



# Weill Cornell Medicine

	<b>SOP #</b>	OSRA0011
	<b>Revision #</b>	1.0
	<b>Implementation Date:</b>	10/01/2015
<b>SOP Owner:</b> Office of Sponsored Research Administration	<b>Last Reviewed/Update Date:</b>	03/01/2016
<b>SOP Contributor(s):</b> Research Departments, OSRA	<b>Approved Date:</b>	09/28/2015

## NIH Continuous Submission Standard Operating Procedure

### 1. Purpose

To recognize review and advisory service by members of the scientific community, and to minimize disincentives to such service, the National Institutes of Health (NIH) provide an alternate plan for submission and review of research grant applications from appointed members of NIH review and advisory groups and temporary members of NIH review groups with substantial, recent review service. The alternative submission and review process is limited to NIH R01, R21, and R34 applications, including those that are AIDS-related, that would normally be received on standard submission dates.

Weill Cornell Medicine (WCM) Principal Investigators (PIs) can check their eligibility for continuous submission in their Electronic Research Administration (eRA) Commons Account profile (instructions [here](#)). PIs must notify the Office of Sponsored Research Administration (OSRA) in advance of a planned submission under the continuous submission policy, allowing OSRA to confirm both PI and opportunity eligibility. Applications submitted under the continuous submission option must include a cover letter that states the eligibility of a PI for continuous submission, which requires review and approval from OSRA.

Continuous submission is typically **NOT** available for applications submitted for special deadlines or other activity codes, including Requests for Applications (RFAs) and some Program Announcements (PARs). Faculty must contact OSRA well in advance of the application deadline listed in the opportunity announcement for clarification on eligibility, allowing sufficient time to meet the application deadline should continuous submission privileges be unavailable.

### 2. Scope

This standard operating procedure (SOP) explains the NIH continuous submission policy, outlines how to confirm both PI and opportunity eligibility, and instructs PIs on how to include eligibility information in their applications.

### 3. Prerequisites

- PI must be an appointed member of a chartered standing NIH Study Sections, NIH Boards of Scientific Counselors, NIH Advisory Boards, NIH Advisory Councils, NIH Program Advisory Committees; OR
- PI must serve as regular or temporary peer review member of a NIH peer review committee 6 times in 18 months (recent substantial service)



# Weill Cornell Medicine

SOP Owner: Office of Sponsored Research Administration	SOP #	OSRA0011
	Revision #	1.0
SOP Contributor(s): Research Departments, OSRA	Implementation Date:	10/01/2015
	Last Reviewed/Update Date:	03/01/2016
	Approved Date:	09/28/2015

#### 4. Related Documents

Submitting a Competitive Grant Application for OSRA Review ([OSRA 0002](#))  
 OSRA Grant Application Review and Submission ([OSRA 0004](#))

#### 5. Responsibilities

- **R**esponsibility = person or role responsible for ensuring that the item is completed
- **A**ccountable = person or role responsible for actually doing or completing the item
- **C**onsulted = person or role whose subject matter expertise is required in order to complete the item
- **I**nformed = person or role that needs to be kept informed of the status of item completion

<div style="border: 1px solid black; padding: 5px; width: 300px; height: 150px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; font-weight: bold;">Role</div> <div style="position: absolute; bottom: 5px; left: 5px; font-weight: bold;">Process Deliverable (or Activity)</div> </div>	Process Members						
	Principal Investigator	Key Personnel	Academic Department	OSRA Administrator	OSRA Specialist	OSRA Director	OSRA Office
Development/Maintenance of SOP	I	I	I/C	I	I	I/C	R/A
Determine PI Eligibility	R/A		R				
Determine Opportunity Eligibility	R/A		R				
Verify Eligibility	I/C		I		R/A		
Prepare Application Cover Letter	R/A		I/C		C		
Review and Submit Grant Application	I/C	I	I/C	R	R/A		



# Weill Cornell Medicine

	<b>SOP #</b>	OSRA0011
	<b>Revision #</b>	1.0
	<b>Implementation Date:</b>	10/01/2015
<b>SOP Owner:</b> Office of Sponsored Research Administration	<b>Last Reviewed/Update Date:</b>	03/01/2016
<b>SOP Contributor(s):</b> Research Departments, OSRA	<b>Approved Date:</b>	09/28/2015

## 6. Procedure

Step	Action	Method	Owner	Schedule
<b>1.0</b>	<b>Determine PI eligibility for continuous submission</b>	<b>Check eRA Commons profile</b>	<b>PI and Department</b>	<b>At least two weeks in advance of application deadline listed in the funding opportunity</b>
1.1	PIs must check their eRA Commons profile to determine their eligibility to submit applications under NIH's continuous submission policy	<a href="#">Instructions</a>		
1.1.1	<i>PI may also check the NIH eligibility list, however NIH advises the Commons profile is the authoritative source</i>	<a href="#">List</a>		
<b>2.0</b>	<b>Determine funding opportunity eligibly for continuous submission</b>	<b>Funding Opportunity Program Announcement</b>	<b>PI and Department</b>	<b>At least two weeks in advance of application deadline listed in the funding opportunity</b>
2.1	PI must carefully review the funding opportunity to determine if NIH will accept applications under the continuous submission policy	<a href="#">NOT-OD-11-093</a>		
2.1.1	<i>The continuous submission and review process is limited to NIH R01, R21, and</i>			



