Applying for NIH Grants by Non-US Organisations
– Lessons Learnt

23rd Annual EARMA Conference Malta, April 24th-26th 2017

Yoram Lev-Yehudi (yly@beacontech.eu)

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Research & Innovation Management

Session Outline

- Eligibility

- Registration

- Submission

- Main points and lessons learnt

- By this way
  - Differences between NIH to EU (H2020)

- The project was done in collaboration with Dr. Joana Rosario from US. We planned to submit this session together. She was responsible for the scientific part of this proposal.

- A Grant is a grant is a grant?
- Yes, but….
    - Similarities in the rules
    - Systems are different
    - Implementation is (very) different

EU is "closing gaps" with the US

- A word on our customer:
    - Institute for Medical BioMathematics (IMBM)
    - Private (non-profit) research institute, established in Israel
    - Mission: analytical and computational approaches for optimising the treatment of cancer and infectious diseases

IMBM Members

IMBM
Institute for **M**edical **Bio**Mathematics
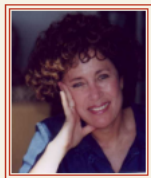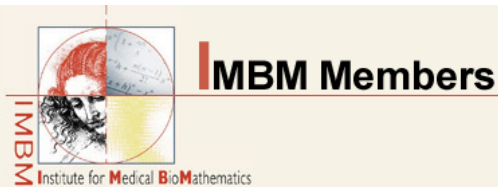
Prof. Zvia Agur – President

Professor Zvia Agur is an eminent international biomathematician, who has made major contributions to the theory of disease dynamics, chemotherapy and vaccination policies optimization. Prof. Agur is founder of the Institute for Medical BioMathematics (IMBM), has been the president of the Israeli Society of Theoretical and Mathematical Biology, a member of the Board of Directors of the European Society of Mathematical and Theoretical Biology, and an editor of several professional publications. Her innovative research work has won national awards, has been published in a long line of leading scientific journals and is recognized by the academic community worldwide. Prof. Agur holds a Ph.D. from the Hebrew University in Jerusalem and the Université Libre in Brussels.

Scientific Activities   Complete List of publications

IMBM
Institute for **M**edical **Bio**Mathematics

The Institute for Medical BioMathematics (IMBM) is an independent research institute, acting where the most advanced science can take traditional medicine a big step forward. This is done by using analytical and computational approaches as a basis for optimizing the treatment of cancer and infectious diseases.

10 Hate'ena St., P.O.B. 282, Bene Ataroth 60991, Israel. Tel: 972-3-9734068 / 9733075 Fax: 972-3-9733410
E-mail: office@imbm.org

- Program: NIH

- Funding Opportunity Announcement (FOA)

- PA (Program Announcement), PAR/PAS

Table of Contents

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Part 2. Full Text of the Announcement

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Section VII. Agency Contacts
Section VIII. Other Information

The "Bible"
Cross-ref & linked

- Check:

Department of Health and Human Services
Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Cancer Institute (NCI)
Funding Opportunity Title	Development of Innovative Informatics Methods and Algorithms for Cancer Research and Management (R21)

- Check:

Activity Code	R21 Exploratory/Developmental Research Grant
Announcement Type	New
Related Notices	• NOT-OD-16-004 - NIH & AHRQ Announce Upcoming Changes to Policies, Instructions and Forms for 2016 Grant Applications (November 18, 2015) • NOT-OD-16-006 - Simplification of the Vertebrate Animals Section of NIH Grant Applications and Contract Proposals (November 18, 2015) • NOT-OD-16-011 - Implementing Rigor and Transparency in NIH & AHRQ Research Grant Applications (November 18, 2015)
Funding Opportunity Announcement (FOA) Number	PAR-15-334
Companion Funding Opportunity	PAR-15-332, U01 Research Projects – Cooperative Agreements PAR-15-333, U24 Resource-Related Research Projects – Cooperative Agreements PAR-15-331, U24 Resource-Related Research Projects – Cooperative Agreements
Number of Applications	See Section III. 3. Additional Information on Eligibility.

