

# Finalize – S2S Submissions

- ✓ Finalizing an S2S submission follows the same steps as finalizing any other InfoEd submission.

**However, important additional steps are summarized below.**

- ✓ Make sure your PHS 398 Research Plan tab is set to “Final version.”
- ✓ After clicking on the “Build” icon, click on the “Build Grants.Gov application” link.
- ✓ Use the “XML Validation” and the “NIH Commons Validation Submit” features to check early for any technical errors which can delay your application from being accepted and can prevent it from being rejected by the funding agency .

Review this slide set for additional instructions.

# PHS 398 Research Plan – Final Version

PHS 398 Research Plan - Google Chrome

eresearchdev.mssm.edu/Proposal/pd/pdProj.asp?ProjId=913FD8D7D454C4D7E05333021C0ADC97

Proposal PD19-00431

Finalize Tab on NIH S2S Apps  
Allison Gottlieb - Grants and Contracts Office (National Institutes Of Health/DHHS)

Done Save

PHS 398 Research Plan

Show Final Version Draft Version Final Version

Completed

Pages 5

PDF

View Burden Statement

Introduction

1. Introduction to Application  
(for Resubmission and Revision applications)

Research Plan Section

2. Specific Aims Replace Original (1) PDF Remove

3. Research Strategy Replace Original (1) PDF Remove

4. Progress Report Publication List Upload

PHS 398 Research Plan

- ✓ If you try to finalize your submission with the PHS 398 Research Plan tab set on the default “Draft Version,” you will receive an error on the Finalize tab. Go back to the PHS 398 Research Plan tab, uncheck the “Completed” box, choose “Final Version” from the drop down menu and check the “Completed” box again.

# Finalize Tab Steps – Building the Application

Finalize - Google Chrome  
eresearchdev.mssm.edu/Proposal/pd/pdSubmit.asp?ProjID=913FD8D7D454C4D7E05333021C0ADC97

Proposal PD19-00431  
Done Save

**Finalize Tab on NIH S2S Apps**  
Allison Gottlieb - Grants and Contracts Office (National Institutes Of Health/DHHS)

Finalize

BUILD PDF / FORM PAGES

Form Page SF424 (R&R)

Build

**Step 1 - Click on Build.**

**Step 2 - Click on Build Grants.Gov Application.**

## **Build Grants.gov Application**

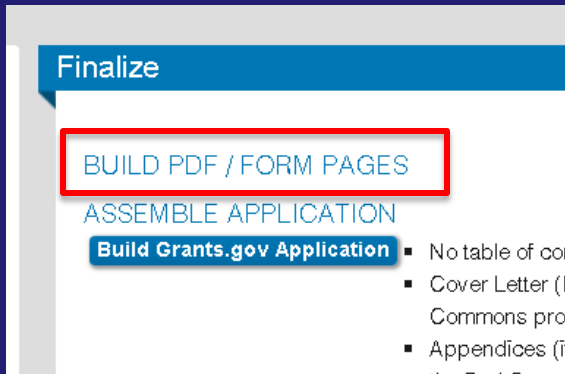
No table of contents is created in this assembled document.

- Cover Letter (if applicable) is included at the beginning to aid in review, but it won't appear in the final Commons proposal (they are stored separately by NIH)
- Appendices (if applicable) are included at end of the research plan to aid in review, but they won't appear in the final Commons proposal (they are stored separately by NIH)
- A few pages may appear in the assembled document that are 'lists of attachments' (e.g., Modular Budget Justifications attachments list, Assurances/Certification Explanation attachments list); these will NOT show up in the Commons proposal document.
- 398 Cover Page will appear before the research plan in both modular and detailed budget applications.
- References Cited will appear after the Research Plan section in both modular and detailed budget applications.
- In detailed budget applications, the cumulative budget will appear immediately following the detailed budget (and the budget justification will follow the cumulative budget).

