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1 Revisions, Renewals, and NIH Resubmissions

This section provides instructions for creating revisions (supplements), renewals, and NIH resubmissions in Princeton ERA.

Types of follow-on proposals that can be created:

<table>
<thead>
<tr>
<th>Types</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision (Supplement)</td>
<td>An application requesting additional funding for an active award.</td>
</tr>
<tr>
<td>Renewal</td>
<td>A competitive application for a new project with a scope based on or related to a current project which is expiring.</td>
</tr>
<tr>
<td>NIH Resubmission</td>
<td>An application that NIH has reviewed and declined to fund, which the investigator has now modified and is resubmitting for consideration. NIH generally allows one resubmission.</td>
</tr>
</tbody>
</table>

This section describes how to create revisions, renewals, and NIH resubmissions for Princeton ERA funding proposals.

If you are creating a follow-on submission for a proposal originally funded in Coeus, a new Princeton ERA funding proposal should be created and the type should be noted on the Funding Proposal SmartForm. Please refer to the Funding Proposal-General Proposal Information SmartForm section for additional details.

1.1 Create a Revision

Revisions (also known as supplements) are applications requesting additional funding on an existing, active award that is already set up in PeopleSoft Financials with a PeopleSoft award number. This section provides instructions on how to create a revision application.

On the proposal workspace of a proposal in the “Awarded” state, click the Create Revision activity.

Note: Only the Admin Contact and proposal editors will have access to this activity.
In the Create Revision pop-up window, confirm the Revision name. The name will default to the original proposal name with the suffix of “- Revision – 1.” Click OK.

You will be brought to the funding proposal SmartForm. Notice the ID has been amended with “Rev” and the number of the revision. The application type is Revision.

Review the revision proposal for completeness and accuracy, using the Continue button to navigate through each SmartForm page.

Most proposal information will copy directly from the original funding proposal. The information below will not copy and must be updated for the revision:

- **General Proposal Information page**: Expected Start Date
- **Submission Information**: Copies but may need to update the revision funding opportunity
- **Budget Periods and Key Dates page**: Application submission deadline
- **Compliance Review page**: All fields
On the Completion Instructions SmartForm page, click the Finish button.

You will be returned to the proposal workspace. Note that the state is Draft and the proposal type is Revision. There is also a link to the original proposal for easy navigation.

Note: you will also be able to easily access the revision from the originally funded proposal. A new tab called “Follow-on Submissions” will include links to all follow-on proposals.

From the revision proposal workspace, navigate to and complete the budget. The revision budget will default to $0.
On the revision proposal workspace, complete the required workspace activities. If you have questions on which activities are needed or would like detailed instructions, please refer to the Complete Workspace Activities section of this manual.

**Workspace Activities**

- **Manage Ancillary Review** – Add PI Assurances Ancillary Review(s)
- **Manage Ancillary Review** – Add additional required reviews (e.g. cost share, indirect cost waiver, space change)
- **Display Team COI Information**
- **Create-Update SF424** (S2S only)
- **Add Comment** – Indicate if all documents complete or not
- **Add Attachments** – if using multi-prong approach and if draft research elements are available

When the submission is complete, click the Submit for Department Review activity. Complete the endorsements and click OK.

If you are submitting this application system-to-system, you will generate and complete a new SF424 using the Create-Update SF424 activity.

The Federal Identifier is required for revisions; Enter the NIH Award ID.
Ensure the application type on the R&R cover page is “Revision” with the appropriate request type specified.

The revision proposal follows the same workflow as the primary proposal.

1.2 Create a Renewal
Renewals are competitive application for a new project with a scope based on or related to a current project which is expiring. This section provides instructions on how to create a renewal application.

On the Proposal Workspace of a proposal in the “Awarded” state, click the Create Renewal button.

*Note: Only the Admin Contact and proposal editors will have access to this activity.*

You will be brought to the funding proposal SmartForm. Notice the Type of application is Renewal. Also note that the funding proposal does not have an FP ID yet. It will receive a new FP ID when the General Proposal Information page is saved.
The Short title of the proposal will default based on your original proposal name with the suffix “-Renewal”. Most information from the original funding proposal is not copied on to the renewal proposal, so you must complete all SmartForm pages as you would for a new proposal.

