According to NOT-OD-15-039 and effective for applications submitted for due dates on or after January 25, 2015, there will be a two week window of consideration after the application due date, during which time, NIH might consider accepting a late application. An application is considered “on time” if it is submitted error free no later than 5 P.M. local (applicant organization) time on the application due date. NIH will not consider late applications under the following circumstances:

- RFAs that must be reviewed on a compressed timeline and that have declared, in the Application Due Date field, “No late applications will be accepted for this Funding Opportunity Announcement”
- New Investigator R01 applications resubmitted on special due dates (April 10, August 10, and December 10) as a part of the New Investigator Initiative because the submission deadline for these applications has already been extended by several weeks.

Acceptance of late applications will be made on a case-by-case basis, dependent upon the explanation provided in a cover letter submitted with the application.

Examples of Reasons Why Late Applications Might Be Accepted:
- Death of an immediate family member of the PD/PI (or MPI).
- Sudden acute severe illness of the PD/PI (MPI) or immediate family member.
- Temporary or ad hoc services by a PD/PI on an NIH advisory group during the two months preceding or the two months following the application due date.
- Delays due to weather, national disasters, or other emergency situations, not to exceed the time the application organization is closed.
- For PD/PIs who are eligible for continuous submission, the late application policy applies to activities not covered under the continuous submission policy.

Examples of Reasons Why Late Applications Will Not Be Accepted:
- Heavy teaching or administrative responsibilities, relocation of a laboratory, ongoing or non-severe health problems, personal events, participation in review activities for other Federal agencies or private organizations, attendance at scientific meetings, or a very busy schedule.
- Review service for participants other than a PD/PI or MPI, acute health issues or death in the family of a participant other than a PD/PI or MPI.

(Continued on page two)
National Institutes of Health (NIH) Policy for Late Applications (continued)

- Problems with computer systems at the applicant organization, problems with system-to-system grant submission services, or failure to complete or renew required registrations in advance of the application due date.
- Failure to follow instructions in the Application Guide or funding opportunity announcement
- Correction of errors or addressing warnings after 5 P.M. local (applicant organization) time on the application due date.

Proposals should be submitted to the Office of Grant and Contract Administration (GCA) a minimum of 2 business days prior to the deadline to ensure time to address required corrections and to address issues with computer systems.

National Institutes of Health (NIH) Salary Cap Increasing

On December 30, 2014, the NIH issued NOT-OD-15-049 announcing that the Executive Level II salary previously set at $181,500 increased to $183,300 effective January 11, 2015. See below for the impact to budgets for proposals that have not been submitted to the sponsor. The following applies to existing NIH grant and cooperative agreement awards and extramural research and development contract awards:

- No adjustments will be made to modular grant applications/awards or to previously established commitment levels for non-competing grant awards issued with FY 2015 funds.
- NIH competing grant awards with categorical budgets reflecting salary levels at or above the new cap(s) that are issued on or after the January 11, 2015 effective date, will reflect adjustments to the current and all future years so that no funds are awarded or committed for salaries over the limitation.
- For awards issued in those years that were restricted to Executive Level II, including competing awards already issued in FY2015, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, grantees may rebudget to accommodate the current Executive Level II salary level and contractors may charge at the higher level. However, no additional funds will be provided to these grant awards and the total estimated cost of the contract will not be modified.
- The salary limitation provision does apply to subawards/subcontracts for substantive work under an NIH grant or contract.
National Institutes of Health (NIH) Salary Cap Increases (continued)

Impact to Proposal Development (PD) Records:
Applicable to records that are either “In Development” or “In Review”

If no personnel listed in the budget have salaries in any year over $181,500, no action is needed.

