

FREQUENTLY-SEEN GRANTS.GOV ERRORS AND WARNINGS

Notes on how to avoid these problems appear below each error or warning.

Error Messages Received:

This application is a duplicate of a previous submission for the same council round. Please resubmit using the “Changed/Corrected Application” submission type.

If you’re submitting an application that was rejected by Commons due to errors, be sure to select the “changed/corrected” box, and to revise your cover letter (if any) to include an explanation for the changed/corrected submission. Also use the “changed/corrected” option when your application has successfully made its way to Commons, but when you viewed it, it contained something incorrect (such as the homework attached instead of the biosketch), or strangely formatted (such as one of the pages being upside down).

Federal Identifier format (SF 424 RR Cover page) is not valid. Please include only the IC and serial number of the prior grant number (e.g., CA123456).

For best results, copy just the Institute’s Code (such as “CA” for National Cancer Institute or “EY” for the National Eye Institute) and the serial number (such as “123456”) directly from your Notice of Grant Award/Notice of Award (NGA/NoA). Also, remember that for NIH applications, your serial number will almost always be 6 characters long.

The Introduction is limited to [x] page(s) for this submission on the PHS 398 Research Plan.

“Introductions” are included on grant resubmissions only. The NIH provides general instructions for introductions, but to ensure yours is the correct length, always refer to your Funding Opportunity Announcement (FOA).

The Public Health Relevance Statement (labeled 'Project Narrative' in Other Project Information, item 7) should be no longer than 2 or 3 sentences.

This statement should be written in lay terms, and provide the reader information about why your proposed project could have significant impact on public health. Do not confuse this area with your project’s abstract.

The organization name for Key Person [name of collaborating investigator] must be provided on the Senior/Key Person page.

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Remember to include not only the organization name for each key person, but also remember that each LSUHSC-NO employee's organization name should be identical.

When Vertebrate Animals is "Yes", you must provide either (1) animal welfare assurance number + IACUC approval date, (2) animal welfare assurance number + an indication that IACUC approval is pending OR (3) the word 'None' (Other Project Information, item 2).

Self-explanatory. Our animal welfare assurance number is A3094-01.

A Vertebrate Animals attachment must be included on the Research Plan page if the response to the Vertebrate/Animals Subject Used Question on the Other Project Information page is 'Yes'.

Surprisingly, Grants.gov does not catch this omission upon clicking of the “check package for errors” button.

The DUNS number you have provided in the SF 424 RR Cover page (item 5, Applicant Information) does not match the number in the eRA Commons profile for your organization.

Our DUNS number is 782627814.

The Targeted/Planned Enrollment Table Attachment must be included on the Research Plan page if the response to the Human Subjects question on the Other Project Information Page is 'Yes' and if the Exemption Number is not 4.

This is another omission not caught by the Grants.gov “check package for errors” feature.

The Inclusion of Women and Minorities Attachment must be included on the Research Plan page if the response to the Human Subjects question on the Other Project Information Page is 'Yes' and if the Exemption Number is not 4.

This is another omission not caught by the Grants.gov “check package for errors” feature.

The Inclusion of Children Attachment must be included on the Research Plan page if the response to the Human Subjects question on the Other Project Information Page is 'Yes' and if the Exemption Number is not 4.

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This is another omission not caught by the Grants.gov “check package for errors” feature.

A Protection of Human Subjects attachment must be included on the Research Plan page if the response to the Human Subjects question on the Other Project Information page is 'Yes'.

This is another omission not caught by the Grants.gov “check package for errors” feature.

Both a modular and a detailed budget have been included with this submission. One or the other may be submitted.

The rules about the situations in which a modular budget must be used appear here:
<http://grants.nih.gov/grants/funding/modular/modular.htm>

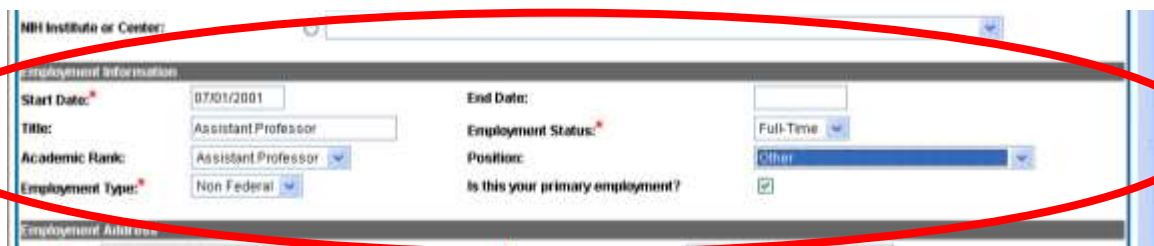
The [attachment] is not in PDF format, or the filename is invalid. All attachments must be provided to NIH in PDF format, filenames must be included with no spaces or special characters, and a .pdf extension must be used.

Free .pdf conversion software is available here:
<http://www.grants.gov/agencies/software.jsp#3>

Warning Messages Received:

The PD/PI position/title, Associate Professor, listed on the SF 424 RR Cover, does not match those listed on the eRA Commons account: null. The grant image will display the position/title as submitted here. If the position/title on the eRA Commons account is not current, please update it in the eRA Commons by editing the appropriate employment record in the PIs Personal Profile.

This is by far the most common warning we see. As a general practice, check your information in Commons before beginning to prepare an application. Be sure that each of the fields shown below is completed:



The screenshot shows a web form titled "Employment Information" with the following fields and values:

Start Date:	07/01/2001	End Date:	
Title:	Assistant Professor	Employment Status:	Full-Time
Academic Rank:	Assistant Professor	Position:	Other
Employment Type:	Non-Federal	Is this your primary employment?	<input checked="" type="checkbox"/>

The entire form area is circled in red in the original image.