# Weill Cornell Medicine

	<b>SOP #</b>	OSRA0011
	<b>Revision #</b>	1.0
	<b>Implementation Date:</b>	10/01/2015
<b>SOP Owner:</b> Office of Sponsored Research Administration	<b>Last Reviewed/Update Date:</b>	03/01/2016
<b>SOP Contributor(s):</b> Research Departments, OSRA	<b>Approved Date:</b>	09/28/2015

	<i>R34 applications that would normally be received on standard submission dates</i>			
2.1.2	<i>Continuous submission is NOT available for applications submitted for special deadlines (RFAs, some PARs) or other activity codes</i>			
<b>3.0</b>	<b>Notify OSRA of intent to submit under continuous submission policy</b>			<b>At least two weeks in advance of application deadline listed in the funding opportunity</b>
3.1	When considering a proposal under NIH's continuous submission policy, PIs must notify their OSRA Grants & Contracts Specialist, who will verify eligibility			
<b>4.0</b>	<b>Verify PI Eligibility</b>		<b>OSRA Grants &amp; Contracts Specialist</b>	<b>Within 24 hours of notice from PI and/or Department</b>
4.1	OSRA Grants & Contracts Specialist must verify PI and funding opportunity eligibility			
4.2	As necessary, OSRA Grants & Contracts Specialist will contact the funding opportunity Grants Management Contact for confirmation			
4.3	The OSRA Grants & Contracts Specialist will provide verification for the PI within one business day			



# Weill Cornell Medicine

<b>SOP #</b>	OSRA0011	
	<b>Revision #</b>	1.0
	<b>Implementation Date:</b>	10/01/2015
	<b>Last Reviewed/Update Date:</b>	03/01/2016
<b>SOP Owner:</b> Office of Sponsored Research Administration	<b>Approved Date:</b>	09/28/2015
<b>SOP Contributor(s):</b> Research Departments, OSRA		

5.0	Prepare application cover letter indicating eligibility and include in Final Application sent to OSRA for submission		PI and Department	Must be received in OSRA at least 2 business days before submission deadline
5.1	Once verified by OSRA, PI must prepare an application cover letter confirming their eligibility for continuous submission			
5.1.2	<i>Applications submitted under the continuous submission option must include a cover letter that states the eligibility of a PD/PI for continuous submission</i>			
5.2	Application must then be routed according to OSRA guidelines	<a href="#">OSRA 002</a> <a href="#">OSRA 004</a>		

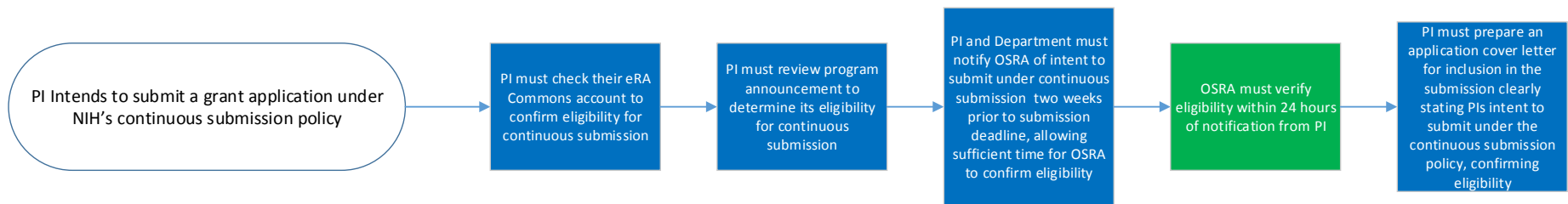


# Weill Cornell Medicine

<b>SOP #</b>	OSRA0011	
	<b>Revision #</b>	1.0
	<b>Implementation Date:</b>	10/01/2015
<b>SOP Owner:</b> Office of Sponsored Research Administration	<b>Last Reviewed/Update Date:</b>	03/01/2016
<b>SOP Contributor(s):</b> Research Departments, OSRA	<b>Approved Date:</b>	09/28/2015

## 7. Process Maps

---





# Weill Cornell Medicine

<b>SOP Owner:</b> Office of Sponsored Research Administration <b>SOP Contributor(s):</b> Research Departments, OSRA	<b>SOP #</b>	OSRA0011
	<b>Revision #</b>	1.0
	<b>Implementation Date:</b>	10/01/2015
	<b>Last Reviewed/Update Date:</b>	03/01/2016
	<b>Approved Date:</b>	09/28/2015

## **8. *Process Metrics***

---

- PI/Department must notify OSRA of intent to submit under continuous submission two weeks prior to submission deadline
- OSRA must verify PI eligibility within 24 hours

## **9. *References***

---

Eligible Individuals List:

[http://grants.nih.gov/grants/peer/continuous\\_submission.htm](http://grants.nih.gov/grants/peer/continuous_submission.htm)

NIH continuous submission policy page:

[http://grants.nih.gov/grants/peer/continuous\\_submission.htm](http://grants.nih.gov/grants/peer/continuous_submission.htm)

eRA Commons instructions for checking eligibility:

[http://grants.nih.gov/grants/peer/continuous\\_submission\\_eligibility.htm](http://grants.nih.gov/grants/peer/continuous_submission_eligibility.htm)

## **10. *Definitions***

---

None

## **11. *Limitations/Exclusions***

---

None