

Effective Date: Deadline Dates on or after January 25, 2022. Review [NOT-OD-22-018](#) for a complete discussion of how to determine which package (FORMS-F or FORMS-G) to select. **It's about the published 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-G; 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-22-018: complete information about this change, including determining which package and FOA to use, <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-018.html>.
- Summary of changes: <https://grants.nih.gov/grants/electronicreceipt/files/high-level-form-change-summary-FORMS-G.pdf>.
- NIH annotated form sets: <https://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm>
- NIH FORMS-G instructions: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general-forms-g.pdf>.

1. **Prior to converting the record:**

- As a precaution, save to your local drive any data entered (screen print PDFs) or documents uploaded. Uploads and some or all data may be lost in forms that are changed; usually unchanged forms don't experience any degradation.
 - **All data and uploads will be lost from HS/CT section, including any study records and inclusion enrollment forms.**
- Make note of opted-out validations.
- Before your first conversion, 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-G package.

- To convert to FORMS-G setup, the opportunity **must be re-selected** and a FORMS-G package chosen, 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-G package will be available for selection for Deadline Dates on or after January 25, 2022.
- Parent Announcements have not been reissued and are available to select either a FORMS-F or a FORMS-G submission package, based on Deadline Date.

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
▶ PA-20-185 Select		FORMS-F	Use for due dates on or before January 24, 2022	PKG00261433	✓	05-May-2020	National Institutes of Health	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)
▶ PA-20-185 Select		FORMS-G	Use for due dates on or after January 25, 2022	PKG00269448	✓	26-Oct-2021	National Institutes of Health	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

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 autopopulated **Deadline Date** to the next Federal business day if it falls on a weekend or Federal holiday.
 - If the opportunity uses Standard Receipt Dates, change to the next appropriate deadline. <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

5. Check proposal setup on **Setup Questions**.

o Please do not attempt to fix the proposal if you have questions about the setup.

- o Check that **Competition ID** and **Form Version** are both FORMS-G.
- o Check the list of forms and versions (changes noted below), as well as available screens, to ensure that all appropriate forms/screens are present.
- o Not all forms or screens are present in every funding opportunity.

Competition ID	FORMS-G
Form Version	FORMS-G

General

[NIH Summary of FORMS-G Changes](#)

- OMB Expiration Dates have been updated on every form.
- Where appropriate, OMB Form Number has been updated.
- UEI fields will autopopulate in *new* records but will be empty in *converted* records.
 - o Penn UEI = GM1XX56LEP58

Please notify PennERAhelp@lists.upenn.edu immediately if you receive errors associated with the two issues below:

- Country(ies)/State(s) selection lists have been updated wherever these lists appear.
- NIH now matches UEI to entity name.

Setup Questions

No changes.

SF424 (R&R)

Should be v5.0 on **Setup Questions** forms list.

- **UEI** (Unique Entity Identifier) replaces **DUNS #**.
- **Department** and **Division** fields increased to 100 chars.

Other Project Info

No changes.

Human Subjects/CT

(Human Subjects and Clinical Trial Information)

Should be v3.0 on **Setup Questions** forms list.

Study Record

- Under 3.2, changed the “If yes, describe single IRB plan” attachment field label to “Single IRB plan attachment”.

PHS Inclusion Enrollment Report

No changes.

PHS398 Assignment Request

No changes.

S2S Forms

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

PHS398 Research Plan

No changes.

Performance Sites

Should be v4.0 on **Setup Questions** forms list.

- **UEI** replaces **DUNS**.

Personnel

Should be v4.0 on **Setup Questions** forms list.

- **Department** and **Division** fields increased to 100 chars.

Budget

Should be v3.0 on **Setup Questions** forms list.

- Within R&R Detail Budget, Section F. Other Direct Costs, number of available unique “Other” direct costs lines increased to 10.
 - o PennERA has five user-defined, unique “Other” direct costs categories:
 - Inpatient Costs
 - Outpatient Costs
 - Tuition (research projects)
 - Other Costs
 - Human Fetal Tissue Costs
 All five may now be used within a single budget.
- **UEI** replaces **DUNS #** in exported Adobe SubAward forms.

Approvals

No changes.

PHS398 Cover Page Supplement

No changes.

Finalize

No changes.

PHS Research Training Budget

- **UEI** replaces **DUNS #**.

PHS Research Training Program Plan

No changes.

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

Should be v6.0 on **Setup Questions** forms list.

- Added new “Childcare Costs” section.
- Renumbered form fields, as needed.

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