



Photo by Annette DeLuca

FEBRUARY/MARCH 2018

Office of Sponsored Programs Monthly Bulletin

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Message from the Director

For the Sponsored Programs team, it has been a very busy February with a busier transition into March. A lot has happened between complex deadlines, live webinars, creation of new presentations and tutorials, and most importantly, spending significant time on myResearch Grants. This upcoming major implementation has been and will continue to be an intense process which involves learning, customizing, testing, strategizing and training. The Office of Sponsored Programs, in close collaboration with DoIT Information System, has been spending time on critical work and decision making which we will be sharing with you through the Bulletins as well as the OVPR e-Newsletters.

In order to maximize the time and resources our office spends on all of the above, we combined the February and March releases, and might have to continue to do that with some of the future issues of the Bulletin. We apologize for the inconvenience and hope to resume the monthly publications very shortly.

Under Ask OSP, we are presenting an article on ***Who is authorized to sign Sponsored Research Agreements*** since it is often a question raised by many researchers. ***Implementation of myResearch Grants*** provides detailed timelines and actions that the research community should consider as soon as possible and prior to the system going live. Access links to previously offered webinars and the most current sponsor updates are also articles of interest in this issue.

Lastly, please continue to share this Bulletin with your colleagues within the research community and encourage them to subscribe to our listserv.

Sincerely,

Alina Azzam-Stroia

Subscribe to the Bulletin on this website:

<https://research.stonybrook.edu/node/10061>. Previously released Bulletins can be viewed here: <https://research.stonybrook.edu/node/10466>

Please help us make improvements by providing feedback.



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Implementation of myResearch Grants



Beginning July 1, 2018, our institutional proposal submission process will transition from COEUS to the new Grants module in **myResearch**. The Grants module is the second of a total of six modules from Huron Click suite being implemented by SBU. The Conflict of Interest module was introduced and has been active since last spring. Ultimately, utilizing one system for many of the administrative functions that researchers perform as part of their sponsored research will ease the burden for investigators and administrative staff.

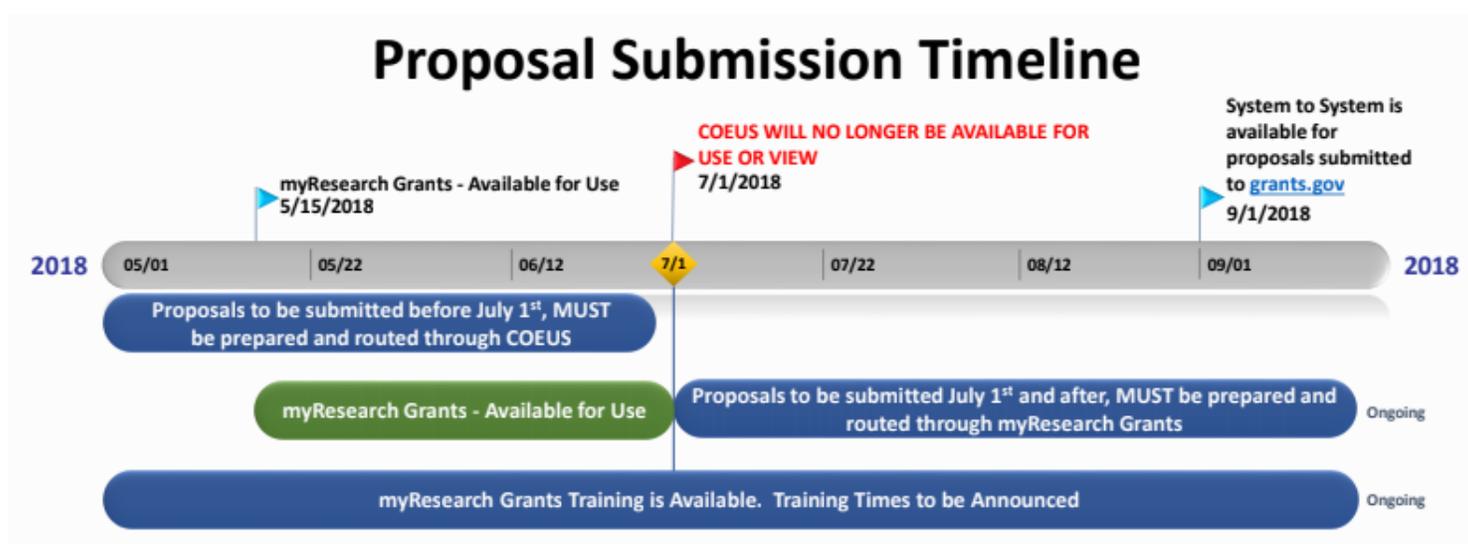
myResearch Grants provides a flexible, scalable and configurable electronic grants management and System-to-System (S2S) proposal-submission solution that can be used to simplify sponsored project lifecycle processes while meeting sponsor and institutional compliance requirements. Its robust, flexible workflow provides electronic routing for internal review, notifications and error checking, ensuring transparency and a first-time Grants.gov successful submission. Arizona State University, Carnegie Mellon University, Case Western Reserve University, The Children’s Hospital of Philadelphia, Cold Spring Harbor Laboratory, New York University Langone Medical Center, Rockefeller University, The University of Chicago, University of Michigan, University of Pittsburgh, Virginia Commonwealth University are just some of the Huron Grants customers that have experienced success using the system.