6

- Check:

Funding Opportunity Purpose

The purpose of this Funding Opportunity Announcement (FOA) is to invite exploratory/developmental research grant (R21) applications for the development of innovative methods and algorithms in biomedical computing, informatics, and data science addressing priority needs across the cancer research continuum, including cancer biology, cancer treatment and diagnosis, cancer prevention, cancer control and epidemiology, and/or cancer health disparities. As a component of the NCI's Informatics Technology for Cancer Research (ITCR) Initiative, this FOA encourages applications focused on the development of novel computational, mathematical, and statistical algorithms and methods that can considerably improve acquisition, management, analysis, and dissemination of relevant data and/or knowledge. The central mission of ITCR is to promote research-driven informatics technology across the development lifecycle to address priority needs in cancer research. In order to be successful, the proposed informatics method or algorithm must have a clear rationale on why it is novel and how it will benefit the cancer research field. Potential applicants who are interested in more downstream tool development, from prototyping to hardening and adaptation, should consult the other companion FOAs listed above.

- Check:

Key Dates

Posted Date	August 18, 2015
Open Date (Earliest Submission Date)	October 20, 2015
Letter of Intent Due Date(s)	30 days prior to the application due date
Application Due Date(s)	November 20, 2015; June 14, 2016; November 21, 2016; June 14, 2017; November 20, 2017; June 14, 2018, by 5:00 PM local time of applicant organization. All types of non-AIDS applications allowed for this funding opportunity announcement are due on these dates. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.
AIDS Application Due Date(s)	Not Applicable
Scientific Merit Review	March-April 2016, October-November 2016, March-April 2017, October-November 2017, March-April 2018, October-November 2018
Advisory Council Review	May 2016, January 2017, May 2017, January 2018, May 2018, January 2019
Earliest Start Date	July 2016, April 2017, July 2017, April 2018, July 2018, April 2019r
Expiration Date	June 15, 2018

Checking Eligibility

- Check:

Section I. Funding Opportunity Description

Purpose

The purpose of this Funding Opportunity Announcement (FOA) is to invite exploratory/dev
and algorithms in biomedical computing, informatics, and data science addressing priority
and diagnosis, cancer prevention, cancer control and epidemiology, and/or cancer health
(ITCR) Initiative, this FOA encourages applications focused on the development of novel c
improve acquisition, management, analysis, and dissemination of relevant data and/or kno
across the development lifecycle to address priority needs in cancer research. In order to
on why it is novel and how it will benefit the cancer research field. Potential applicants who
adaptation, should consult the other companion FOAs listed above.

Background

Over the last decade, major advances in biology coupled with innovations in information te
the genomic revolution and many of its manifestations to developments in high-throughput
research data that are so rich and comprehensive, and yet so massive and complex. This
confronts researchers, especially bench biologists and clinicians, with significant challenge
and clinical practice. For example, advances in genomics create new opportunities to expl

Specific Research Objectives

This FOA encourages applications that involve development of highly innovative methods and mathematical or computational algorithms of significant value at any point in the cancer research continuum, from bench to bedside. The emphasis will be on novelty and potential for impact. Potential applicants are advised to consult with the Scientific/Research contact listed in Section VII for appropriateness of submission to this FOA.

Some general examples of needs that may be appropriate for this FOA include:

- Innovative methods and algorithms for:
  - experiment design and execution
  - data collection
  - data processing and analysis
  - data quality assessment
  - data integration
  - data presentation and visualization
  - text mining and natural language processing
  - data compression, storage, organization, transmission
- New approaches to addressing:
  - semantic interoperability
  - patient-centric laboratory, behavioral, and clinical data coalescence
  - interpretation of experimental results
  - modeling and simulation

Wet-lab based technology development is supported by the NCI IMAT Program http://imat.cancer.gov/. Potential applicants who are interested in the development of molecular technologies are advised to consult with scientific staff of the IMAT Program for suitability of submission.

Checking Eligibility

- Check:

Section II. Award Information

Funding Instrument	Grant: A support mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.
Application Types Allowed	New Resubmission The OER Glossary and the SF424 (R&R) Application Guide provide details on these application types.
Funds Available and Anticipated Number of Awards	The number of awards is contingent upon NIH appropriations and the submission of a sufficient number of meritorious applications.
Award Budget	Direct costs are limited to $275,000 over a two year period. No more than $200,000 may be requested in any single year.
Award Project Period	The maximum project period is two years.

