



NIH Forms I

December 12, 2024

Overview of Major NIH Form Changes

[Changes Affecting Extramural Applications & Review for Application Due Dates on or After January 25, 2025
NOT-OD-25-035.html](#)

NIH Forms I – Changes to Support Other Initiatives

Simplified Review (Change in scoring/evaluation)

Fellowships – Reference Letter Submission (required ORCID linkage Fellowship / Career Development PD/PI)

Upcoming Initiatives (May 25th)

Common Forms (ScienCV – Bio & C&P)

<https://grants.nih.gov/policy-and-compliance/changes-coming-2025/common-forms-for-biosketch>

- Applicants and recipients **must not** use Common Forms for application due dates and report submission dates **on or before May 24, 2025**.
- Applicants and recipients **must** use Common Forms for application due dates and report submission dates **on or after May 25, 2025**.

Why Are the Forms Changing, Again?

Research Project Grants (Rs)

- Simplified Review of Research Project Grants
 - Goal: “better facilitate the mission of scientific peer review – identification of the strongest, highest-impact research”

Fellowship Applications (Fs)

- Concerns: “mentor reputational and career stage bias, how information within applications is utilized to assess candidates, and a burdensome application for both candidates and reviewers”
- Revision to Application & Review Process: (1) the review criteria used to evaluate fellowship applications and (2) the fellowship supplemental section of the Public Health Service (PHS) SF 424

Institutional Training Grants (T15, T32, T34, T35, T37, T90/R90, TL1, TL4, D43, D71, U2R, K12, KL2)

- Broader outreach activities to foster awareness of research training opportunities for potential trainees from all backgrounds, including individuals from underrepresented groups,
- Targeted recruitment activities to diversify training program applicant pools, and
- Increased mentorship opportunities to facilitate trainee success (see Re-envisioning NIH Supported Postdoctoral Training; UNITE Listening Sessions)

NIH Forms I Detailed Changes

NIH Forms I Guidelines

PHS 398 Cover Page Supplement Form

- Updated "Change of Investigator/Change of Organization" Section label.

PHS 398 Research Training Plan Form

- Added new item 3. Recruitment Plan to Enhance Diversity in the "Training Program Plan" Section. Moved instructions for the Recruitment Plan to Enhance Diversity from the 2. Program Plan to the new item 3. Updated instructions for the 2. Program Plan throughout.
- Updated instructions for the "Program Overview" section of the 7. Progress Report (for Renewal Applications) and added instructions for Renewal Applications to the 5. Plan for Instruction in Methods for Enhancing Reproducibility.
- Renumbered form fields.

PHS Assignment Request Form

- Reduced data entry redundancy on the form by removing the "Funding Opportunity Number" and "Funding Opportunity Title" fields.
- Reordered "List individuals who should not review your application and why" and "Identify scientific areas of expertise needed to review your application" fields.

PHS Fellowship Supplemental Form

- Renamed "Candidate Section" (formerly "Fellowship Applicant Section") and item 2. Goals, Preparedness, and Potential (formerly 2. Applicant's Background and Goals for Fellowship Training). Updated instructions. Renamed "Candidate Section" (formerly "Fellowship Applicant Section") and item 2. Goals, Preparedness, and Potential (formerly 2. Applicant's Background and Goals for Fellowship Training). Updated instructions.
- Streamlined and Consolidated items in the "Research Training Plan" Section and removed the former 5. Respective Contributions and 6. Selection of Sponsor and Organization. Relabeled items within section and updated instructions as follows:
 - Training Activities and Timeline
 - Research Training Project Specific Aims
 - Research Training Project Strategy
- Streamlined and Consolidated items in the former "Sponsor(s), Collaborator(s), and Consultant(s) Section" and "Organizational Environment and Commitment to Training Section" and combined under the "Commitment to Candidate, Mentoring, and Training Environment" Section and removed the former 9. Sponsor and Co-Sponsor Statements and 11. Description of Organizational Environment and Commitment to Training. Relabeled items within section and updated instructions as follows:
 - Sponsor(s) Commitment
 - Letters of Support from Collaborators, Contributors and Consultants
 - Description of Candidate's Contribution to Program Goals.
- Updated 26, Childcare Costs to reflect changes in amount of childcare cost support available and new eligibility for F99 awards.
- Renumbered form fields

