NIH Application Forms Update: FORMS-D

The NIH periodically updates grant application forms in order to remain current with the most recent form sets available through Grants.gov and approved by the Office of Management and Budget.

NIH and other agencies serviced by NIH’s electronic Research Administration (eRA) use the ‘Competition ID’ field of Grants.gov application packages for quick and easy identification of the forms being used for a particular Funding Opportunity Announcement or individual application package.

NIH will introduce application packages with a Competition ID of ‘FORMS-D’ for due dates on or after May 25, 2016.

Changes to PHS forms included in ‘FORMS-D’ application packages

PHS 398 Career Development Award Supplemental Form
- New “Candidate Information and Goals for Career Development” attachment
  - Combines “Candidate’s Background”, “Career Goals and Objectives”, and “Candidate’s Plan for Career Development/Training Activities during Award Period” attachments into a single attachment
- New “Data Safety Monitoring Plan” attachment
- New “Authentication of Key Biological and/or Chemical Resources” attachment
- Updated Citizenship selections
- Reorganization of attachments
- Field order and label changes
- Added/updated burden statement and form expiration date
- Updated form instructions

PHS 398 Cover Page Supplement
- New Vertebrate Animals section added
  - New questions
    - Are animals euthanized? Yes/No
    - If Yes, is method consistent with AVMA guidelines? Yes/No
      - If No to AVMA guidelines, describe method/provide scientific justification
- Ability to add Program Income information for 10 budget periods (previously 5)
- Field order and label changes
- Added/updated burden statement and form expiration date
- Updated form instructions

PHS 398 Modular Budget
- Indirect (F&A) Costs section changed to dynamically add indirect costs rather than providing static fields for four entries
- Minor label changes
- Added/updated burden statement and form expiration date
- Updated form instructions

PHS 398 Research Plan
- New “Data Safety Monitoring Plan” attachment
- New “Authentication of Key Biological and/or Chemical Resources” attachment
• Minor format and label changes
• Added/updated burden statement and form expiration date
• Updated form instructions

**PHS 398 Research Training Program Plan**
• Removed “Background” and “Recruitment Plan to Enhance Diversity” attachments (information previously included in these attachments moved to existing “Program Plan” attachment)
• New “Plan for the Instruction in Methods for Enhancing Reproducibility” attachment
• New Data safety Monitoring Plan attachment
• Format and label changes including categorizing attachments into sections
• Added/updated burden statement and form expiration date
• Updated form instructions

**PHS 398 Training Budget**
• Minor label changes
• Added/updated burden statement and form expiration date
• Updated form instructions

**PHS 398 Training Subaward Budget Attachment(s) Form**
• Streamlined instruction text
• Added/updated burden statement and form expiration date
• Updated form instructions

**PHS Assignment Request Form**
• New, optional form
• Used to provide structured information to NIH referral staff regarding: funding component assignment preference, study section preference, individuals who should not review your application due to conflicts, and scientific areas of expertise needed to review your application
• Complements existing “Cover Letter Attachment” on SF424 (R&R) form
• Added/updated burden statement and form expiration date
• Updated form instructions

**PHS Fellowship Supplemental Form**
• New “Applicant’s Background and Goals for Fellowship Training” attachment
  o Combines “Doctoral Dissertation and Other Research Experience”, “Goals for Training and Career”, and “Activities Planned Under Award” attachments into a single attachment
• New “Letters of Support from Collaborators, Contributors, and Consultants” attachment
• New “Description of Institutional Environment and Commitment to Training” attachment
• New “Data Safety Monitoring Plan” attachment
• New “Authentication of Key Biological and/or Chemical Resources” attachment
• New Vertebrate Animals questions added
  o New questions
    Are animals euthanized? Yes/No
    If Yes, is method consistent with AVMA guidelines? Yes/No
      ▪ If No to AVMA guidelines, describe method/provide scientific justification
• Updated list of values for the “Field of Training for Current Proposal” field; changed from 4-digit codes to 3-digit codes
• Updated Citizenship selections
• Reorganization of attachments
• Format and label changes
• Added/updated burden statement and form expiration date
• Updated form instructions

**PHS Inclusion Enrollment Report**

• Combines Planned Enrollment Report and Cumulative Inclusion Enrollment Report forms into a single form
  o Questions used to identify type of report:
    ▪ Delayed onset study? Yes/No
    ▪ Enrollment Type? Planned/Cumulative (Actual)
    ▪ Using an Existing Dataset or Resource? Yes/No
    ▪ Enrollment Location? Domestic/Foreign
    ▪ Clinical Trial? Yes/No
      • NIH-Defined Phase II Clinical Trial? Yes/No
    ▪ Added/updated burden statement and form expiration date
  ▪ Updated form instructions