NIH grants policies as described in the NIH Grants Policy Statement will apply to the applications submitted and awards made in response to this FOA.
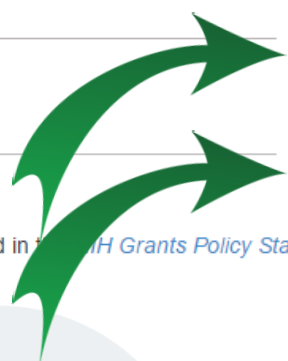
- Check:

Section III. Eligibility Information

1. Eligible Applicants

Eligible Organizations

Higher Education Institutions

- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education

The following types of Higher Education Institutions are always encouraged to apply for NI

- Hispanic-serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions

Other

- Independent School Districts
- Public Housing Authorities/Indian Housing Authorities
- Native American Tribal Organizations (other than Federally recognized tribal gov)
- Faith-based or Community-based Organizations
- Regional Organizations
- Non-domestic (non-U.S.) Entities (Foreign Institutions)

Foreign Institutions

Non-domestic (non-U.S.) Entities (Foreign Institutions) **are** eligible to apply.
Non-domestic (non-U.S.) components of U.S. Organizations **are** eligible to apply.
Foreign components, as defined in the *NIH Grants Policy Statement*, **are** allowed.

- Check:

3. Additional Information on Eligibility

Number of Applications

Applicant organizations may submit more than one application, provided that each application is scientifically distinct.

The NIH will not accept duplicate or highly overlapping applications under review at the same time. This means that the NIH will not accept:

- A new (A0) application that is submitted before issuance of the summary statement from the review of an overlapping new (A0) or resubmission (A1) application.
- A resubmission application that is submitted before issuance of the summary statement from the review of the previous new (A0) application.
- An application that has substantial overlap with another application pending appeal of initial peer review (see NOT-OD-11-101).

Letter of Intent

Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, the information that it contains allows IC staff to estimate the potential review workload and plan the review.

By the date listed in Part 1. Overview Information, prospective applicants are asked to submit a letter of intent that includes the following information:

- Descriptive title of proposed activity
- Name(s), address(es), and telephone number(s) of the PD(s)/PI(s)
- Names of other key personnel
- Participating institution(s)
- Number and title of this funding opportunity

The letter of intent should be sent to:

Juli Klemm, Ph.D.
National Cancer Institute (NCI).
Telephone: 301-480-5778
Email: juli.klemm@nih.gov

- Check:

Page Limitations
All page limitations described in the SF424 Application Guide and the Table of Page Limits must be followed

Instructions for Application Submission
The following section supplements the instructions found in the SF424 (R&R) Application Guide and should be used for preparing an application to this FOA.

SF424(R&R) Cover
All instructions in the SF424 (R&R) Application Guide must be followed.

SF424(R&R) Project/Performance Site Locations
All instructions in the SF424 (R&R) Application Guide must be followed.

SF424(R&R) Other Project Information
All instructions in the SF424 (R&R) Application Guide must be followed.

SF424(R&R) Senior/Key Person Profile
All instructions in the SF424 (R&R) Application Guide must be followed.

R&R or Modular Budget
All instructions in the SF424 (R&R) Application Guide must be followed.

Travel: Applicants are required to include travel support for an investigator from their research team to attend the annual meeting. Travel to one annual meeting per year should be accounted for in the budget.

R&R Subaward Budget
All instructions in the SF424 (R&R) Application Guide must be followed.

PHS 398 Cover Page Supplement
All instructions in the SF424 (R&R) Application Guide must be followed.

PHS 398 Research Plan
All instructions in the SF424 (R&R) Application Guide must be followed, with the following additional instructions:

Research Strategy: As the goal of this FOA is to support novel computational, mathematical, and statistical algorithms and methods in support of hypothesis-driven cancer research and cancer care, investigators should clearly describe:

- The potential to support a transformative capacity for a cancer-relevant area of research.
- The level of interaction with collaborators in the cancer research field and the potential for wide adoption by the relevant research community.
- The level of innovation of the proposed computational, mathematical, or statistical algorithm and the advantages it offers relative to those currently available.

Investigators should describe their plan for participating in the ITCR program activities, including the annual meetings and working groups. NCI has established a National Cancer Informatics Hub (NCIP Hub, https://nciphub.org) to provide an online forum for scientific exchange among grantees and the user community. Investigators should describe how they plan to use the NCIP Hub to support project and program goals.