The Grants module offers a greater range of capabilities compared to COEUS. Since COEUS will cease operation after June 30th, it is imperative that PIs and administrative staff be mindful of this transition and how it may affect sponsor deadlines. Therefore, proposal preparation and submission must be planned accordingly.

Function	myResearch Grants	COEUS
Standardizes budget preparation which minimizes review time	Budget module has FB and F&A rates incorporated and standardized	All budgets prepared outside of COEUS and uploaded, which require OSP review/correction
System-to-System (S2S) submission capability for 99% of federal opportunities	<ul style="list-style-type: none"> • Error/warning checks prior to submission • One stop shop for proposal and internal approval submission • Faster processing time 	N/A
Eliminates redundant data entry (e.g. effort) which reduces review time	Information (e.g. effort) only reflected once	Information (e.g. effort) inputted in 3 different locations, which require approvers to spend additional time in reviewing the information
Reduced Word and PDF forms and attachments	Attaching only basic proposal documents and other peripheral forms, e.g. RSR or commitment letters	Attaching basic proposal documents plus COEUS Proposal Form, SOM Offset Form
Expedites award setup and improves financial accuracy (multiple modules interconnected)	myResearch Grants integrates with COI, IRB and other compliance modules under development	<ul style="list-style-type: none"> • COEUS, IRBNet, and myResearch COI • All information pulled together manually
Ensures consistent processes and timely reminders to researchers and staff for pending work items	Multiple communication methods: <ul style="list-style-type: none"> • Notifications • Inbox action items • Comments visible to all who access to the proposal 	Notifications when proposals reach approval levels

Provides management visibility into research portfolio demographics and financial planning metrics	Ability to create reports to suit situations	No reporting from within COEUS
Multiple users can edit without system locks	Multiple users can view the same proposal without locks	Proposal locks and required OSP support
Streamlined routing and approval	<ul style="list-style-type: none"> One Tier approval per unit Elimination of UH approval layer 	Multi-tiered approval per unit
In-system notifications	Email and comments capability within the system which triggers notifications	N/A
Access to the system	<ul style="list-style-type: none"> Current employees with a NetID and password can access with automatic rights in their home department Elimination of multiple logins 	Access requires a manual request and addition to the system which can take up to a business day
Ability to modify the application	We can modify the application without consulting with the other SUNY schools	Any changes to COEUS had to go through an approval process with the other SUNY schools
Newer technology	The information flows from screen to screen	This is using older technology that will not be supported anymore

myResearch Grants is on target to go live in mid-May 2018. In order to prepare for the transition to the new proposal system, please be aware of the following timeline:



Training for **myResearch Grants** will begin early May. Classrooms have been held for in-person training in the Frank Melville Jr. Memorial Library during the months of May and June. Registration will begin mid-April. More information will be provided as we get closer to the registration opening. Please plan to sign up and attend one of the trainings at a convenient time in order to prepare for future submissions.

