

Dear NIH Grantee,

I am writing to be sure you are aware of the major changes that are happening to NIH applications for due dates on or after January 25, 2010.

Please take the time to learn about the upcoming changes. Applications submitted for due dates on or after January 25, 2010 using incorrect forms or following old instructions will be delayed and may not be reviewed!

What's happening?

- Due to changes resulting from the Enhancing Peer Review initiative, applications for due dates on or after January 25, 2010 require:
 - **Restructured application forms**
 - **New instructions including shorter page limits**
- These changes affect ALL applications (new, renewal, resubmission, and revision).
 - [Applicants who are eligible for continuous submission](#) may continue to use current forms and instructions through February 7, 2010 for R01, R21, and R34 AIDS applications that would otherwise have been due on January 7, 2010.
- In December, you will need to download the new application forms (applies to both electronic SF 424 (R&R) and paper PHS 398). When the time comes, be sure to **choose the correct application package**:
 - SF 424 (R&R): ADOBE_FORMS_B
 - PHS 398: Revision date "June 2009"

Steps for Success:

1. Read about requirement changes **now** to be able to begin writing the Research Strategy section of the application.
2. In **December**, go back to the updated FOA or reissued Parent Announcement and download the new application package and instructions.
3. Read the new application instructions **carefully**.
4. For **due dates on or after January 25**, submit applications using the new application forms and instructions.

How to Get Informed!

- To better understand the new requirements, the [Enhancing Peer Review Website](#) has a page dedicated to the [application changes](#) and has made available to you a number of resources on the [Training and Communications Resources](#) page including:
 - A [flyer](#)

- A [one page](#) update
 - PowerPoint presentations describing the changes
- Additional information is also available throughout the website including:
 - [FAQs](#)
 - List of [policy notices](#)
 - [Timeline](#) of changes
- A video overview of the changes will be available on the Enhancing Peer Review Web site under [Training and Communication Resources](#) in mid-November.
- The Enhancing Peer Review website will continue to be updated with additional resources as they are developed. To be notified when new application packages become available, sign up on the Enhancing Peer Review [LISTSERV](#) or look out for an announcement in the [NIH Guide for Grants and Contracts](#).