For all proposals with a budget that contains at least one individual with a base salary over $181,500, please follow the below instructions based on how your budget was initially created:

**Default**
*PD automatically moves salary over the cap into the unallowable category*

Example of current budget:

<table>
<thead>
<tr>
<th>Period</th>
<th>Role</th>
<th>Base Salary</th>
<th>Calendar</th>
<th>Academic</th>
<th>Summer</th>
<th>Salary</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PDRI</td>
<td>205,800.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>41,209.00</td>
<td>Federal Grant</td>
<td>53,889.60</td>
</tr>
<tr>
<td>2</td>
<td>PDRI</td>
<td>212,180.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>42,496.00</td>
<td>Federal Grant</td>
<td>55,566.29</td>
</tr>
<tr>
<td>3</td>
<td>PDRI</td>
<td>216,545.48</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>43,759.00</td>
<td>Federal Grant</td>
<td>57,171.48</td>
</tr>
<tr>
<td>4</td>
<td>PDRI</td>
<td>225,101.70</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>45,923.90</td>
<td>Federal Grant</td>
<td>58,899.62</td>
</tr>
<tr>
<td>5</td>
<td>PDRI</td>
<td>231,864.61</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>48,379.00</td>
<td>Federal Grant</td>
<td>60,053.22</td>
</tr>
</tbody>
</table>

Steps to update budget:
1. Navigate to the Budget Tab
2. Click “Detail” to the left of the individual over the cap
3. Click Save and Close
National Institutes of Health (NIH) Salary Cap Increases (continued)

**Budget at the Cap**
Budget at the salary cap with no salary inflation

Example of current budget:

<table>
<thead>
<tr>
<th>Period</th>
<th>Role</th>
<th>Base Salary</th>
<th>Calendar</th>
<th>Academic</th>
<th>Summer</th>
<th>Salary</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PDR</td>
<td>181,500.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,300.00</td>
<td>Federal Grant...</td>
<td>47,400.40</td>
</tr>
<tr>
<td>2</td>
<td>PDR</td>
<td>181,500.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,300.00</td>
<td>Federal Grant...</td>
<td>47,400.40</td>
</tr>
<tr>
<td>3</td>
<td>PDR</td>
<td>181,500.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,300.00</td>
<td>Federal Grant...</td>
<td>47,400.40</td>
</tr>
<tr>
<td>4</td>
<td>PDR</td>
<td>181,500.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,300.00</td>
<td>Federal Grant...</td>
<td>47,400.40</td>
</tr>
<tr>
<td>5</td>
<td>PDR</td>
<td>181,500.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,300.00</td>
<td>Federal Grant...</td>
<td>47,400.40</td>
</tr>
</tbody>
</table>

Total: 181,500.00  55,505.00  237,005.00

Steps to update budget:
1. Navigate to the Budget Tab
2. Click “Detail” to the left of the individual over the cap
3. Click on the “Appointments” tab
4. Change the base salary to $183,300
5. Click Save and Close

**Budget at the Cap with Inflation**
Budget at the salary cap with annual salary inflation

Example of current budget:

<table>
<thead>
<tr>
<th>Period</th>
<th>Role</th>
<th>Base Salary</th>
<th>Calendar</th>
<th>Academic</th>
<th>Summer</th>
<th>Salary</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PDR</td>
<td>181,500.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,300.00</td>
<td>Federal Grant...</td>
<td>47,400.40</td>
</tr>
<tr>
<td>2</td>
<td>PDR</td>
<td>181,945.00</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>37,309.09</td>
<td>Federal Grant...</td>
<td>48,906.81</td>
</tr>
<tr>
<td>3</td>
<td>PDR</td>
<td>192,553.35</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>38,510.67</td>
<td>Federal Grant...</td>
<td>50,371.00</td>
</tr>
<tr>
<td>4</td>
<td>PDR</td>
<td>198,029.95</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>39,605.96</td>
<td>Federal Grant...</td>
<td>51,883.12</td>
</tr>
<tr>
<td>5</td>
<td>PDR</td>
<td>204,279.85</td>
<td>2.40</td>
<td>0.00</td>
<td>0.00</td>
<td>40,555.07</td>
<td>Federal Grant...</td>
<td>53,459.81</td>
</tr>
</tbody>
</table>

Total: 192,721.63  59,569.27  252,290.90

**Note:** Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.
Steps to update budget:
1. Navigate to the Budget Tab
2. Click “Detail” to the left of the individual over the cap
3. Click on the “Appointments” tab
4. Change the base salary to $183,300
5. Click on the “Detail” tab
6. Make sure the checkbox at the bottom of the page labeled “Allow defined sponsor cap to be ignored” is checked
7. Click Save and Close