Our office is also looking at including additional training options such as live-stream sessions, inline manuals and video tutorials. Departmental training can be offered upon request with early notice so that training can be planned accordingly.

All proposals to be submitted to sponsors prior to July 1st should continue to be routed through COEUS. Any proposal to be submitted to sponsors on or after July 1st must be routed through myResearch Grants.

How should I Prepare and Submit my proposal?	
If proposal will/must be submitted to sponsor:	Prepare, route and submit proposals through:
BEFORE July 1 st	COEUS
On or AFTER July 1 st	myResearch Grants (*New*) Available starting May 15. Weekly classroom training beginning May 1 st .

IMPORTANT: In order to provide the Office of Sponsored Programs with sufficient time to transition, all COEUS applications should be submitted by **June 22nd** at the latest. COEUS will no longer be accessible to the campus on July 1, so it is strongly recommended that any important information currently stored in COEUS be downloaded and stored elsewhere.

The System-to-System (S2S) capability will roll out starting September 1, 2018. More information will be communicated closer to its implementation.

For any questions or comments related to myResearch Grants, please email us at: ovpr_myresearchgrants@stonybrook.edu.

OSP Announcements and Reminders

- **New NIH Modular Budget Template:** Our office has created a new template that can be used for internal NIH modular budget calculation and COEUS routing purposes only. It can be accessed on our website at: <https://research.stonybrook.edu/node/10601>. For any questions regarding the form, please contact us at osp@stonybrook.edu.
- Each month, under “Ask OSP”, the Bulletin will include a topic of interest related to grant or award processing, updated procedures or helpful hints on grant or contract award processing and administration. If you are interested in a specific topic, please email us at osp@stonybrook.edu.
- Important reminder: please contact your OSP administrator as soon as you identify a grant opportunity for which you want to apply. Advance notice will provide you with detailed attention to your proposal by your OSP administrator and will ensure that sponsor deadlines are met successfully. Please remember to *always* add your OSP Grants or Contracts Administrator as an aggregator to your COEUS proposal in the Proposal Roles section. Our proposal submission policy can be found here: <https://research.stonybrook.edu/sites/default/files/osp-deadline-policy-revision.pdf>.
- Should you need an NSF Fastlane or NIH eRA Commons Registration you can find the form on our website and the link is here: <https://research.stonybrook.edu/node/10051>
- On December 31, 2017, Grants.gov retired its legacy, downloadable PDF application packages and applications are now required to be submitted through [Grants.gov Workspace](#), a shared, online environment where multiple users can simultaneously work on different forms within an application package.

This **does not** apply to proposals submitted through NSF Fastlane (<https://www.fastlane.nsf.gov/fastlane.jsp>), NIH ASSIST (<https://public.era.nih.gov/assist/public/login.do>) or NASA NSPIRES (<https://nspires.nasaprs.com/external/>). Each user must [register](#) as an Organization Applicant and not an individual. Register under Organization Applicant DUNS 804878247.

Ask OSP

Who is authorized to sign Sponsored Research Agreements?

Sponsored Research Agreements (Agreements) between the Research Foundation for The State University of New York on behalf of Stony Brook University and external funding entities come in various forms and serve a wide range of purposes. They can cover applied research, clinical trials, collaborations, data use, evaluative testing, subrecipients, training and other purposes.

The Office of Sponsored Programs (OSP) is the only office with the authorization to negotiate and sign these Agreements. Our Contracts Administrators will assist faculty/staff in creating, negotiating and executing these Agreements by facilitating discussions and negotiating terms with the external funding entity. Under no circumstances should a Principal Investigator (PI) sign any Agreements.