Checking Eligibility

- Page limits:

Section of Application	Activity Codes	Page Limits * (if different from FOA, FOA supersedes)
Introduction to Resubmission and Revision Applications	For all Activity Codes (including each applicable component of a multi-component application)	1
Specific Aims	For all Activity Codes that use an application form with the Specific Aims section (including each component of a multi-component application)	1
Research Strategy	For Activity Code DP1	5
	For Activity Codes R03, R13, U13, R13, U13, R21,R35, R36, R41, R43, SC2, SC3, X01[1], X02[1], R50	6
	For Activity Code DP2	10
	For Activity Codes DP3, DP5, G08, G11, G13, RC2, RC4, RF1, R01,R15, R18, R21/R33, R24, R28, R33, R34, R42, R44, R61/R33, SB1, SC1, SI2, UB1, UC2, UH2,UH3, UG1, UC4, UF1, UG3/UH3, UH2/UH3, U01, U18, U24, U2C, U34, U42, U44, X01[1], X02[1]	12
	For all other Activity Codes	Follow FOA instructions
Commercialization Plan	For Activity Codes R42, R44, SB1, UT1, U44, UB1 (Attachment 7 on SBIR/STTR Information form)	12
Biographical Sketch	For all Activity Codes (including DP1 and DP2 which previously had special page limits)	5

* FOA instructions always supersede these instructions.

- Agency contacts
- They usually answer emails (and phone) quickly & efficiently

Section VII. Agency Contacts

We encourage inquiries concerning this funding opportunity and welcome the opportunit

Application Submission Contacts

eRA Service Desk (Questions regarding ASSIST, eRA Commons registration, submitting due date, post submission issues)
Finding Help Online: https://grants.nih.gov/support/ (preferred method of contact)
Telephone: 301-402-7469 or 866-504-9552 (Toll Free)

Grants.gov Customer Support (Questions regarding Grants.gov registration and submiss
Contact CenterTelephone: 800-518-4726
Email: support@grants.gov

GrantsInfo (Questions regarding application instructions and process, finding NIH grant
Email: GrantsInfo@nih.gov (preferred method of contact)
Telephone: 301-945-7573

Scientific/Research Contact(s)

Juli Klemm
Center for Biomedical Informatics and Information Technology (NCI)
Telephone: 301-480-5778
Email: juli.klemm@nih.gov

Peer Review Contact(s)

Referral Officer
National Cancer Institute (NCI)
Telephone: 240-276-6390
Email: ncirefof@dea.nci.nih.gov

Financial/Grants Management Contact(s)

Jackie Boudjeda
Office of Grants Administration (NCI)
Telephone: 240-276-6312
Email: Boudjedaj@mail.nih.gov

- Eligible?
  - No (end of story)
  - Yes (continue to submission)

And here's when things started to be much more complex…

Submission

- Options:

Required Application Instructions

It is critical that applicants follow the instructions in the SF424 (R&R) Application Guide, except where instructed to do otherwise (in this FOA or in a Notice from the *NIH Guide for Grants and Contracts*). Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in Section IV. When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. **Applications that do not comply with these instructions may be delayed or not accepted for review.**

There are several options available to submit your application through Grants.gov to NIH and Department of Health and Human Services partners.

1. Use the NIH ASSIST system to prepare, submit and track your application online.

   Apply Online Using ASSIST

2. Use an institutional system-to-system (S2S) solution to prepare and submit your application to Grants.gov and eRA Commons to track your application. Check with your institutional officials regarding availability.

3. Go to Grants.gov to download an application package to complete the application forms offline or create a Workspace to complete the forms online; submit your application to Grants.gov; and track your application in eRA Commons.

Learn more about the various submission options.

- Assist (Online):

Important Note for All Applicants:

Applicants MUST Follow ALL Application Guidance

Conformance to all instructions documented in the following is required and strictly enforced:

- Funding Opportunity Announcement
  - Pay special attention to FOA-specific notices in the Related Notices section and to FOA-specific requirements in section IV
- Policy notices in the NIH Guide for Grants and Contracts
- Application guides and supplemental instructions

Registrations in Multiple Federal Systems are Required to

Submit

See Registrations for details.

