Click eApplications
- Search under the PI eApplication Status header for "All" or "Required Verification"
- Once you have located the appropriate application, click VERIFY PI on right-hand side under Action
- Verification page appears
 - grant application image (PDF) appears in a separate window for you to examine, download and/or print
- Close PDF window and select that you agree to the terms on the verification page
- Click SAVE

Steps to Review Errors/Warnings in eRA Commons

- Log into the Commons at: <https://commons.era.nih.gov/commons>
- Click STATUS tab in menu bar at top of page
- A list of application #s is displayed:
 - if only warnings were indicated, the application will be listed by its NIH tracking # (i.e. "AN 2911064")
 - if any errors were identified, the application will be listed by its Grants.gov tracking # (i.e. "TN 21236")
- Once you have located the appropriate application, click on its link
- The error/warning page appears:
 - can review all conditions that were identified
- If only warnings were identified and you do NOT wish to correct them, proceed to verification as described earlier
- If errors were identified, you MUIST correct the errors and resubmit the application

Steps to Correct Errors & Resubmit Application

- Go back to the final saved PureEdge grant application package file on your computer and make the required corrections
- Check the "Changed/Corrected Application" box in block 1 of the SF424 (R&R) cover component
- Resave corrected grant application package
- Forward corrected grant application package to OARS for resubmission to Grants.gov
- The same email notifications will be issued by Grants.gov & the Commons as previously described
- Follow the same instructions for validation as previously described