To assist in understanding the process:

- Faculty members at Stony Brook University are not authorized to commit the University or The Research Foundation into contractual relationships and any Agreements signed directly by them are not binding;
- To initiate an Agreement with an external sponsor, the Principal Investigator must route a COEUS proposal to OSP for review and approval. Once the proposal has been approved internally (including corresponding Chair and Deans), it is sent to the sponsor;

- Upon notification of an award, OSP will begin negotiating the terms and conditions of the Agreement with the sponsor;
- Upon completion of the negotiations, the Agreement is signed by both the Contracts Administrator (you can find your Contracts Administrator [here](#)) and the sponsor's authorized signatory and becomes a fully executed Agreement. PIs also sign acknowledgement that they understand and will abide by the Agreement terms;
- Once the Agreement is fully executed, OSP can proceed to establish an award for the approved project;
- Subsequent amendments/modifications for any Agreement, including changes in the scope of work, changes in funding levels, renewal/continuation or a no-cost extension must be approved internally and then sent to the OSP Contracts Administrator for the preparation, endorsement and processing of the official amendment to the Agreement.

Upcoming Training & Workshops

Internal Training and Workshops

- OSP's recorded presentations on "Elements of a Budget" can be found here: <https://meeting.sinc.stonybrook.edu/pdvawaududcb/>. We are also including the link where you can review the information at your convenience: <https://research.stonybrook.edu/node/10486#elements-of-a-budget>.
- COEUS training classes are available every 3rd Friday of each month. To reserve your spot, please register on our website at <https://research.stonybrook.edu/coeus#coeus-training>. **Note that due to the upcoming implementation of myResearch Grants, the last COEUS training class will be held in April 2018.** For any additional questions regarding the training classes, please email Anne DePietri at annette.depietri@stonybrook.edu, or call at extension 2-4702.
- The Office of Grants Management (OGM) offers hands on training of the Research Foundation Report Center to all Principal Investigators and their administrators. This training uses current active Research Foundation sponsored awards/projects to demonstrate how to view encumbrances and expenditures. Please contact Cynthia Traub, 2-4886 or Cynthia.traub@stonybrook.edu to schedule a session.

External Conferences, Workshops and Seminars

- Grants.Gov Town Hall Webinar: Answering User Questions about Workspace and the retired Legacy PDF packages.
<https://www.youtube.com/watch?v=cW7aVRfMhmg&feature=youtu.be>
- SRA International (Society of Research Administrators International)
2018 Winter Intensive Training Programs, San Francisco, CA, February 26 - 28
<https://srainternational.org/meeting/theme/srai-intensive-winter-training-programs>
- NCURA Financial Research Administration (FRA) Conference
Orlando, FL, March 5-6, 2018
- NCURA Pre-Award Research Administration (PRA) Conference
Orlando, FL, March 8 -9, 2018
- NCURA Annual Meeting
Washington, DC, August 5-8, 2018
<http://www.ncura.edu/Education/MeetingsConferences.aspx>
- SRA Northeast/Western Section Meeting
Boston, MA, March 18-21, 2018
<https://srainternational.org/publications/catalyst/201802/2018-northeastwestern-section-meeting-boston-%E2%80%93-march-18-21>

Sponsor Updates

Each month, we will communicate any updates dictated by sponsoring agencies. Our office will be happy to answer any questions you may have regarding the changes.

NIH Updates

The NIH's Extramural News outlines current updates and changes: <https://nexus.od.nih.gov/all/>. Some important items to focus upon include: Xtract training data tables, definition of a "study" for the purpose of providing information on the PHS Human Subjects and Clinical Trial Form and where to find these forms.

A Reminder for NIH FORMS-E

Most FORMS-E [parent announcements](#) are available. Many activity codes now have two parent announcements - one designated as Clinical Trial Not Allowed and one designated as Clinical Trial Required. Don't forget to double-check the participating organizations since institutes may not participate on both.

In addition to using ASSIST for proposal submissions to NIH, the FORMS-E packages must be used for NIH Submissions with deadlines on or after January 25, 2018. The general instructions for using these forms can be found on the NIH website here: <https://grants.nih.gov/grants/how-to-apply-application-guide.html>

Please make sure not to use a combination of the D and E forms as this will cause errors in your package.

