

PennERA - Proposal Development



Converting Existing PD Records to NIH FORMS-F

Interest Areas: NIH S2S Submissions

Effective Date: For Deadline Dates on or after 5/25/20. Review [NOT-OD-20-077](#) for a complete discussion of how to determine which package (FORMS-E or FORMS-F) to select. **It's about the Deadline Date, not the planned submission date.**

If no data entry has been done in the existing record, we recommend a new record be created, selecting the correct FOA that uses FORMS-F; be sure to delete the old record. If you opt to convert your existing record, please follow the steps below.

If problems are encountered during the conversion process, **please don't attempt to repeat steps or try to fix the record.** Contact the [PennERA Help Desk](#) for assistance. **Do not select "placeholder" submission packages if you're uncertain about the correct choice:** Contact the [PennERA Help Desk](#) for assistance.

- NIH Notice NOT-OD-20-077: complete information about this change, including determining which package and FOA to use, <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-077.html>.
- Summary of changes: <https://grants.nih.gov/grants/electronicreceipt/files/high-level-form-change-summary-FORMS-F.pdf>.
- NIH annotated form sets: <https://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm>
- [NIH FORMS-F Application Forms Update video](#) (YouTube video created by NIH).
- NIH FORMS-F instructions: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general-forms-f.pdf>.

1. Prior to converting the record:

- As a precaution, save to your local drive any data entered (screen print PDFs) or documents uploaded on the screens noted below. Data entered and uploads will be lost to forms that are changed; usually unchanged forms don't experience any degradation.

PHS Assignment Request	Other Project Info	HS/CT Form and any associated Study Records
------------------------	--------------------	---

- Make note of opted-out validations.
 - Log out of PennERA, clear your browser's cache, then quit the browser.
 - Check our [website](#) for information on clearing your browser cache.
 - Relaunch the browser, then open the record that needs to be updated.
2. Navigate to Setup Questions and click [Get Opportunity Number](#).
3. Search for and select the appropriate FORMS-F package, then Save.
- To convert to FORMS-F setup, the opportunity **must be re-selected** and a FORMS-F package selected, even if the FOA number has not changed.
 - If a **non-Parent** FOA is not reissued, the number will remain the same and a FORMS-F package will be available for selection for Deadline Dates on or after May 25, 2020.
 - Parent Announcements will be reissued with only FORMS-F packages. Existing and new FOA numbers for these Parent Announcements can be located at: https://grants.nih.gov/grants/guide/parent_announcements.htm.

Step 1: *Continued* S2S

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Open Date	Agency	Title
PAR-19-018 Select		FORMS-E	Use for due dates on or before May 24, 2020	PKG00245412	<input checked="" type="checkbox"/>	04-Feb-2019	National Institutes of Health	Mechanisms of Disparities in Etiology and Outcomes of Lung Cancer in the U.S.: The Role of Risk and Protective Factors (R01 Clinical Trial Not Allowed)
PAR-19-018 Select		FORMS-F	Use for due dates on or after May 25, 2020	PKG00259388	<input checked="" type="checkbox"/>	04-Feb-2019	National Institutes of Health	Mechanisms of Disparities in Etiology and Outcomes of Lung Cancer in the U.S.: The Role of Risk and Protective

4. Let the screen refresh, then check answers on Setup Questions to be sure they are correct and complete.
- If you previously opted out of any validations, please check the list: You may need to opt out again.
 - **The location for validations opt-out has changed in the new v15 version of the PennERA software.** Locate it in Budget > Setup > **MECHANISM OPT IN/OUT**.
 - Change Deadline Date to the next Federal business day if it falls on a weekend or Federal holiday.

5. Check proposal setup on Setup Questions.

- Please do not attempt to fix the proposal if you have questions about the setup.
- Check that Competition ID and Forms Version are both FORMS-F.
- Check the list of forms and versions (changes noted below), as well as available screens, to ensure that all appropriate forms/screens are present.
- Not all forms or screens are present in every funding opportunity.

Competition ID	FORMS-F
Competition Title	Use for due dates on or after May 25, 2020
Form Version	FORMS-F

Changes due to PennERA v15 upgrade are noted in green.

Setup Questions

- V15 change: No longer asks if there are subcontractors. See [PennERA Personnel and Budget upgrade documentation](#) for details.

SF424 (R&R)

No changes.

Other Project Info

No changes.

Human Subjects/CT

(Human Subjects and Clinical Trial Information)

Should be v2.0 on Setup Questions list of forms.

- Reworked landing page to require an answer and supporting explanation (if applicable) for the question “Does any of the proposed research in the application involve human specimens and/or data?” for all applications.
- V15 change: New function available to create and populate data for a Study Record by importing from a registered clinical trial at ClinicalTrials.gov.

Study Record

Several Forms-F related changes. See [NIH High-Level Summary of Changes](#)

PHS Inclusion Enrollment Report

No changes.

PHS398 Assignment Request

- Should be v3.0 on Setup Questions list of forms.
- Changed several field labels.
- Removed fields
 - Do Not Assign to Awarding Components
 - Do Not Assign to Study Sections
- Added “Rationale for assignment suggestions” text box.

S2S Forms

- Any forms on this screen may still be marked “Completed” after conversion to FORMS-F, but the data and/or uploads may need to be re-entered/uploaded.

Performance Sites

No changes.

PHS398 Research Plan

No changes.

Personnel

No FORMS-F changes.

- V15 change: New Personnel data entry screen. See [PennERA Personnel and Budget upgrade documentation](#) for details.

Budget

- V15 change: New Personnel data entry screen. See [PennERA Personnel and Budget upgrade documentation](#) for details.

Approvals

No changes.

PHS398 Cover Page Supplement

- Should be v5.0 on Setup Questions list of forms.
- Added new Human Fetal Tissue Section.

Finalize

No changes.

PHS Research Training Program Plan

- V15 change: Total funds requested is now linked to the SF424 R&R fund requested section.

PHS Career Development Supplemental Form

- Added new attachment titled “Description of Candidate’s Contribution to Program Goals” to the Environment and Institutional Commitment to Candidate Section.

PHS Fellowship Supplemental Form

- Added new attachment titled “Description of Candidate’s Contribution to Program Goals” to the Institutional Environment and Commitment to Training Section.

For assistance, please contact PennERA Help PennERAhelp@lists.upenn.edu.