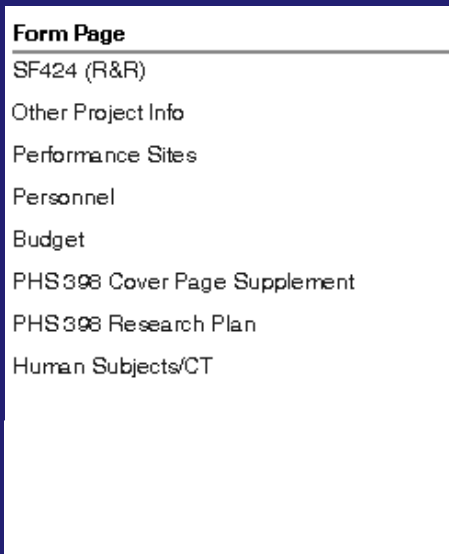
**Warning:** Once these pages are built, uncompleting any of these 'Tabs' will require that you re-build these pages.

**Step 3 – See warning above. If you went back and set your Research Plan on “Final version” or made any further changes to other tabs at this point, you’ll need to repeat steps 1 and 2 and re-build your application.**

# Finalize Tab Steps - Grants.Gov Validation



**Step 4** – Click on the “Build PDF / Form Pages” link. The “XML” validation button appears on that page.



**Step 5** - Click on the “XML” Validation button. By doing so, you are checking early for any technical errors which can delay your application from being accepted at grants.gov.

**Did you know that grants.gov is a grants portal for all federal funding agencies?**



**Warning:** Once these pages are built, uncompleting any of these 'Tabs' will require that you re-build these pages.

# Finalize Tab Steps – Grants.gov Validation

## Step 6 –

Please correct tabs that did not pass validation as indicated. If you receive an error message you do not understand, please email your [Grants Specialist](#) a screenshot with your application's PD #.

Form	Included	Passed Validation
RR_SF424_2_0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_CoverPageSupplement_4_0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Project Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PerformanceSite_2_0-V2.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_KeyPersonExpanded_2_0-V2.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_ResearchPlan_4_0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHSHumanSubjectsAndClinicalTrialsInfo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_Budget1_4	<input type="checkbox"/>	<input type="checkbox"/>
RR_SubawardBudget30_1_4-V1.4	<input type="checkbox"/>	<input type="checkbox"/>
PHS398_ModularBudget1_2-V1.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS_AssignmentRequestForm_2_0	<input type="checkbox"/>	<input type="checkbox"/>

Validation for RR\_SF424\_2\_0:RR\_SF424\_2\_0 XML <RR\_SF424\_2\_0:RR\_SF424\_2\_0>  
 PASSED

Validation for PHS398\_CoverPageSupplement\_4\_0:PHS398\_CoverPageSupplement\_4\_0 XML <PHS398\_CoverPageSupplement\_4\_0:PHS398\_CoverPageSupplement\_4\_0>  
 PASSED

**XML** Validation [Attachment Filenames](#) 

**Warning:** Once these pages are built, uncompleting any of the "Tabs" will require that you re-build these pages.

File name cannot be more than 50 characters long for Grants.gov submissions.

## Step 7 –

In addition, if you see an “Error” symbol, hover your mouse on it to reveal the issue. In this example, you would click on the Attachment Filenames link to determine which of your file names are more than 50 characters. Resave the file as per the [guidelines](#) and upload the updated version.

# Finalize Tab Steps - eRA Commons Validation

*Applicable to the NIH, NIOSH/CDC, AHRQ, and the FDA applications*

**Proposal**  
PD19-00431

**Finalize Tab on NIH S2S Apps**  
Allison Gottlieb - Grants and Contracts Office (National Institutes Of Health/DHHS)

**Done Save**

- Setup Questions
- SF424 (R&R)
- Other Project Info
- Performance Sites
- Personnel
- Budget
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan
- Human Subjects/CT
- New / Competitive Renewals / R ...
- Internal Documents
- Approvals

