


MEMORANDUM

To: Deans, Directors, and Department Heads

From: Leslie P. Tolbert, Ph.D. 
Vice President for Research, Graduate Studies, and
Economic Development

Re: FEBRUARY DEADLINE FOR NIH RO1 APPLICATIONS

Date: December 18, 2006

The February deadline for NIH R01 applications is coming soon, and bringing many changes. You will be interested to know that:

- The receipt date is February 5, 2007.
- All R01 applications for this deadline must be submitted via Grants.gov.
- With Grants.gov submissions, SF 424 R&R forms replace the familiar PHS 398 forms, increasing application preparation/submission times.

The staff of the Sponsored Projects Services Office has held a number of Grants.gov training sessions throughout the year. In case you haven't been able to attend, two more are scheduled for the end of this year and the beginning of next year. You can register to attend the session on ISW. These will be the final training sessions before the February deadline.

Grants.gov Training Presentations

Date	Time	Location	Register
12/21/06	1:00 PM – 3:00 PM	SU Ventana Room	https://www.fso.arizona.edu/isw/default.asp
01/04/07	9:00 AM – 11:00 AM	SU Ventana Room	https://www.fso.arizona.edu/isw/default.asp

The February R01 deadline always yields a very high volume of proposals. For 2007, this volume is likely to be increased due to a number of factors, including additional questions on the new process/forms, multiple submissions of a single application to correct errors, and the possibility of server problems.

To mitigate potential problems, Sponsored Projects has scheduled a number of clinics, located in campus computer labs, to assist you with application preparation. These

clinics are first-come, first-served; no pre-registration is required. You can come to one or several, with a jump drive and your questions. Sponsored Projects staff will help you with the new forms and application preparation, and will submit your proposal while you wait. if you're ready to go and institutional routing requirements are met.

Grants.gov Application Preparation Clinics

Date	Time	Location
01/10/07	1:00 PM – 3:00 PM	COPH Drachman Hall A319
01/17/07	1:00 PM – 4:00 PM	College of Nursing Room 101
01/18/07	1:00 PM – 4:00 PM	COPH Drachman Hall A319
01/22/07	9:00 AM – 12:00PM	College of Nursing Room 101
01/24/07	9:00 AM – 12:00 PM	AHSL 2102a
01/26/07	9:00 AM – 12:00 PM	COPH Drachman Hall A319
01/29/07	1:00 PM – 4:00 PM	USB Room 405
01/30/07	9:00 AM – 12:00 PM	USB Room 405
01/31/07	10:00 AM – 1:00 PM	USB Room 405

What to expect:

- **Learn:** If you haven't attended a Grants.gov training session, sign up for one. Attend a computer clinic (or two!) to ask questions and get started on your application.
- **Proofread:** When you're ready to submit, be **ready** to submit. According to the NIH, resubmission to correct transmission errors is not an opportunity to correct your abstract, research plan, or other proposal documents.
- **Plan ahead:** It is very likely that your proposal will have to be submitted through Grants.gov more than once, to correct transmission problems. Plan to have your application ready for submission 2-3 days before the deadline to allow for this. Sponsored Projects plans to use the actual receipt date (February 5) to follow up on outstanding transmission errors on applications submitted the previous week. Waiting until February 5 to submit your proposal may cause problems for your proposal and for the timely correction of someone else's proposal. Sponsored Projects cannot guarantee on-time submission for applications that aren't ready until the deadline date.

For further information, please contact the Preaward section of Sponsored Projects at (520) 626-6000, and visit their Grants.gov information web site at:

<http://www.sps.arizona.edu/Grants.gov/GrantsGov.htm>

I would like to thank the College of Public Health, College of Nursing, College of Medicine, and the Financial Services Office for providing access to computer labs.

