

Do I Have the Right Forms for My Application?



We are required to update our application forms from time to time to implement new regulations and requirements. When substantial changes are made in our applications, all applicants must use the same forms and instructions (referred to as an application package) to ensure a fair review.

How can I tell old application packages from new ones?

Each application package we post in Grants.gov has a “Competition ID”. We use this field to identify the version of forms and instructions included in the application package. Application form packages are designated alphabetically to indicate the most recent version (e.g., FORMS-H, FORMS-I). The Competition Title, which often accompanies the Competition ID, provides additional guidance to help you choose the appropriate application package (e.g., Use for due dates on or after January 25, 2025).

We’ll alert you to upcoming form changes through notices in our [NIH Guide for Grants and Contracts](#) and other communication channels noting the appropriate Competition IDs and timelines for their use.

Examples: Applications submitted to due dates on or after January 25, 2025 must use application packages with a Competition ID of FORMS-I.

Most of the time, funding opportunities have a single application package – just the one you need. During a transition to updated forms and instructions, there may be multiple application packages listed for a single funding opportunity.

When more than one application package is available, you should typically choose the most recent one. However, exceptions do exist. For example, if you are applying [late](#) or under our [continuous submission](#) policy and the older version was used for the intended due date, then you may need to select the earlier application package.

Which form instructions should I use?

The alphabetical indicator in the Competition ID of your forms must match the alphabetical indicator provided for the application form Instructions. If you’re using forms with a Competition ID of FORMS-I, then you will use Version I of the application form instructions.

Any Competition ID that includes “FORMS-I” (e.g., FORMS-I-REVISED, FORMS-I1, FORMS-I-ADMINSUPP-RESEARCH) would use Version I of the instructions.

Where will I see the Competition ID when preparing my application?

The Competition ID is visible in different places depending on your submission method:

- [Visibility of Competition ID in ASSIST](#)
- [Visibility of Competition ID in Grants.gov Workspace](#)
- [Visibility of Competition ID in System-to-system Solutions](#)

ASSIST Application Initiation

You can select the application package when initiating if more than one is available.

Choose Package for FOA #: PA-20-185

OPPORTUNITY INFORMATION

FOA Number: PA-20-185

Opportunity Title: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

Offering Agency: National Institutes of Health

Competition ID	Competition Title	Opening Date	Closing Date	Select Package
FORMS-H	Use for due dates on or before January 24, 2025	01/05/2023	01/24/2025	Select
FORMS-I	Use for due dates on or after January 25, 2025	01/05/2025	01/07/2026	Select

Close

ASSIST – Work in Progress Applications

After initiation, you will find the Competition ID in the opportunity Information found on your Application Summary tab.

ASSIST
Sponsored by the National Institutes of Health

Username: PENNYWISE

Home > Search for Applications > Application Information

Hide Navigation Show Help

Application Information

Tips:

- AORs must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time
- If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the MyAccount section and reset your Grants.gov password

Application saved

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan Human Subjects and Clinical Trials

Application Information

Application Identifier: 1654655

Application Project Title: Groundbreaking Amazing Research Project

PD/PI Name: Money, Cher D

Organization: WHATSAMATTA U

Project Period:

Status: Work in Progress Submit Application "Submit Application" is only active for Signing Officials

Status Date: 2024-03-19 08:36:53.000 AM EDT

Competition ID: FORMS-H

Competition Title: Use for due dates on or after January 25, 2023

Opportunity Information:

Opportunity Number: PAR-24-051

Opportunity Title: NIDCD Low Risk Clinical Trials in Communication Disorders (R01 Clinical Trial Required)

Agency: National Institutes of Health

CFDA Number:

Competition ID: FORMS-H

Competition Title: Use for due dates on or after January 25, 2023

Opportunity Open Date: 01/05/2024

Opportunity Close Date: 01/07/2028

Grants.gov Create Workspace

You can select the application package when creating a Workspace, if more than one is available.

Create Workspace

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Multiple Opportunity Packages match the Funding Opportunity Number you provided. Please select Opportunity Package to create the Workspace.

Opportunity Packages for PA-20-185:

1-2 of 2 Records

<<1>>

Agency Code	CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Action
HHS-NIH11	--	FORMS-I	Use for due dates on or after January 25, 2025	PKG00269448	01/05/2025	01/07/2026	Select
HHS-NIH11	--	FORMS-H	Use for due dates on or before January 24, 2025	PKG00236587	01/05/2023	01/24/2025	Select

1-2 of 2 Records

<<1>>

Close

Grants.gov Workspace – Work in Progress Applications

After creating the Workspace, you'll find the Competition ID in the Package Details on the Workspace Details tab.

MANAGE WORKSPACE

Created

Fill Out Forms

Complete and Notify AOR

Submit

Agency Received

«Back

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PA-24-141 - PKG00285240

NIH Support for Conferences and Scientific Meetings (Parent R13 Clinical Trial Not Allowed)

Department of Health and Human Services

National Institutes of Health

Application Filing Name: Sample R13 application

Workspace ID: WS01278192

AOR Status: Workspace has AOR

Workspace Owner: Sheri Cummins

Workspace Status: New

Last Submitted Date: ---

SAM Expiration Date: Jun 16, 2020

Verify

Opening Date: Mar 12, 2024

Closing Date: Jan 07, 2027

UEI: PQJXVJX7DJF7

FORMS

VIEW APPLICATION

ATTACHMENTS

PARTICIPANTS

ACTIVITY

DETAILS

PREVIEW GRANTOR VALIDATION

Workspace Details:

UEI: PQJXVJX7DJF7

Created on: Mar 19, 2024

Organization: Columbus, Megan

Last Activity Date: Mar 19, 2024

Package Details:

CFDA: ---

Competition ID – Title: FORMS-H – Use for due dates on or after January 25, 2023

Contact Information: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>

System-to-System Solutions

Most system-to-system solutions for application preparation and submission allow users to see the Competition ID and Competition Title. However, the details for where to find that information vary by solution. Contact your administrative office or solution provider for guidance.

Where will I see the Competition ID in my submitted application image?

The Competition ID is not visible in the application image we assemble after you submit since it is not actually part of the forms or data.

However, once your application moves forward to NIH staff for further processing (after the two-day viewing window), we automatically generate an application summary page and prepend it to your application image. The Competition ID is available on that summary page.

PI: Money, Cher D	Title: Groundbreaking Amazing Research Idea	
Received: 02/02/2024	Opportunity: PA20-183 Clinical Trial: Required	Council: 10/2024
Competition ID: FORMS-H 1 R01 DA999999-01	NIH Research Project Grant (Parent R01 Clinical Trial Required)	
IPF: 123456	Dual: AA,MH	Accession Number: 1234567
Former Number:	Organization: Whatsamatta U	
IRG/SRG: CPDD	Department: Amazing Research Department	
<u>Subtotal Direct Costs</u> <u>(excludes consortium F&A)</u> Year 1: 250,000 Year 2: 250,000 Year 3: 250,000 Year 4: 250,000 Year 5: 250,000	AIDS: N Animals: N Humans: Y Clinical Trial: Y Current HS Code: 20 HESC: N HFT: N	Expedited: N New Investigator: N Early Stage Investigator: N
<i>Senior/Key Personnel:</i>	<i>Organization:</i>	<i>Role Category:</i>
Cher D Money PhD	Whatsamatta U	PD/PI
Kandoo Moore PhD	Whatsamatta U	MPI
Will U Kurem PhD	Cures R Us	Faculty