**Finalize**

**Finalize**

BUILD PDF / FORM PAGES

ASSEMBLE APPLICATION

SUBMIT FOR INTERNAL REVIEW

**VALIDATION & SUBMISSION TO GRANTS.GOV**

NIH Commons Validation **Submit**

Grants.gov Submission **Submit to Grants.gov**

Submitted Date Grants.Gov

**Step 8** - Click on the “Validation & Submission to Grants.Gov” link.

**Step 9** - Click on Submit for NIH Commons Validation.

**Did you know that NIH, NIOSH/CDC, AHRQ, and the FDA applications pass through grants.gov and then onwards to eRA Commons?**

**eRA Commons is an on line interface used by these funding agencies.**

Ignore. This is for GCO use.

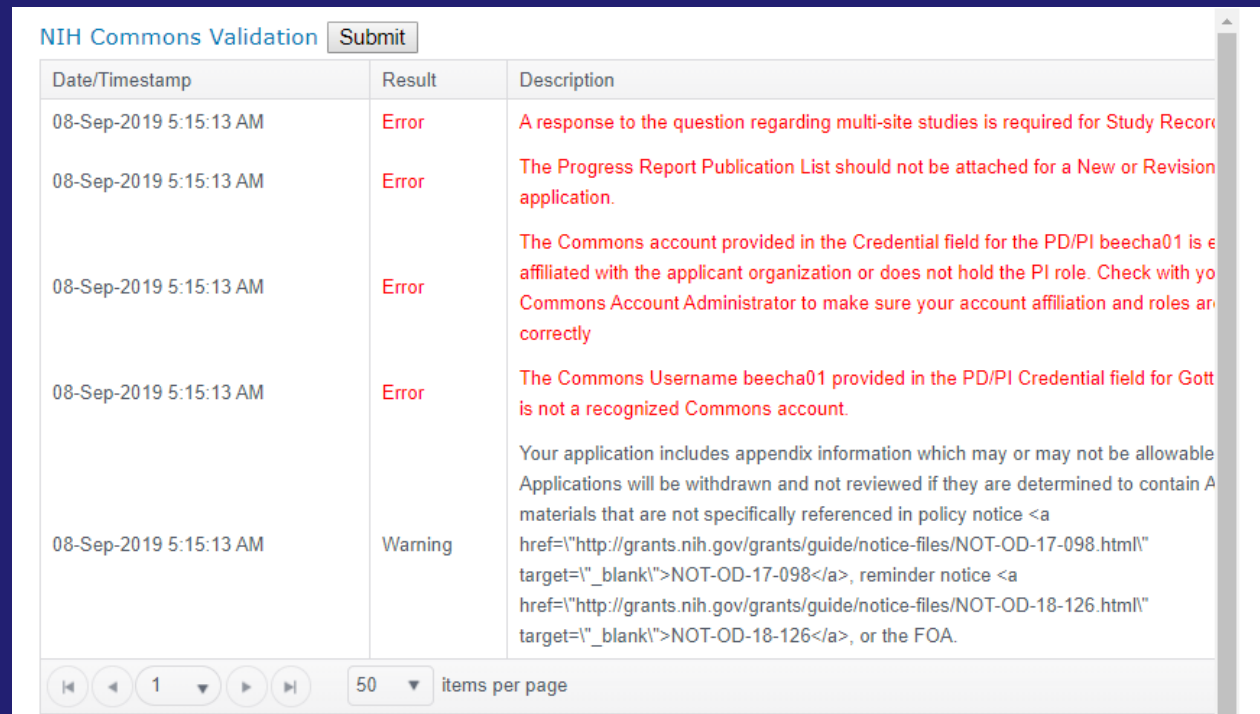
# Finalize Tab Steps - eRA Commons Validation

