

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

NIH Submission Policies

When developing an NIH proposal, you want to be sure to understand NIH's related policies and guidance. The following are a number of detailed FAQs (shared from the [NIH Extramural Nexus](#)) that can help address questions you may have regarding submission:

Due Dates on Holidays/Weekends/NIH Office Closures

When a postmark/submission date falls on a weekend, [Federal holiday](#), or Washington, DC area Federal office closure ([NOT-OD-17-041](#)), the application deadline is automatically extended to the next business day. Note: NIH FOAs are posted with a short grace period which allows applications to be submitted even if the submission deadline shifts beyond the expiration date of the FOA.

Late Applications

Permission is not granted in advance for submission of a late application. Late applications are accepted only in extenuating circumstances. If an application is submitted late, a cover letter explaining the reasons for the delay must be included with the signed, completed application. Late applications are evaluated on an individual basis considering the reasons provided. Contacting the Division of Receipt and Referral in advance will not influence the acceptance of a late application. See NIH Guide Notice dated December 17, 2014 - [NIH Policy on Late Submission of Grant Applications](#).

Guidelines for Applicants Dealing with System Issues

Experiencing [system issues](#) with a federal system like ASSIST, Grants.gov, the System for Award Management (SAM), or NIH's eRA Commons that you believe threaten your ability to submit on time? NIH will not penalize applicants who experience confirmed system issues with federal systems that are beyond their control. However, you MUST follow NIH guidelines for applicants [Dealing with System Issues](#). See [NOT-OD-13-054](#).

Continuous Submission Policy

An alternative submission policy is available for certain applications submitted listing as PD/PI individuals serving as appointed members of NIH chartered standing study sections, NIH Boards of Scientific Counselors, NIH Advisory Boards or Councils, NIH Program Advisory Committees, and/or peer reviewers who have served as regular or temporary members six times in 18 months. This policy applies to R01, R21, and R34 applications that would normally be received on standard application submission dates (not special receipt dates). See [Continuous Submission](#).

Prior Agreement Required for \$500,000+ Direct Costs

For applications requesting **\$500,000 or more direct costs** for any year, applicants must seek agreement to accept assignment from Institute/Center staff at least **6 weeks prior** to the anticipated submission of any application. See [NIH Guide Notice dated October 16, 2001](#). This policy does not apply to applications submitted in response to RFAs or in response to other Announcements that include specific budgetary limits.

Post Submission Application Materials

NIH accepts limited information between the time of initial submission of the application and the time of initial peer review (see [NOT-OD-19-083](#)).

Resubmission Policy

NIH permits one resubmission of an unfunded application (see [NOT-OD-18-197](#)). Resubmissions (A1) must be submitted within 37 months of the new (A0) application (see [NOT-OD-12-128](#)). Following an unsuccessful resubmission (A1) application, applicants may submit the same idea as a new (A0) application for the next appropriate new application due date (see [NOT-OD-18-197](#)).

For more details on NIH's Resubmission Policy visit the Resubmission [webpage](#).

Evaluation of Overlapping Applications

While NIH no longer limits the number of times you can submit an application with essentially the same content and scope as an earlier unsuccessful application, it is not allowable to have overlapping applications under review at the same time. NIH Guide Notice [NOT-OD-18-197](#) includes detailed guidance about NIH's submission policies.

Weather/Other Disasters

In case of severe weather or other disasters that result in the closure of institutions, NIH will often issue a notice in the NIH Guide for Grants and Contracts. These Notices routinely state that NIH understands the problems caused by the closures and that it is reasonable for applications to have an extension of time for the number of days the institution is closed; the reason for the delay must be documented in a cover letter. Even if NIH does not issue such a Notice, the practice will apply for such institutional closings. See [NIH Extramural Response to Natural Disasters and Other Emergencies](#).

Paper Applications

Paper applications are not allowed for competing grant applications. They may only be submitted if required by the funding opportunity announcement.