All registrations must be completed and active to apply. System for Award Management (SAM) registration must be renewed annually. We urge you to complete all registrations and renewals as soon as possible.

Proceed to Assist

Not so fast…

Submission

- Two processes in parallel:
  - Scientific authoring (aims, research strategy, bios)
  - Grant admin (registration, budget, submission)

A whole new world
Problem solving inclusive

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- From the FOA:

1 **2** **2.5**

Required Registrations
Applicant Organizations

Applicant organizations must complete and maintain the following registrations as described in the SF 424 (R&R) Application Guide to be eligible to apply for or receive an award. All registrations must be completed prior to the application being submitted. Registration can take 6 weeks or more, so applicants should begin the registration process as soon as possible. The NIH Policy on Late Submission of Grant Applications states that failure to complete registrations in advance of a due date is not a valid reason for a late submission.

- Dun and Bradstreet Universal Numbering System (DUNS) – All registrations require that applicants be issued a DUNS number. After obtaining a DUNS number, applicants can begin both SAM and eRA Commons registrations. The same DUNS number must be used for all registrations, as well as on the grant application.
- System for Award Management (SAM) (formerly CCR) – Applicants must complete and maintain an active registration, **which requires renewal at least annually**. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations which have not already been assigned a CAGE Code.
  - NATO Commercial and Government Entity (NCAGE) Code – Foreign organizations must obtain an NCAGE code (in lieu of a CAGE code) in order to register in SAM.
- eRA Commons – Applicants must have an active DUNS number and SAM registration in order to complete the eRA Commons registration. Organizations can register with the eRA Commons as they are working through their SAM or Grants.gov registration. eRA Commons requires organizations to identify at least one Signing Official (SO) and at least one Program Director/Principal Investigator (PD/PI) account in order to submit an application.
- Grants.gov – Applicants must have an active DUNS number and SAM registration in order to complete the Grants.gov registration.

Program Directors/Principal Investigators (PD(s)/PI(s))

All PD(s)/PI(s) must have an eRA Commons account. PD(s)/PI(s) should work with their organizational officials to either create a new account or to affiliate their existing account with the applicant organization in eRA Commons. If the PD/PI is also the organizational Signing Official, they must have two distinct eRA Commons accounts, one for each role. Obtaining an eRA Commons account can take up to 2 weeks.