*Applicable to the NIH, NIOSH/CDC, AHRQ, and FDA applications*

**Step 10 –  
Please review  
and correct as  
indicated.**

**All Errors must  
be corrected  
prior to  
submission.**

**Not all Warnings  
must be  
corrected. Some  
are innocuous.**



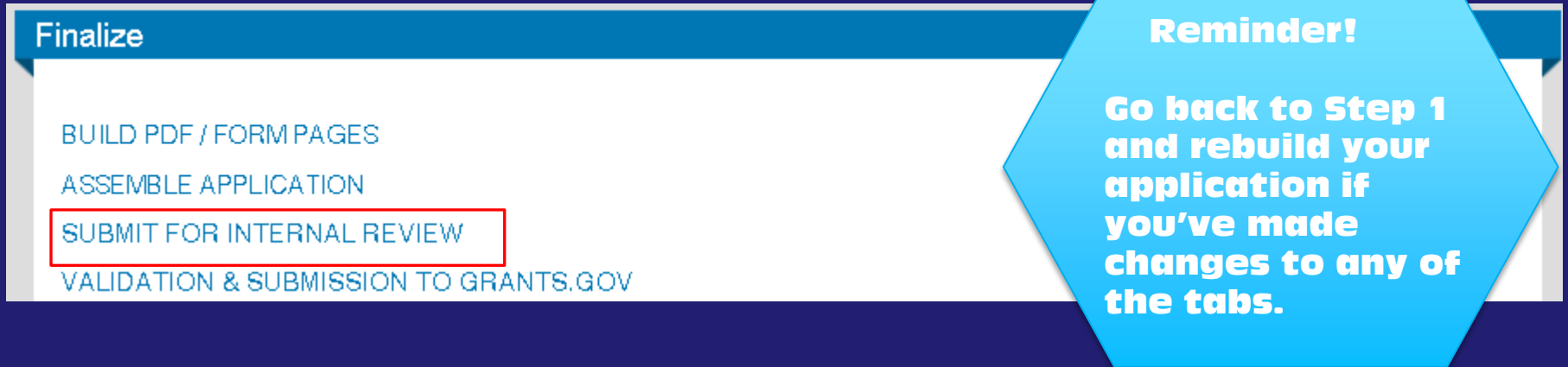
The screenshot displays the 'NIH Commons Validation' interface with a 'Submit' button. It features a table with three columns: 'Date/Timestamp', 'Result', and 'Description'. The table contains five rows of validation messages. The first four rows are marked as 'Error' and the fifth as 'Warning'. The interface also includes a pagination bar at the bottom with navigation arrows, a page number '1', and a dropdown menu for '50 items per page'.

Date/Timestamp	Result	Description
08-Sep-2019 5:15:13 AM	Error	A response to the question regarding multi-site studies is required for Study Record
08-Sep-2019 5:15:13 AM	Error	The Progress Report Publication List should not be attached for a New or Revision application.
08-Sep-2019 5:15:13 AM	Error	The Commons account provided in the Credential field for the PD/PI beecha01 is e affiliated with the applicant organization or does not hold the PI role. Check with yo Commons Account Administrator to make sure your account affiliation and roles are correctly
08-Sep-2019 5:15:13 AM	Error	The Commons Username beecha01 provided in the PD/PI Credential field for Gott is not a recognized Commons account.
08-Sep-2019 5:15:13 AM	Warning	Your application includes appendix information which may or may not be allowable Applications will be withdrawn and not reviewed if they are determined to contain A materials that are not specifically referenced in policy notice <a href="http://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-098.html" target="_blank">NOT-OD-17-098</a>, reminder notice <a href="http://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-126.html" target="_blank">NOT-OD-18-126</a>, or the FOA.

**If you do not understand an error or warning message, please email your Grants Specialist a screenshot with your application's PD #.**

# Finalize Tab Steps - PI Certification

Step 11 – Click on “Submit for Internal Review” link.



**Finalize**

BUILD PDF / FORM PAGES

ASSEMBLE APPLICATION

**SUBMIT FOR INTERNAL REVIEW**

VALIDATION & SUBMISSION TO GRANTS.GOV

**Reminder!**

**Go back to Step 1 and rebuild your application if you've made changes to any of the tabs.**

Current Proposal Status: **Under Development**

Components for **Initial Application**

Form/Document Name	Current Submission			
	Edit	Status	Upload	Remove
New / Competitive Renewals / Resubs v1.6.3 (eForm)		Completed		Mandatory
Assembled Doc		Completed		

[Add Institution Forms/Supporting Documents](#)

**Submit Final Review**

Step 12 – Click on “Submit Final Review” icon.



