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1 NIH IS TRANSITIONING TO FORMS-D ELECTRONIC APPLICATION PACKAGES

The National Institutes of Health (NIH) is modifying its electronic application forms packages to FORMS-D. The specific changes made to the new FORMS-D packages can be found at: NIH Application Forms Update: FORMS-D.

All applications with due dates on or after May 25, 2016 must use the new FORMS-D packages with the exception of Late and Continuous Submissions. For continuous submissions use the forms and instructions for the intended due date and not the actual submission date. The intended due date is the due date specified in the key dates table of the opportunity announcement. More information on this topic is available here: NOT-OD-16-064: Impact of Grant Application Form Update (FORMS-D) on Late and Continuous Submission Applications.

IMPACT
- Some FOAs may be posted with more than one forms packages.
- FORMS-C application packages will be set to expire after the May 7, 2016 AIDS due date. During the short transition period, the appropriate package will need to be selected based on due date.
- For Proposal Development (PD) Users, when creating a new proposal in PD, two options (FORMS-C and FORMS-D) may appear when searching for NIH solicitations.

ACTION REQUIRED
- Be certain that you are using the correct application package by checking the Competition ID for FORMS-D. The Competition field can be found when downloading the application package from Grants.gov, in the application header information of the downloaded package or in the ASSIST FOA summary information for multi-project applications.
• For proposals due on or after May 25, 2016, please carefully read the FOA and the appropriate “D Series” Application Guide for program-specific instructions before completing your applications.

• If you have an NIH proposal that is due before May 25, 2016 and there are optional form packages, choose the ADOBE-FORMS-C option.

• If your NIH proposal is due on or after May 25, 2016, and there are optional form packages set up, choose FORMS-D option.

If you have any questions, please contact your OSP Proposal Reviewer, IRES@yale.edu (for PD related questions) or Amy Ellis at amy.ellis@yale.edu.