Sheri Cummins, Communications & Outreach Manager at NIH Office of Extramural Research, recently communicated some of the most common inquiries her Grants Information team had been fielding regarding human subjects, clinical trials and FORMS-E. Excerpts of her articles are outlined below:

"Clinical Trial Questionnaire Questions Drive Data Collection for New Human Subjects Form

There are lots of resources on our [Clinical Trial Requirements for Grants and Contracts](#) page to help you determine if your application is a clinical trial including the [NIH's Definition of a Clinical Trial](#) page and a [clinical trial decision tool](#). It comes down to how you answer the 4 questions on the Clinical Trial Questionnaire.

- 1. Does the study involve human participants?*
- 2. Are the participants prospectively assigned to an intervention?*
- 3. Is the study designed to evaluate the effect of the intervention on the participants?*
- 4. Is the effect that will be evaluated a health-related biomedical or behavioral outcome?*

If you answer Yes to all 4 questions, your application will be considered a clinical trial (or clinical trial research experience in the case of Fellowship or Career Development applications to Clinical Trial Not Allowed FOA). Answer No to any of the 4 questions and your application will not be considered a clinical trial.

Answering the 4 questions in the Clinical Trial Questionnaire of a study record (items 1.4.a-1.4.d) is key to providing the appropriate level of information for review of your application. Only clinical trial applications can provide information in study record sections 4 and 5. Misidentifying your application can lead to too much or too little information moving forward with your application. Reviewers can only evaluate what's in front of them.

Here is a bit of advice I find myself repeating often...

When answering the 4 questions, base your answers on the application in front of you. Suppose you're doing an ancillary study to an existing clinical trial. If your study adds an additional manipulation (prospectively assigned intervention) and all the elements of the NIH clinical trial definition are met then your application is likely a clinical trial. If your study simply adds measures to an existing clinical trial and doesn't add a prospectively assigned intervention, then you'll have at least 1 No answer and your application is not

(by itself) considered a clinical trial. Reviewers don't need to rehash the details of an existing study. They just need to know how your application fits in that bigger picture.

If you've checked out the [on-line resources](#) and [clinical trial decision tool](#) and you're still confused as to whether your research meets the [NIH definition of a clinical trial](#), reach out to the Scientific/Research contacts listed in Section VII of your announcement. Sometimes you just need to talk scientist to scientist."

"Do I Need to Create a Study For the Part of My Research that Uses Human Specimens? No. When you answer No to the Human Subjects Involved question on the R&R Other Project Information form, we give you the opportunity on the PHS Human Subjects and Clinical Trials Information form to add an attachment to explain why the application does not involve human subjects research.

However, when a part of your research uses human specimens and other parts involve human subjects that attachment is no longer available to you. You will have at least one study record for the human subjects aspects of your application. You can simply add a blurb in the Protection of Human Subjects attachment (item 3.1) of the existing study record."

"Working with Large Text Boxes in Application Forms. The PHS Human Subjects and Clinical Trials Information form includes several text box fields with large character count limits. We chose the text box format used by ClinicalTrials.gov, rather than attachments, to facilitate data exchange between eRA and ClinicalTrials.gov.

The cost of that data interoperability is the loss of rich formatting within the field. See our [Rules for Text Fields](#) (part of our [How to Apply - Application Guide](#) page) for more information."

Grant Application Instruction Correction for Training Grants with Human Subjects Involvement

Posted by NIH Thursday, February 22, 2018

NOT-OD-18-128 clarifies application instructions to be clear the human subject form is not available in most training grant application packages (except for D43 and K12) and indicates that, *while not required, applicants can provide additional information regarding potential or current involvement of appointed trainees in human subjects research in the Proposed Training section of the Program Plan attachment on the [PHS 398 Research Training Program Plan form](#).*

Biosketch Format Pages, Instructions and Samples

Biosketches are required in both competing applications and progress reports. The blank format pages and sample biosketches have been updated to reflect the new expiration date of 03/31/2020. Biosketches created using format pages with an expiration date of 10/31/2018 can continue to be used up until 10/31/2018. More information and how to access the forms can be found here: <https://grants.nih.gov/grants/forms/biosketch.htm>