# Finalize Tab Steps - PI Certification

**Step 13 - Review certification language and click on “Accepted” box.**

**Step 14 - PI’s Username and Password will appear. Click on Continue.**

**Step 15 – Click on Submit.**

**Do not “Add New Person to Review Path” unless you have received GCO and departmental**

**approval to do so. Adding extra signatories unnecessarily delays your application.**

**Certification** Close

This is an NIH application that is not an NRSA and I certify that the following statements are true and accurate:

1. The information submitted within the application is true, complete and accurate to the best of my knowledge.
2. Any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
3. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

OR

This is an NRSA application and I certify that the following statements are true and accurate:

- 1) The information submitted within the application is true, complete and accurate to the best of the Fellow's and Sponsor's (Mentor's) knowledge;
- (2) Any false, fictitious, or fraudulent statements or claims may subject the Fellow and Sponsor(s) (Mentor) to criminal, civil, or administrative penalties;
- (3) The Sponsor(s) (Mentor) will provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application;
- (4) The Fellow has read the Ruth L. Kirschstein National Research Service Award Payback Assurance and will abide by the Assurance if an award is made, and that the award will not support residency training.

Accepted  Declined

Username  Password  Continue

Proposal **PD19-00431 – Allison Gottlieb “Finalize Tab on NIH S2S Apps” (Under Development)**

[Refresh Route](#) **Route** [Add New Person to Review Path](#) Submit

Step 1	<b>Step 2</b> Michelle Smith
	<b>Step 2</b> Stephen Green

# Finalize Tab - PI Certification for NIH MPI Grants

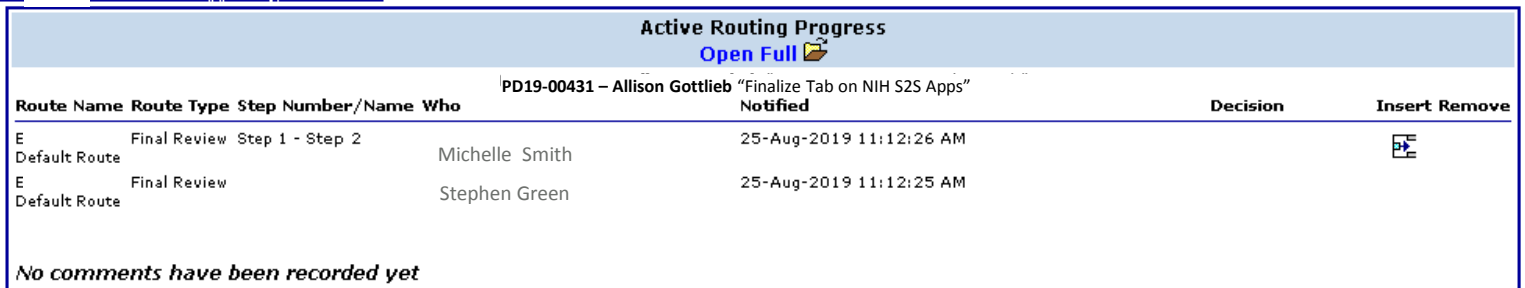
- ✓ **If this is a multiple PI (MPI) National Institutes of Health (NIH) grant, your application will not route forward until all the multiple PIs log onto InfoEd and approve.**
- ✓ **After the contact PI completes the Finalize tab, all the PIs including the contact PI, will be prompted to certify the project as part of the submission route. All MPIs must certify. Click [here](#) for instructions.**

# Finalize – Successfully Submitted!

- ✓ Setup Questions
- ✓ SF424 (R&R)
- ✓ Other Project Info
- ✓ Performance Sites
- ✓ Personnel
- ✓ Budget
- ✓ PHS 398 Cover Page Supplement
- ✓ PHS 398 Research Plan
- ✓ Human S...
- ✓ New / Cor / R...
- ✓ Internal D...
- ✓ Approvals
- ✓ Finalize

If you see the “Active Routing Progress” chart on your Finalize Tab, you have successfully routed your project to the associated department(s).

