

## SF424 checklist

- A PI does not need to register with Grants.gov. Only the organization (WU) needs to be registered...and we are.
- PI's must be registered in eRA Commons if submitting an application to NIH
- Attachments must be in PDF format
- The University's legal name is Washington University
- SF424 information in Box 5 is that of Washington University except email field which can be someone in the department so they get emails on the status.
- SF424 information in box 19 is Research Office data.
- Duns number is 068552207
- SF424 Box 6 (Employer Identification) is 1 43 065 3611A1 for NIH and 43 065 3611 for other federal agencies
- On the Other Project Information form, be sure to put the Human Assurance number (00002284) if human subjects are being used
- On the Other Project Information form, be sure to put the Animal Welfare Assurance number (A3381-01) if animals are being used
- Key Personnel contribute in substantive, measurable way to scientific development whether or not salaries are requested
- Other Significant Contributors are committed to contribute to scientific development but are not committing measurable effort (person months = 0)
- Correcting errors:  
  
After a specified submission date, if applicants make corrections and resubmit, the application will be considered late. In this case, applicants must include a cover letter explaining the reason for the delay. Error conditions must be corrected, and then the application may be submitted as a changed/corrected application in order for the application to be accepted.  
  
Check the "Changed/Corrected Application" box in block 1 of the SF424 (R&R) Cover component.  
  
When submitting a Changed/Corrected Application for a "New" Type of Application, enter the Grants.gov tracking number for the previous application that you are correcting in the Federal Identifier Field (Item 4)  
  
When submitting a Changed/Corrected Application for a "Resubmission," "Renewal," or "Revision" Type of application, the previously assigned grant number (e.g. CA123456) must be in the Federal Identifier field (Item 4)
- New terminology:  
Resubmission = A Revised or Amended application  
Revision = Competing Supplement