PennERA - Proposal Development

NIH FORMS-I: Changes from FORMS-H; converting existing records

Interest Areas: NIH S2S Submissions

Effective Date: Deadline Dates on or after January 25, 2025. Review NOT-OD-24-086 for a complete discussion of how to determine which package (FORMS-H or FORMS-I) 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 NOFO that uses FORMS-I; 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**. *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-24-086: complete information about this change, including which package and NOFO to use.
- Summary of changes: https://grants.nih.gov/grants/electronicreceipt/files/high-level-form-change-summary-FORMS-I.pdf
- NIH FORMS-I General Instructions (Preview): https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/general-forms-i.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.
     - PHS Assignment Request Form has been changed, so it will need to be reselected on **Setup Questions** after conversion.
   - 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.
- Navigate to **Setup Questions** and click *Get Opportunity Number*.
- Search for the NOFO and select the FORMS-I package.
  - All NOFO's should include a FORMS-I package no later than December 25, 2024.
  - The opportunity *must be re-selected*, even if the NOFO number has not changed, and a FORMS-I package chosen.
  - If a **non**-Parent NOFO is not reissued, the number will remain the same and a FORMS-I package will be added.
  - All active Parent and IC-issued NOFOs with due dates on or after January 25, 2025, will be reissued or updated to add FORMS-I application packages between October 25, 2024, and November 25, 2024, with all application forms packages posted 30 calendar days or more prior to receipt dates.

	Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
▶	RFA-MH-25-135 Select		FORMS-H	Use for due dates on or after January 25, 2023	PKG00287008	✓	01-Sep-2024	National Institutes of Health	Resear Respor Preven
▶	RFA-MH-25-135 Select		FORMS-I	Use for due dates on or after January 25, 2025	PKG00288654	✓	07-Nov-2024	National Institutes of Health	Resear Respor Preven

- Let the screen refresh, then check answers on **Setup Questions** to confirm they are correct and complete.
  - If you previously opted out of any validations, please check the list: You may need to opt out again.
    - 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 if necessary. https://grants.nih.gov/grants-process/submit/submission-policies/standard-due-dates

- Check proposal setup on **Setup Questions**.
  - <mark>Please do not attempt to fix the record if you have questions about the new setup after conversion.</mark>
  - Check that **Competition ID** is FORMS-I.
  - Check the list of forms and versions (noted below), as well as available screens, to ensure that all appropriate forms/screens are present.
  - Not all forms or screens are used for every funding opportunity.

Competition ID	FORMS-I
Competition Title	*Use for due dates on or after January 25, 2025*
Form Version	

General

- FORMS-I packages are used by NIH, FDA, and AHRQ.
- OMB Expiration Dates have been updated.
- Where appropriate, OMB Form Number and expiration date have been updated.
- On the noted forms below, most changes are related to field/sections being renamed.

Changed Forms

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

- PHS 398 Cover Page Supplement v5.0
  - Field Label renamed *Change of Recipient Institution*
- PHS Fellowship Supplemental Form v8.0
  - Section renamed *Candidate Section*
  - Attachment field renamed *Goals, Preparedness, and Potential*
  - New attachment fields to replace removed attachment fields; now labelled *Training Activities and Timeline, Research Training Project Specific Aims,* and *Research Training Project Strategy*
  - Section renamed *Commitment to Candidate, Mentoring, and Training Environment*
  - Attachment field renamed *Sponsor(s) Commitment*
  - Attachment field *Description of Candidate's Contribution to the Program Goals* moved to the Commitment to Candidate, Mentoring, and Training Environment Section
  - The *Institutional Environment and Commitment to Training Section* has been removed, including the *Description of Institutional Environment and Commitment to Training* attachment field
  - Updated instructional text throughout
  - Renumbered form fields

- PHS Assignment Request Form v4.0
  - NOFO # and NOFO Description fields have been removed
  - Updated instructional text throughout
  - Moved the scientific areas of expertise field to be located above the list of individuals who should not review your application field
- PHS 398 Research Training Program Plan v6.0
  - Added *Recruitment Plan to Enhance Diversity* attachment field to the Training Program Section
  - Renumbered subsequent form fields
  - Training Grant Data Tables
    Changes to Data Tables do not affect any PennERA screens, but they are a required FORMS-I update. https://grants.nih.gov/grants-process/write-application/forms-directory/data-tables.

Unchanged Screens/Forms

- Setup Questions screen
- SF424 (R&R) v5.0
- Other Project Information v1.4
- PHS 398 Career Development Supplemental v6.0 (available on S2S Forms screen when applicable)
- PHS 398 Training Budget form v2.0 (available on S2S Forms screen when applicable)
- Personnel screen, which populates R&R Senior/Key Person Profile form v4.0
- Budget screen, which populates R&R Budget form v3.0 or the PHS 398 Modular Budget form v1.2
- PHS 398 Research Plan v5.0
- Performance Sites, which populates Performance Site v4.0
- Human Subjects/CT section, which populates PHS Human Subjects and Clinical Trial Information v3.0, Study Record, and PHS Enrollment Report forms
- Approvals screen
- Finalize screen