

# SUBMITTING AN NIH PROPOSAL THROUGH



Principal Investigator navigates to the [www.grants.gov](http://www.grants.gov) website



**FIND** grant opportunities

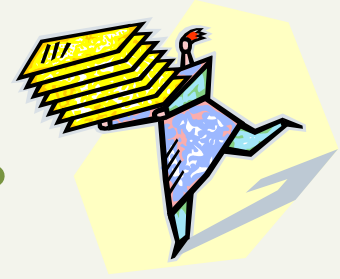
Applicant searches for program announcements



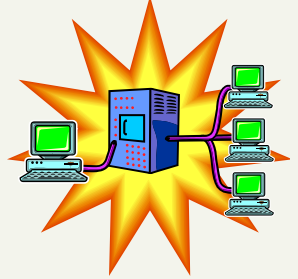
Applicant finds a program announcement then downloads application package and instructions



Applicant completes the selected application package



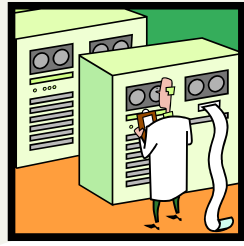
Applicant forwards completed application package to the Office of Research along with all standard proposal paperwork



The Office of Research reviews and submits the application



Office of Research receives submission confirmation number from [grants.gov](http://grants.gov) This is followed up by an e-mail from [grants.gov](http://grants.gov)



The proposal is picked-up by NIH and transferred to the NIH Commons. Office of Research and PI are notified via e-mail. NIH Commons issues may be detected at this time



The clock starts on a two-day period where the Office of Research may reject the application if there are problems viewing the image in the NIH Commons. It is the PI's responsibility to check the application during this period and to notify OR if there is a problem. If no rejection occurs following the transfer of the document to the NIH Commons the application will automatically be forwarded to the Center for Scientific Review for further processing.