Enter the information for all fields. Refer to the Complete the Funding Proposal SmartForm section of this manual for detailed instructions on completing each page.

Review each SmartForm page. On the Completion Instructions SmartForm page, click the Finish button.
You will be brought to the proposal workspace. Note that the state is Draft and the proposal type is indicated as Renewal. There is also a link to the original proposal for easy navigation.

Note: you will also be able to easily access the renewal from the originally funded proposal. A new tab called “Follow-on Submissions” will include links to all follow-on proposals.

From the renewal proposal workspace, navigate to and complete the budget. The renewal budget will default to $0.

On the renewal proposal workspace, complete the required workspace activities. If you have questions on which activities are needed or would like detailed instructions, please refer to the Complete Workspace Activities section.

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<th>Workspace Activities</th>
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<tbody>
<tr>
<td>Manage Ancillary Review – Add PI Assurances Ancillary Review(s)</td>
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<td>Add Attachments – if using multi-prong approach and if draft research elements are available</td>
</tr>
</tbody>
</table>

When the submission is complete, click the Submit for Department Review activity. Complete the endorsements and click OK.
If you are submitting this application system-to-system, you will generate and complete a new SF424 using the Create-Update SF424 activity.

Ensure the application type on the R&R cover page has defaulted to “Renewal.”

The renewal proposal follows the same workflow as the primary proposal.

1.3 Create a NIH Resubmission
A NIH resubmission is created when NIH reviewed and declined the original proposal; that submission is now being modified and resubmitted for sponsor consideration. NIH resubmissions may be created for new proposals or renewal proposals. This section provides instructions on how to create a resubmission application.

On the Proposal Workspace of a proposal in the “Not Funded” state, click the Create Resubmission activity.

**Note:** Only the Admin Contact and proposal editors will have access to this activity and this activity can only be executed when the proposal is in the Not Funded state.

If the proposal has not been updated from “Pending Sponsor Review” state, contact awards@princeton.edu to let them know the original proposal was not funded. Once the original submissions status is updated, the resubmission proposal can be created.
In the Create Resubmission pop-up window, enter the Resubmission name. The name will default to the original proposal name with the suffix of “- Resubmission– 1” but can be updated if needed. Click OK.

You will be brought to the proposal SmartForm. Notice the ID has been amended with “Res” and the number of the resubmission. The application type is Resubmission.
Review the NIH resubmission proposal for completeness and accuracy, using the Continue button to navigate through each SmartForm.

Most proposal information will copy directly from the original funding proposal, but the following information will not. These required fields must be updated for the resubmission:

- **Budget Periods and Key Dates page**: Application submission deadline
- **Compliance Review page**: All fields

After reviewing each SmartForm page, on the Completion Instructions page, click the Finish button.

You will be returned to the proposal workspace. Note that the state is Draft and the proposal type is indicated as Resubmission. There is also a link to the original proposal for easy navigation.
From the resubmission proposal workspace, navigate to and update the budget if needed. The budget from the original proposal submission will default.

<table>
<thead>
<tr>
<th>Working Budgets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>NIH - National Institutes of Health</td>
</tr>
</tbody>
</table>

On the resubmission proposal workspace, complete the required workspace activities. If you have questions on which activities are needed or would like detailed instructions, please refer to Complete Workspace Activities section.

**Workspace Activities**

- **Manage Ancillary Review** – Add PI Assurances Ancillary Review(s)
- **Manage Ancillary Review** – Add additional required reviews (e.g. cost share, indirect cost waiver, space change)
- **Display Team COI Information**
- **Create-Update SF424** (S2S only)
- **Add Comment** – Indicate if all documents complete or not
- **Add Attachments** – if using multi-prong approach and if draft research elements are available

When the submission is complete, click the Submit for Department Review activity. Complete the endorsements and click OK.
If you are submitting this application system-to-system, you will generate and complete a new SF424 using the Create-Update SF424 activity. Ensure the application type on the R&R cover page is Resubmission.

**Note:** NIH only allows for one resubmission of a proposal. Do not submit additional resubmissions for NIH funding opportunities.

Complete the SF-424. The Federal Identifier is required for resubmissions; Enter the NIH Award ID.

![Identifiers](image)

Ensure the application type on the R&R cover page is Resubmission.

![Application Information](image)

The resubmission proposal follows the same workflow as the primary proposal.