

As of January 25, 2011, the Error Correction Window Will be Eliminated for NIH, AHRQ, and NIOSH Proposals

Currently, a submission is considered on-time if it is received and validated by Grants.gov by 5:00 p.m. on the day of the deadline. If the subsequent NIH validation process reveals an error, the PI has an additional two days to correct the error and resubmit the application.

On and after January 25, 2011, a proposal **that is free of both Grants.gov and NIH validation errors** must be received in Grants.gov by 5:00 p.m. on the day of the deadline. The NIH validation occurs after the proposal is accepted by Grants.gov, so proposals found to have errors must be corrected, resubmitted, and revalidated by 5:00 pm.

Any application submitted after 5:00 p.m. on the due date will be subject to the NIH late policy and may not be accepted for review. The following are examples of submissions that will be considered late under the new policy.

- ✓ An original submission after 5:00 p.m.
- ✓ An original submission at 4:59 p.m. that isn't validated by Grants.gov until 5:01 p.m.
- ✓ A proposal that was originally submitted on time but which had errors and the resubmission and revalidation of the corrected proposal occurs after 5:00 p.m.
- ✓ An error-free proposal that was originally submitted on time but which was withdrawn by the PI to correct the science section and the corrected proposal was submitted and validated after 5:00 p.m.

Analysis of the OSR-Chicago submission times for the November 5 NIH deadline shows that:

- 1) Most proposals (64%) were submitted after noon on the day of the deadline (Figure 1).
- 2) A significant number of proposals (17%) were returned from NIH with errors (Figure 1).
- 3) For proposals that had errors, the time for the entire process took up to 2 ¾ hours (Figure 2).

To ensure that a proposal is successfully submitted, **PIs and department administrators must submit their final proposals to OSR two days prior to the deadline.** This is necessary to provide the time OSR needs to review the file, submit it to the queue for submission to Grants.gov, and correct it for resubmission if there are errors in the original submission. PIs and department administrators should also provide their contact information and remain available by email or phone so there is no delay in correcting proposals if they do not pass the validation process.

Figure 1. OSR Chicago – Time of Proposal Submissions for 11/5 NIH Deadline

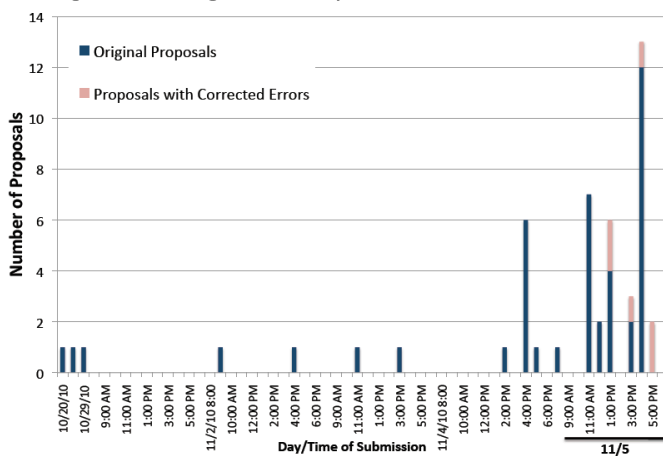


Figure 2. Total Time from Grants.gov Submission to Acceptance by NIH Commons

