

## Frequently Asked Questions

**Q. I have been a Society grantee for several years. Why do I need to register now and be approved for access to the apply online site?**

A. The apply online site is a password protected site and so everyone needs to register. The good news is that unlike in the past you will not need to obtain a new password for every cycle. Your password never expires and you will be able to access new funding opportunities and new funding cycles as soon as they are posted. Just use the same user ID and password that you used the last time you accessed the apply online site.

**Q. My work is well-known to the Society. Why do I have to submit a pre-application and wait for approval before submitting a full application?**

A. It has always been the policy of the Society that all applicants must have their ideas for research or training applications approved by a member of the Research Programs staff before they are allowed to submit an application. The pre-application streamlines this process and also provides staff with a better idea of the mix of topics that are likely to be submitted. This additional information will facilitate planning for the appropriate review of applications once they are submitted.

**Q. Does the Society allow applicants to submit supplementary material such as letters of support, reprints, etc., after an application is submitted.**

A. The Society allows a limited amount of supplementary material to be submitted after the application has been submitted. However there is a limited window during which you will be able to submit this material. Sometime after you have submitted your application, you will receive a message from Society staff informing you that the system is ready to receive supplementary information and what the deadline is for submission of this material. Supplementary material should be in PDF format and must be submitted as part of the application on the apply online site. Material submitted in hard copy form or by e-mail will not be accepted and will be discarded.

**Q. Can I submit appendix materials with my application.**

A. Most funding opportunities have a section where appendix materials can be attached to the application prior to submission. All such materials must be in PDF format and must be attached to the designated section of the application. Appendix material submitted in hard copy form or by e-mail will not be accepted and will be discarded.

**Q. After I submitted my application I noticed an error on one of the pages. How can I “unsubmit” my application and fix the problem?**

A. If the deadline for submissions has not passed, you will be able to re-open your application and make changes. In order to do so you will need to contact a member of the Research Programs Department at the Society. If the deadline has passed, you may be able to re-open your application so long as the changes to be made are to correct an error and are not extensive. It is the applicant’s responsibility to check all parts of the application for accuracy prior to submission.

**Q. I forgot my password. Can you send it to me.**

A. Society staff do not send lost passwords. If you have forgotten your password, go to the registration page of the apply online site and click on “Forgot Password?” Enter your user ID and e-mail address and the system will send you your password.

**Q. I don't know the tax ID of my organization. Why is this information necessary.**

A. Auditing practices for non-profit organizations have changed and we now need to know the tax ID for all organizations and individuals who receive funds from the Society. This includes both organizations in the US and those outside the US. This is a common requirement among funding agencies, both public and private. If you are unsure of your organization's tax ID, contact your organization's finance department. Society staff cannot look up this information for you.

**Q. Do I need to submit any paper copies of my application or a signed copy of the coversheet?**

A. The Society's application process is now completely paperless. You do not need to submit any paper copies of your application. However you are free to print paper copies for your own use if you wish to do so. The cover sheet with the signature of the PI and institutional officer should be scanned, converted to PDF, and uploaded to your application in the designated section. The Society does not need a paper copy of the cover sheet.

**Q. I am dual submitting to the NIH and the Society. Can I submit to the Society the project narrative that I prepared for the NIH application?**

A. The format for the narrative section of the Society's applications is almost identical to the NIH and so you should be able to submit the same narrative to both. However you will still need to complete the other sections of the Society's application. In addition, there may be some information required in the Society narrative that is not required in the NIH submission. Detailed instructions concerning the narrative section are available with each funding opportunity.

**Q. Does the page limit of the narrative section include references and the introductory page or two listing my responses to reviewers' comments?**

A. The narrative page limit does not include the references or the one or two pages that you use to list your response to reviewers' comments. Therefore these two sections can exceed the narrative page limit.

**Q. I am affiliated with two institutions. Can I submit an application from either institution through this system?**

A. The system is set up to allow for multiple organizations to be linked to a given individual. When you submit your pre-application just indicate which organization will be the organization of record for that application.

**Q. Can you issue a password to my department administrator? She needs to complete some parts of the application.**

A. The short answer is "No." Your applications can only be accessed using your password. Your administration would have to log in using your password.

**Q. Is it possible for me to copy an application that I prepared before and then make changes to it?**

A. Yes. The system does have the ability to copy an existing application. When you open a given funding opportunity you will see a list of all of the applications that you have worked on. If you click on the "Copy Existing Application" link, you will be able to select which application you would like to copy. You can copy applications that are in either "Editing" or "Submitted" status.