NSF Updates

The NSF Collaborators and Other Affiliations Information Template (COA) required for senior personnel with all NSF proposal submissions has been revised. It is important to note that although the template has been developed to be fillable, the content and format requirements must not be altered as this will create printing and viewing errors. The Office of Sponsored Programs has already experienced the print view problem, when a lead organization uploaded a COA table which had been modified, leading to an inability for either site, the lead or non-lead, to view their proposals collectively once linked. Please see the instructions and the newly revised FAQ (dated 1/29/18) for complete details here: <https://www.nsf.gov/bfa/dias/policy/coa.jsp>

NSF's Proposal and Award Policy Newsletter library can be accessed here: <https://www.nsf.gov/bfa/dias/policy/newsletter.jsp>

NASA Updates

As a reminder all NASA proposals are currently being submitted via the NASA website NSPRIES.

Please visit NASA's FAQ for ROSES-18 (2018 Research Opportunities in Earth and Space Science) and you will find everything that you need to know in regards to submitting your proposal and the Two-Step Process:

<https://science.nasa.gov/researchers/sara/faqs>

If you are planning to submit a proposal to NASA for the first time, you will need to register on the NSPIRES website:

<https://nspires.nasaprs.com/external/index.do>

Please be sure to request an affiliation with our institution under the organization name: Research Foundation For The State University Of New York, The or enter our DUNS number 80487824.

Links to Uniform Guidance, FAR, Glossary of Federal Budget Terms, Human Subjects Regulations and Index of U.S. Government Departments and Agencies

The information below will be included on a monthly basis and it provides the reader the opportunity to easily access the data related to:

- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

http://www.ecfr.gov/cgi-bin/text-idx?SID=d8620f07072b1d3802d12eee83da8fc1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- **Federal Acquisition Regulations**

http://www.ecfr.gov/cgi-bin/text-idx?SID=481894c2d486b3207ffb14d648a93cf5&tpl=/ecfrbrowse/Title48/48tab_02.tpl

- **Glossary of Federal Budget Terms:**

https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/assets/a11_current_year/s20.pdf

- **45 CFR Part 46 Protection of Human Subjects**

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>

- **Sub part A Federal Policy for the Protection of Human Subjects (The Common Rule)**

<http://www.hhs.gov/ohrp/humansubjects/commonrule/index.html>

- **Ethical Principles and Guidelines for the Protection of Human Subjects of Research (The Belmont Report), the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (April 18, 1979)**

<http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>

- **A-Z Index of U. S. Government Departments and Agencies**

<http://www.usa.gov/directory/federal/index.shtml>

Upcoming Sponsor Deadlines

Grants.gov Opportunity Subscription

As announced in the January issue, Grants.gov has recently added an Opportunity Subscription Management feature that allows users to update their subscriptions to saved searches and funding opportunities.

Logged-in users will be able to [subscribe](#) to a funding opportunity - including forecast, synopsis and package - with a single click on the View Grant Opportunity page, and can save searches from the Search Grants page.

Logged-in users will also be able to review subscriptions to opportunities and update saved searches at any time on the new Connect Center.

Users can subscribe once to a funding opportunity and get notified of any change related to the opportunity. When a forecast or synopsis is modified or deleted, subscribers receive an email notification. When a package is added, modified, or deleted, then subscribers receive an email notification immediately.

[This video](#) can walk you through the process of registering.

NSF Standard Deadlines:

A link to NSF due dates can be found here: https://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

NIH Standard Deadlines:

Please find deadlines for Competing Grant and Cooperative Agreement Applications below. Also, refer to the funding opportunity announcements for deadline information as not all applications are due on standard deadlines.

The chart below can also be found on the NIH web site <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

General Information

- Grant applications and associated documents (e.g., reference letters) are due by 5:00 PM local time of application organization on the specified due date.
- Check the funding opportunity announcement (FOA) for due date information.
- If the FOA says "standard dates apply", refer to the table below using the activity code specified in the title of the FOA.
- Note that renewal/resubmission/revision applications may have different due dates than new applications. Read the table carefully.
- The AIDS and AIDS-related dates apply to all activity codes.