4 **3 x2**
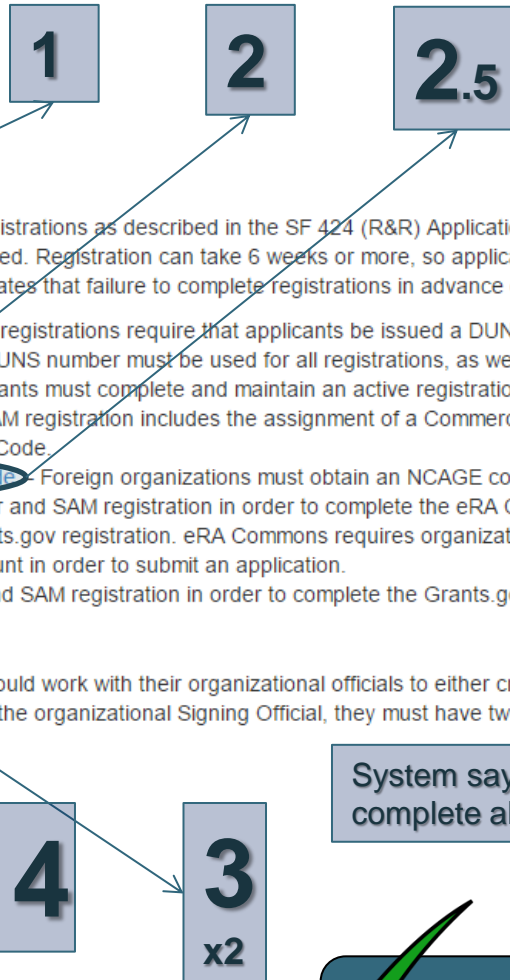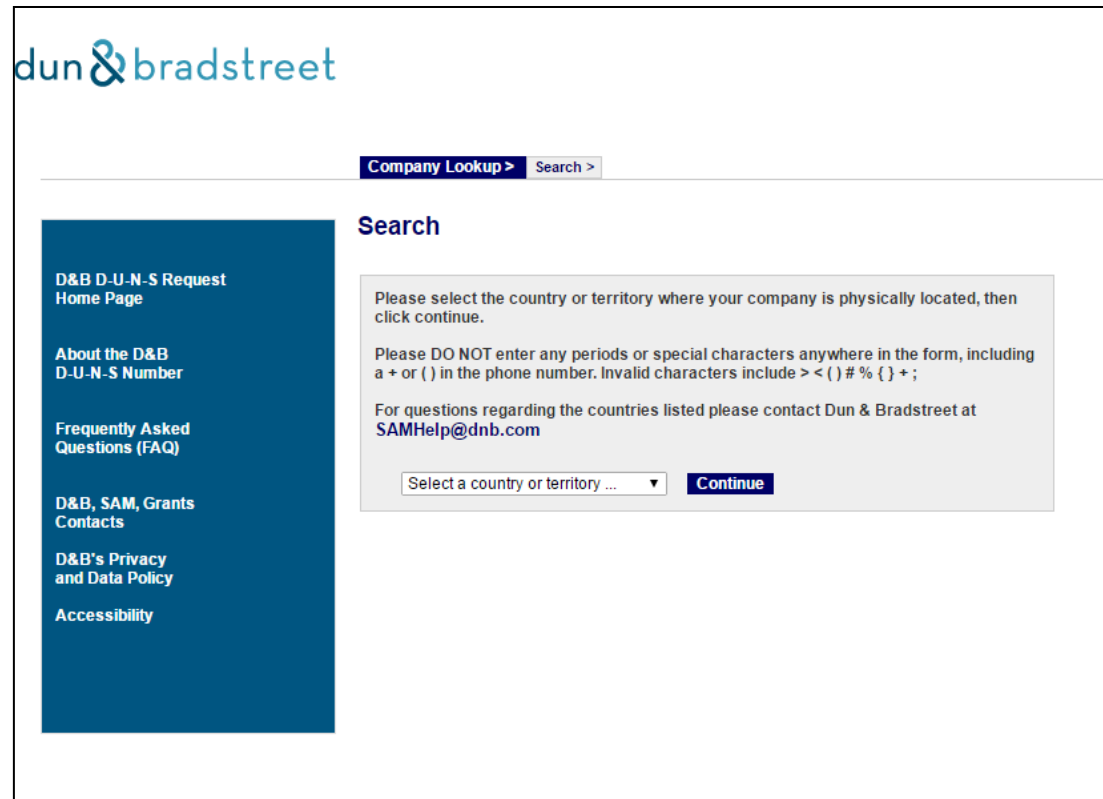
System says to plan for 4-6 weeks ahead to complete all necessary registrations

We have 2.5 months

- 1 – DUNS
  - Response Time: 24-48hrs
  - Done. Got DUNS number.

- 2 – SAM
  - RT: 3-7 business days response time
  - Problem: info does not match DUNS record info
  - Source: DUNS changed info
  - Solution: Comply
  - Price: 2 days
  - Hold: need NCAGE to complete SAM reg

- 2.5 – NCAGE (Nato CAGE)
  - RT: 7-10 business days
  - Request filled. After few days got inquiry from...
    - IL MOD repr.
  - Inquiry completed. After few days got NCAGE code.
  - Back in SAM to complete reg
  - Problem: info in NCAGE record does not match SAM record info
  - Source: Nato ("St"/"Street")
  - Solution: Fix Nato
  - Price: 14 days (!) (Major holiday ++)
  - Finally able to complete SAM reg

- 3 ($x2$) – eRA Commons
  - RT: 2 weeks
  - Organisation registered
  - PI registered (yet another usr/pwd)
  - Time: 1 week

- 4 – Grants.gov
  - RT: web service
  - Organisation Applicant registered (yet another usr/pwd)
  - Not so simple… check instructions