Simplified Review of Research Project Grants

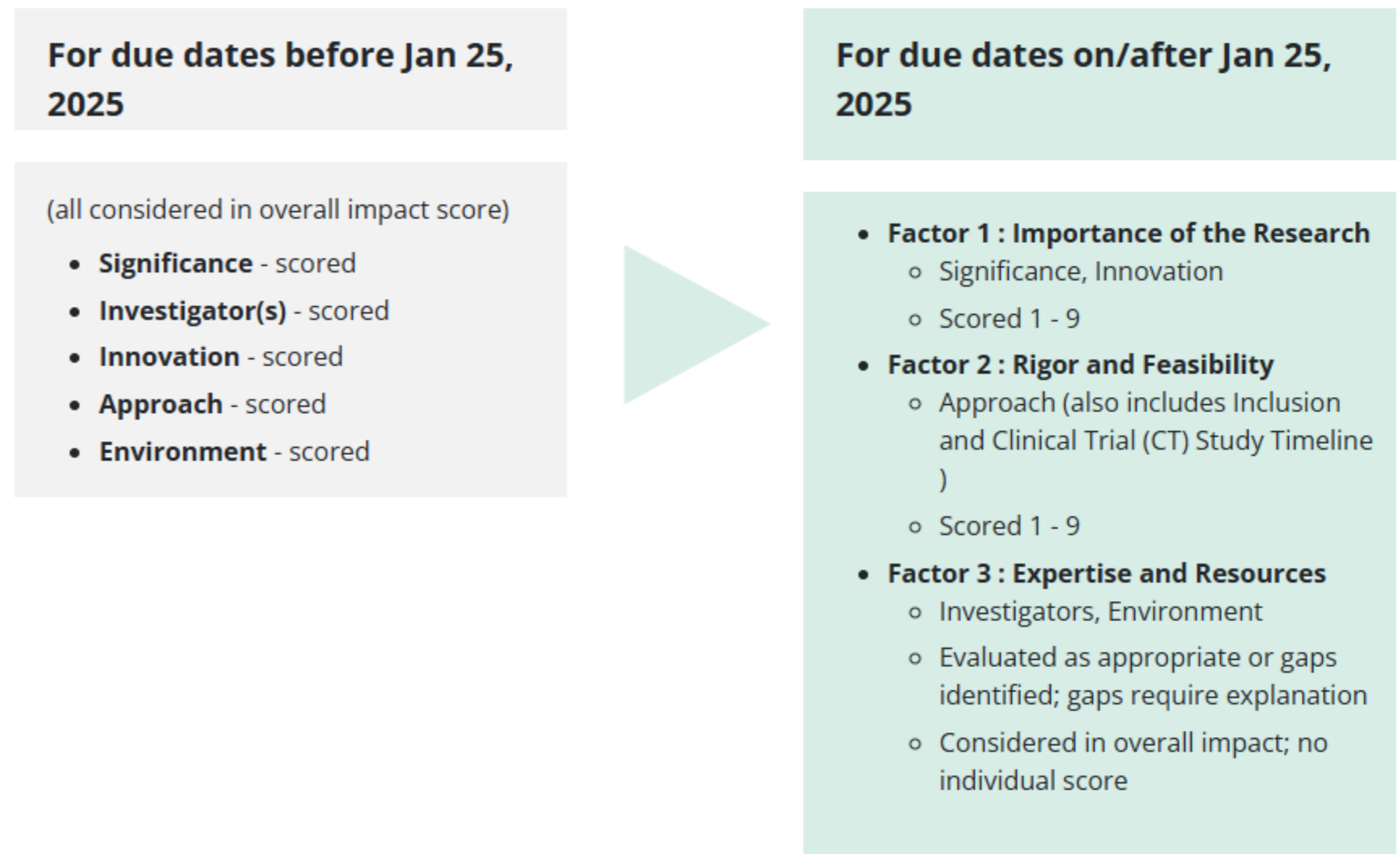
Research Project Grants

R01, R03, R15, R16, R21, R33, R34, R36, R61, RC1, RC2, RC4, RF1, RL1, RL2, U01, U34, U3R, UA5, UC1, UC2, UC4, UF1, UG3, UH2, UH3, UH5, (including the following phased awards: R21/R33, UH2/UH3, UG3/UH3, R61/R33)