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
P Series <i>All - new, renewal, resubmission, revisions</i>	Program Project Grants and Center Grants 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.	January 25	May 25	September 25
R18, U18 R25 <i>All - new, renewal, resubmission, revision</i>	Research Demonstration Education Projects	January 25	May 25	September 25
T Series	Institutional National Research Service Awards			
D Series <i>All - new, renewal, resubmission, revision</i>	Other Training Grants 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. Applicants should refer to the IC Table of Contacts for information	January 25	May 25	September 25

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
C06/UC6 <i>All - new, renewal, resubmission, revision</i>	for each IC's scientific/research contact for the NRSA T32 program. Construction Grants	January 25	May 25	September 25
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>	Other Activity Codes	January 25	May 25	September 25
R01 <i>new</i>	Research Grants	February 5	June 5	October 5
U01 <i>new</i>	Research Grants - Cooperative Agreements	February 5	June 5	October 5
K series <i>new</i>	Research Career Development	February 12	June 12	October 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 <i>new</i>	Other Research Grants and Cooperative Agreements	February 16	June 16	October 16
R15 <i>All - new, renewal, resubmission, revision</i>	Academic Research Enhancement Award (AREA)	February 25	June 25	October 25
R01 <i>renewal, resubmission, revision</i>	Research Grants	March 5	July 5	November 5
U01 <i>renewal, resubmission, revision</i>	Research Grants - Cooperative Agreements	March 5	July 5	November 5
K series <i>renewal, resubmission, revision</i>	Research Career Development	March 12	July 12	November 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 <i>renewal, resubmission, revision</i>	Other Research Grants and Cooperative Agreements	March 16	July 16	November 16
F Series Fellowships (including F31 Diversity - NOT-OD-17-029) <i>new, renewal, resubmission</i>	Individual National Research Service Awards (Standard) (see NRSA Training Page)	April 8	August 8	December 8
R13, U13 <i>All - new, renewal, resubmission, revision</i>	Conference Grants and Conference Cooperative Agreements	April 12	August 12	December 12
R41, R42	Small Business Technology Transfer (STTR)*	September 5	January 5	April 5

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
R43, R44, U43, U44, <i>All - new, renewal, resubmission, revision, AIDS and AIDS-related</i>	Small Business Innovation Research (SBIR)* Commercialization Readiness Pilot (CRP) Program*			
SB1, UB1				

If you do not see your activity code, check your Funding Opportunity Announcement or the [Activity Code](#) Database.

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

Review and Award Cycles

	Cycle I	Cycle II	Cycle III
Application Due Dates	January 25 - May 7	May 25 - September 7	September 25 - January 7
Scientific Merit Review	June - July	October - November	February - March
Advisory Council Round	August or October *	January	May
Earliest Project Start Date	September or December *	April	July

*SBIR/STTR, CRP Only	Cycle I	Cycle II	Cycle III
Application Due Dates	September 5	January 5	April 5
Scientific Merit Review	October - November	February - March	June-July
Advisory Council Round	January	May	August
Earliest Project Start Date	April	July	September or December*

NOTES:

The actual date of the Advisory Council may occur in the month before or after the month listed. For example, some ICs may actually hold the January Advisory Council meeting in February or the October Advisory Council meeting in September.

Awarding components may not always be able to honor the requested start date of an application. Before incurring any pre-award obligations or expenditures applicants should be aware of NIH policy governing pre-award costs prior to receiving a Notice of Award. See the NIH [Grants Policy Statement](#).

* Advisory Council Round for Cycle I applications (Cycle III for SBIR/STTR) may be August or October, and their earliest project start date may be September or December respectively.

For additional funding opportunities, visit the Office of Proposal Development [webpage](#).

Note: If you have trouble accessing any of the links in this document, we recommend that you copy and paste those links into your default browser.