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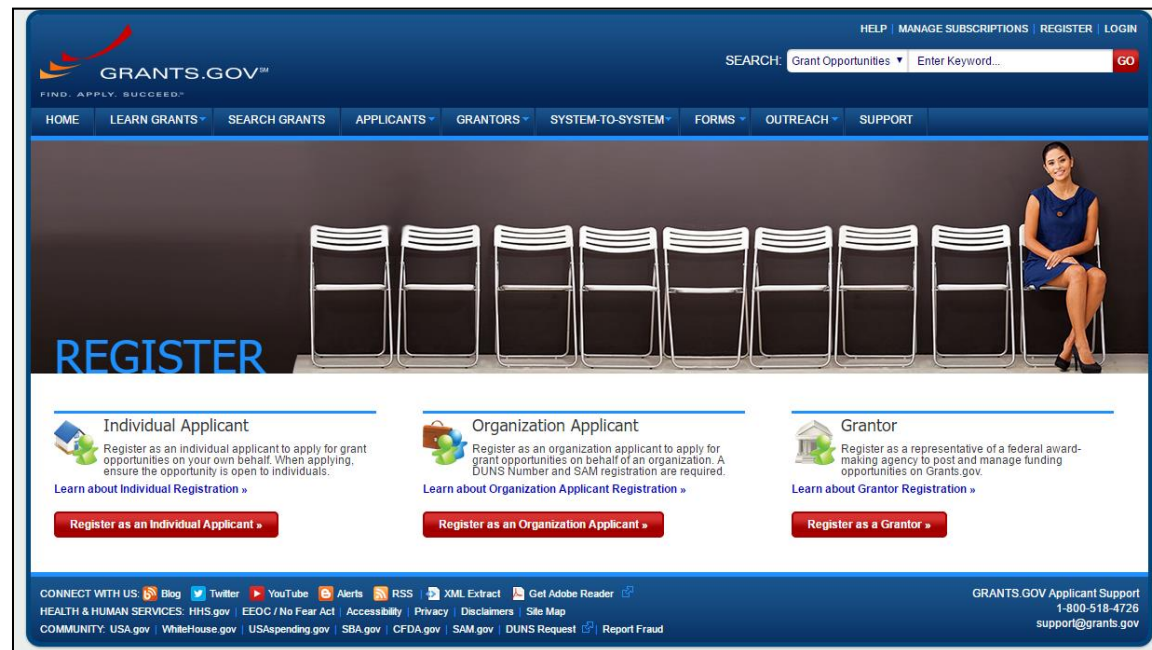
- 4 (&4.5) – Grants.gov
  - Steps…
  - Ebiz POC
  - Authorise AOR
  - PB1: DUNS unrec.
  - Sol1: add 0000
  - PB2: no record
  - Sol2: use the other username…
  - Price: 2-3 days

APPLICANT ACTIONS

Purpose of EBiz POC Authorization

Your organization's EBiz POC can authorize the AOR role, which allows your organization to only approve specific people to submit grants on behalf of the organization. This authorization protects an organization from individuals who may submit applications without permission.

The EBiz POC is likely to be your organization's chief financial officer or authorizing official, and there can only be one EBiz POC per DUNS number when registering with SAM.

How to Authorize Grants.gov Roles (*steps for the EBiz POC*)

1. Log in to Grants.gov under the EBiz POC tab, using your username and password. Legacy users may need to use their organization's DUNS number for the username and the MPIN password obtained in Step 2: Register with SAM.

2. Click the Manage Applicants for Organization link, search for the new user, and assign the appropriate roles in Grants.gov. For more detailed instructions, review the Authorize User Role help article.

3. After approval, Grants.gov automatically sends the organization applicant a confirmation email.

How long does it take to authorize roles?

This can be completed on the same day, but it depends on how long it takes the EBiz POC to log in and complete the steps listed above.

» Encountering Error Messages

26

- Finally, ASSIST
  - 5th system already…
  - 2 weeks from the deadline
  - 2 external codes (DUNS/NCAGE) and 5 different usr/pwd pairs

- Meanwhile, in a parallel universe…
- The scientific part is built
  - 3 partner organisations
    (Mayo Clinic, Cleveland Clinic, University of Utah)
  - Research strategy written, roles defined, information collected including bios and budget (Mayo)
  - Main contractor budget prepared (detailed, per year)
  - Partner's budget is negotiated and prepared

- Time to input everything into ASSIST

Submission - ASSIST

- Initiate application

Submission - ASSIST

- Here we go…
- 6-9 tabs to fill in
- In our case: 8

- Edit...
- Long version of DUNS
- Unexplained codes
- Budget?
- Mandatory Q

Submission - ASSIST

- High level ethics

- No issues here...