- Simplified Review of Research Project Grants
 - Goal: “better facilitate the mission of scientific peer review – identification of the strongest, highest-impact research”
 - [FAQs \(Simplifying Review\)](#)
 - [NOT-OD-24-010](#)



Five regulatory criteria reorganized into three factors



Reference Letters

- <https://grants.nih.gov/grants-process/write-application/advice-on-application-sections/reference-letters>
- [Instructions for Fellowship Candidate Referees](#)
- [Instructions for Mentored Research Career Development Award Candidate Referees](#)

submission and will be held and later linked to the appropriate application once they are received at NIH.

You will be requested to enter the following information on-line at the time of submission:

Referee Information:

- Referee First Name (Required)
- Referee Last Name (Required)
- Referee MI Name (Not Required)

Fellowship Candidate Information:

- PD/PI
- PD/PI to ens
- Oppor which
- Refere other
- Refere Letter signat
- Refere attach

Instructions for Fellowship Candidate Referees

Name of Fellow (First & Last Name as shown in the eRA Commons): _____

Fellow's eRA Commons Username: _____

Opportunity Number: _____

The fellowship candidate indicated above is applying for an individual fellowship award. The purpose of this award is to provide support to promising candidates with the potential to develop the skills necessary to conduct health-related research in NIH (and where relevant, AHRQ) mission critical research areas that prepare them for productive careers within the biomedical research workforce.

The purpose of this letter is to help the committee to understand the candidate's preparedness and likelihood for success in the proposed research training plan and defined career path. In two pages or less (PDF format), describe the qualities and potential of the fellowship candidate for the research training for which support is being requested (predoctoral, postdoctoral, or senior fellow). Referees should consider including the following information about the candidate:

- **Examples of personal characteristics** (for example, skills, abilities, traits, attitudes) that are likely to contribute most significantly to further advancement in the candidate's defined career path. Take into consideration relevant indicators for success, such as scientific curiosity, resourcefulness, and persistence.
- **Areas for development** to improve the candidate's prospects of transitioning into a productive career in the biomedical research workforce. Areas may include the following skills: technical (e.g., new techniques or technical methods, quantitative or computational approaches), operational (e.g., practices that promote rigorous, reproducible, and responsible research) or professional (e.g., management, leadership, communication, teamwork). Indicate whether the proposed training plan will address these areas and contribute to the candidate's development and attainment of the stated career goals.
- **An overall assessment** of the candidate's preparedness and likelihood for success in the proposed research training plan. Provide examples, such as scientific or intellectual contributions, that highlight the likelihood of achieving the stated goals.

Referees may provide any additional, related comments that they believe will help reviewers evaluate the merit of the fellow's application.

Submitting Reference Letters

Please insert the name of the fellowship candidate at the top of the letter. Also, be sure to include your name and title in the letter.

Letters must be submitted directly to the eRA Commons at: <https://public.era.nih.gov/commonsplus/public/reference/submitReferenceLetter.era>

Watch a demo on [Submitting Reference Letters through eRA Commons](#).

Reference Letters are due by the application receipt deadline date but may be submitted any time after the funding opportunity opens. Reference Letters can be submitted before the grant application

Quick Points

- 2 page max
- Must be in PDF Format
- Submission of letter through NIH eCommons

(<https://public.era.nih.gov/commonsplus/public/reference/submitReferenceLetter.era>)

Referee is not required to have a Commons login to provide Reference Letters

Must provide Fellowship Candidate Information

Fellowship (PD/PI) NIH Common User ID

PD/PI Last Name as it appears in NIH eCommons

Funding Opportunity Number (RFA)

Do NOT add "digital signature" (DocuSign)



PDF Tips

<http://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>.

