

Below is a list of the most common errors and warnings PI's receive:

- Institutional information does not match NIH records
- Characters transposed/left out. (ex.Duns# EIN#) ERROR
- Update personal profile on Commons to match current submission.
WARNING
- Missing or incorrect PI eRA Commons user name in Credential/Agency Login field of Senior Key Person Page. ERROR
- Attachments must be PDFs. ERROR
- Files exceed maximum allowed page limits WARNING (We recommend that you create your proposal as a single Word file and then convert it to the NIH specifications to ensure that you have stayed within the specified page limits for each required section)
- Failure to attach files in sections 8-12 of Research Plan page, required for proposals with humans/animals ERROR
- Human Subject Assurance#/Animal Welfare# field not completed for applications with humans/animals. ERROR
- Project start date must follow the Standard Due Dates for Competing Applications, found on the NIH website. These dates can be after but never prior to the earliest start date for current cycle. Check this before completing the SF424; when using the detailed budget, the PureEdge software will not let you correct this information. WARNING
- Roles used in detailed budget should precisely match those selected in drop down boxes in the key personnel section. ERROR
- Effort must be listed in calendar months on the detailed budget. ERROR
- All key personnel must have organization field completed. ERROR
- Resubmissions must have an introduction and comply with the specified page limits found in the PA/RFA. ERROR
- Renewal applications must answer Question 3 (inventions and patents) on the checklist page.