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The PD/PI degree: MS, listed on the PHS 398 Cover Page, is not one of the degrees listed for the eRA Commons account: PHD. The grant image will display the degrees as submitted. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons.

Again, please update your Commons account, and make sure that the information listed in the grant application is identical to what is listed in Commons.

If appropriate for your organization, please supply a division for the PD/PI.

Your division is usually shown as your school (Medicine, Nursing, Allied Health, Public Health, Dentistry).

The Employer Identification Number on the SF 424 RR Cover page must be a length of 9 characters or 12 characters.

Our Employer Identification Number is 1726087770A2.

The Senior/Key Person Suffix for [key person] (Senior/Key Person page) exceeds the agency limit. The grant image will display the name as submitted; the agency will store the first 5 characters only.

This error has happened when multiples degrees were inserted (e.g., “MD, PhD, MBA”) in the suffix field. Select the degree most relevant to the proposal to insert in this field, and note the others in the investigator’s biosketch.

The Research Plan is limited to [X] pages. This may span [X] pages due to page breaks. If the total space occupied by text does not exceed [X] pages then no action is needed.

As always, follow your FOA to ensure you’re working within the page limitations. Also, remember that extra “white space” can often make a grant to appear to be longer than it actually is. This is why we recommend that you create your research plan as one continuous document, then break it up into sections when it’s complete. So long as it’s within the page limitations when it’s one document, there is no need to worry about this warning.

The name provided for Key Person [name] on the Senior/Key Person page does not match the eRA Commons account name [name]. The grant image will display the name as submitted. - Warning

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Again, please make sure that the information listed in the grant application is identical to what is listed in Commons.

No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the grant image, you should include them on the PHS 398 Cover Page Supplement.

Self-explanatory.

The human subject assurance number entered in the application does not match what is in the Commons profile for your organization. There are rare cases where this is permissible. Please make sure that the correct number is entered on the Other Project Information page. If not, correct and resubmit.

Our human subjects assurance number is 00002762. This number has been copied directly from our institutional profile as it appears in Commons, and yet sometimes, on some applications, we receive this warning. If you have copied the number directly from a source such as this document, do not concern yourself with addressing this warning.

The Descriptive Title exceeds the limit for NIH. It will be displayed in the grant image as submitted; NIH will store the first 81 characters only in the eRA database.

The Descriptive Title appears as item 11 of the SF424 form. Remember to count total characters, including spaces.

Be sure that you have complied with the allowable project period limitations for this FOA. Otherwise, your application may be delayed and rejected in the review process.

This warning is sometimes received when the proposed project period is different from what's "normal" for that particular award mechanism, such as a 3-year R03 (usually 2 years) or a 4-year R01 (usually 5 years). If you have adhered to the project period limitations found in your FOA, there is no need to act on this warning.

Be sure that you have complied with the allowable cumulative direct cost limitations for this FOA. Otherwise, your application may be delayed and rejected in the review process.

This warning is sometimes received when the proposed project budget is different from what's "normal" for that particular award mechanism, such as a \$600,000 R03 (usually more like \$300,000). If you have adhered to the budget limitations found in your FOA, there is no need to act on this warning.

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Other problems observed but caught before submission:

Commons ID is missing.

If you do not know your Commons ID, or need one created for you, please contact Nicole Barron (Nbarro@lsuhsc.edu) or Ken Kratz (Kkratz@lsuhsc.edu).

Attachments contain headers and footers

The Commons system inserts the PI name as a header and page numbers as footers when your application is processed. Thus, if you have inadvertently included your own headers and footers, the ones Commons inserts will print on top of them, resulting in an unreadable document. Go through every single attachment and remove all headers and footers.

Institution name not consistent with policy, or not consistent throughout application

For purposes of Grants.gov submissions, our institution name must be shown as “Louisiana State University Health Sciences Center – N.O.”. It must appear this way throughout the application – on the first page, the personnel section, etc.

Item 5 completed for investigator, not institution

Item 5 is the area in which *institutional* information is to be listed: Organizational DUNS is 782627814. Legal name is Louisiana State University Health Sciences Center – N.O., Office of Research Services, Chancellor’s Office, 433 Bolivar Street, 2nd Floor, New Orleans, Orleans Parish, LA, 70112. Person to contact is Dr. Kenneth Kratz (504) 568-4970, (504) 568-8808, kkratz@lsuhsc.edu

Item 15 is where *investigator* information is to be listed.

Congressional district incorrectly formatted

Congressional districts should be listed as “LA-002”, not “2”.

Signing Official’s title not correctly abbreviated

Because of Grants.gov character limitations, Dr. Moerschbaecher’s title must be abbreviated as “Vice Chancellor, Acad. Affairs”.

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Incorrect or missing cognizant federal agency information

Completing this field often gets overlooked because of its location on the form. For detailed budgets, it appears under item H, “indirect costs”. For modular budgets, it appears under item B, “indirect costs”.

**Our cognizant federal agency is:
DHHS (Department of Health and Hospitals)
[Click here](#) for information on current POC name and number.**

Too many appendices/publications included

The NIH has stringent guidelines about the number and type of appendices that are acceptable. Refer to your FOA for primary guidance, and also review the policy found here: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-018.html>

Dr. Moerschbaecher’s suffix is placed incorrectly.

Many applicants have been listing “Moerschbaecher, III” in the “last name” field of item 19. However, the Grants.gov system reads this as though “Moerschbaecheriii” is a last name. Please place the “III” in the suffix field. Use “Dr.” as the prefix.

Subrecipient’s name is too long.

The maximum characters allowed in this field is 60.