Continue to check this chart to make sure that departmental signatories have signed off.



**Active Routing Progress**  
[Open Full](#)

PD19-00431 – Allison Gottlieb “Finalize Tab on NIH S2S Apps”

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
E Default Route	Final Review	Step 1 - Step 2	Michelle Smith	25-Aug-2019 11:12:26 AM			
E Default Route	Final Review		Stephen Green	25-Aug-2019 11:12:25 AM			

*No comments have been recorded yet*

## The Route - Pictorial

PI approves → Submits to Dept(s) → 3. Dept(s) Approves → 4. Submit to GCO

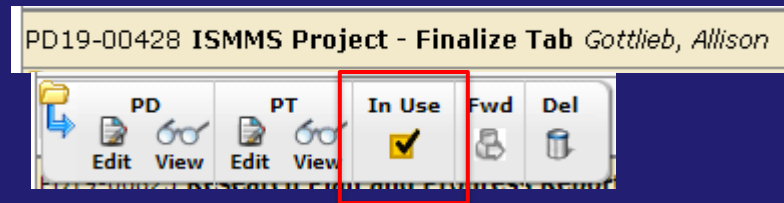


NIH MPI grants have additional steps.

# Finalize – Can't Submit?

## Top Problems and Solutions

1. Delegate rather than PI attempts to complete the finalize tab. Only the PI can finalize. **Delegates must never log in using their PI's login info.**
2. PI attempts to finalize when delegate is still logged into the application. If the delegate sees from the project list that the application is "In Use," he/she must log out properly.



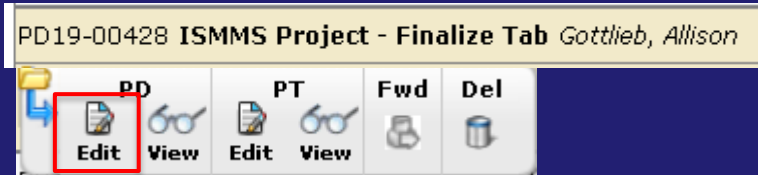
3. **Logging out improperly from any of the InfoEd tabs will lock your application.** Please log out properly by clicking on "Done" in each of the tabs rather than the "X" at the top of your screen. When logging out improperly, it will appear that your application is "In Use" (see screenshot above) and it will take longer to go back in to sign off.



# Finalize – Can't Submit?

## Top Problems and Solutions

4. Can't find the **Build** or **Submit Final Review** buttons? Make sure you are in "Edit" rather than "View" mode. Exit out of your proposal. Enter through "Edit" mode.



5. Still can't find the "Thumbs Up?" Click on the "Submit For Internal Review" link.

The screenshot shows a web page titled "Finalize". It has a blue header bar with the word "Finalize" in white. Below the header, there are three links: "BUILD PDF / FORM PAGES", "ASSEMBLE APPLICATION", and "SUBMIT FOR INTERNAL REVIEW". The "SUBMIT FOR INTERNAL REVIEW" link is highlighted with a red box. Below the links, there is a paragraph of text: "Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted." Another paragraph follows: "The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a 'thumbs up' on the screen. If it is there, then the proposal has not yet been submitted." A third paragraph: "The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them." Below the text, it says "Current Proposal Status: **Under Development**". Then "Components for **Initial Application**". Underneath that is a table with the following structure:

Form/Document Name	Edit	Status	Upload	Remove
Assembled Doc		Completed		

Below the table is a link: "Add Institution Forms/Supporting Documents". On the right side of the page, there is a button labeled "Submit Final Review" with a thumbs-up icon. This button is also highlighted with a red box.