Submission - ASSIST

- Low level ethics
- And some science, distributed/split sections

Submission - ASSIST

- Partners information
- Price: 2-3 days - time diff

Submission - ASSIST

- PIs information
- Bio sketches

- Main partner budget
- Per period, detailed
- Cumulative view
- Consortium budget
- Budget ceiling? TBC
- Price: 2-3 days

Submission - ASSIST

- Partners (subawards) budget
- Same detail level
- PB1: OH 8% vs. 52% ?
- Sol: ask the agency contact (2 days time diff)
- PB2: unable to import (wrong SF-424 version)
- Sol: manual input

- Last one
  but not least
- Research strategy
- Letters of Support
- PB: Specific Aims
  = mandatory

- We are done
- 2 days for the deadline
- All validations passed
- We need to submit!

Application Errors and Warnings Results

Application Information

Application Identifier:	154628
FOA Number:	PAR-15-334
Application Project Title:	Embedding HSD3B1 genotypes in a mathematical tool to personalize prostate cancer therapy
PD/PI Name:	Agur, Zvia
Organization:	INSTITUTE FOR MEDICAL BIOMATHEMATICS

All Validations Passed

- Preview application
  PDF 66 page length
- Page 52 reveals total budget ceiling <275K
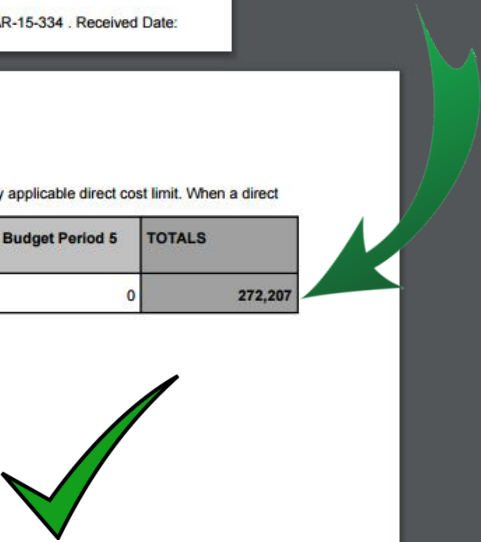
Submission - ASSIST

- Last checks, 12 hours before deadline
- We need to submit!
- How to get a "submit button"?
- Trying to submit...
- PB: PDF errors (checksum)
- Sol: re-PDF all "erroneous" PDFs

•Submitted!

- Ack received
- Everyone's 🙂

Actions ❓

RETURN TO APPLICATION

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Update Submission Status

Select the new status   -- Select Status --

Enter a comment on the status of this su
without adding a comment.

Add comment   Cancel

© 2017 NIH. All Rights Reserved.
Screen Rendered: 04/23/2017 07:19:11 EDT | Screen Id: ASSIST0034@3863
Version:
2.23.00

- That's it!

- What happened next?

- After a few days(!) a short letter arrived

- Problem with submission

- Rejected on the spot

- Reason: Proposal submitted to a closed PA

- # Seriously? How can that be? ☹

- Let's check:

Post Submission

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- The system enables to initiate proposals to closed PAs
- The system does not warn about that
- Not during initiation, nor during submission
- The feedback comes only after a few days!
- Deadline already pass by this time
- Case closed

- Wish us luck for the next round (deadline 14 June 2017)
- We have more than 1.5 months…. 😉
- Here we go again…

Lessons learnt & tips

- Find a suitable PA

- Check rules (e.g. deadlines, ceiling, pre-application, heads up)

- Check eligibility for Non-US

- If not registered already – start registration earliest!

- Get partners info (legal name, address, DUNS, LoS) well ahead

- Proposal admin is a key (75% of the time for first timers)

- The proposal is the ASSIST distributed/split section submission

- Don't hesitate to ask for assistance and guidance from the agency contacts

- Expect last minute problems

- Check, check, check…. And then – QA

- Prepare to moderately sophisticated yet cumbersome systems.

Thank you!

Yoram Lev-Yehudi   yly@beacontech.eu

For more information please visit **beacontech.eu**