NIH

Applicability: Changes Based upon **Application DUE DATES**

<https://grants.nih.gov/grants-process/submit/submission-policies/standard-due-dates>

AIDS and AIDS-Related Application Due Dates

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
<div style="border: 1px solid red; padding: 5px;"> All Activity Codes Cited Above <i>new, renewal, resubmission, revision</i> </div>	<p>AIDS and AIDS-Related Applications</p> <p>*Effective. Sept 5, 2015 - N/A for SBIR/STTR Applications using Standard Due Dates</p> <p>NOTE: See Key Dates section of funding opportunity to determine if AIDS dates apply.</p>	May 7	September 7	January 7

NIH Forms H

NIH Submission Policies

Continuous Submission

NIH Late Application Submission Policy (NOT-OD-15-039)

NIH

Applicability: Changes Based upon **Application DUE DATES**

<https://grants.nih.gov/grants-process/submit/submission-policies/standard-due-dates>

<p>P Series <i>All - new, renewal, resubmission, revisions</i></p>	<p>Program Project Grants and Center Grants</p> <p>NOTE: Applicants should check with the relevant Institute or Center (IC), since some do not accept P series applications for all three receipt/review/award cycles.</p>	January 25	May 25	September 25
<p>R18, U18 R25 <i>All - new, renewal, resubmission, revision</i></p>	<p>Research Demonstration Education Projects</p>	January 25	May 25	September 25
<p>T Series D Series <i>All - new, renewal, resubmission, revision</i></p>	<p>Institutional National Research Service Awards Other Training Grants</p> <p>NOTE: Applicants should check with the relevant Institute or Center (IC), since some do not accept T series applications for all three receipt/review/award cycles.</p>	January 25	May 25	September 25
<p>C06/UC6 <i>All - new, renewal, resubmission, revision</i></p>	<p>Construction Grants</p>	January 25	May 25	September 25
<p>G07, G08, G11, G12, G13, G20, R24, S06, S11, S21, S22, SC1, SC2, SC3, UG1, U10, U19, U24, U2C, U41, U42, U45, U54, U56 <i>All - new, renewal, resubmission, revision</i></p>	<p>Other Activity Codes</p>	January 25	May 25	September 25

NIH Forms I

Am I using the correct NIH Form?

<https://grants.nih.gov/grants-process/submit/submission-policies/standard-due-dates>

Grants.gov

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GRANTS.GOV > Applicants > Apply Now Using Workspace

APPLY NOW USING WORKSPACE

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number: **PA-20-185**

Opportunity Package ID:

- Proposal Management
- Permissions
- Electronic Submission**
- Proposal History
- Export

S2S

Create Grants.gov Proposal...

20-185 | Filter | Find More | Show All | Download Opportunities

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Opportunity Number	Title	Comp. ID	Comp. Title	Agency
PA-20-185	NIH Research Project Grant (Parent R01 Clinic	FORMS-H	Use for due dates on or be	National Institutes of

KEK - R01 Feb5 2024

Electronic Submission

Opportunity Details

Opportunity	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)
Opportunity Number	PA-20-185
Package ID	PKG00277412
Competition ID	FORMS-H
Competition Title	Use for due dates on or before January 24, 2025
CFDA #	
CFDA Description	
Offering Agency	National Institutes of Health
Agency Contact	eRA Service Desk Monday to Friday 7 am to 8 pm ET http://grants.nih.gov/support/
Opening Date	2022-10-26
Closing Date	2025-01-24
Schema	https://apply07.grants.gov/apply/opportunities/schemas/applicant/PKG00277412.xsd
Instructions	https://apply07.grants.gov/apply/opportunities/instructions/PKG00277412-instructions.pdf

NIH eCommons Validations

Errors/Warnings for Prior eSubmissions Close Tab

GRANT14319242 : 12-10-2024 08:00:32 PM

Type	Form Name	Validation Message
Warning	GLOBALVALIDATION	Grant application form update underway (NOT-OD-24-086). Use the form package with Competition ID "FORMS-H" for applications to a due dates on or before Jan 24, 2025 and Competition ID "FORMS-I" for due dates on or after Jan 25, 2025. If you have confirmed the correct forms are in use, no additional action is needed. (000.51)

Which Forms do I use for NIH R Incoming Subgrants (UCLA is the sub to another institution)?

☺ It depends.... What is the NIH Application Due Date?

Any Questions?

<https://ocga.research.ucla.edu>