

Applicants Eligible for NIH Continuous Submission

Policy

NIH's continuous submission policy ([NIH Continuous Submission Policy](#)) provides appointed members of review and advisory groups and reviewers with recent substantial service (6 qualifying NIH study sections during an 18-month period) the benefit of submitting R01, R21, and R34 applications at any time in response to active funding opportunity announcements (FOAs) that have [standard due dates](#) to receive priority initial peer review.

Eligibility:

Continuous submission eligibility covers:

- Appointed members of chartered NIH Study Sections.
- Appointed members of NIH Boards of Scientific Counselors.
- Appointed members of NIH Advisory Boards or Councils.
- Appointed members of NIH Program Advisory Committees.
- Peer reviewers with Recent Substantial Service

For Appointed members, eligibility begins on the date the appointment becomes active and continues for six weeks after the official date of retirement from appointed committee service. Thus, if retirement from appointed service occurs on June 30, continuous submission is permitted until August 16 of that year.

Am I Eligible?

You can view Accountable review service and [continuous submission eligibility](#) in the reviewer's eRA Commons Personal Profile, in the **Reviewer Information** section. Department administrators with AO or AA permissions can also check an individual's eligibility via the "Advanced Search" option in the Admin module within Commons. See attached.

The list of [currently eligible reviewers](#) is on the NIH Continuous Submission page.

The Process

In order to assist NIH in identifying these applications a **cover letter is required**. Please clearly identify the study section, Council, Board, or other Advisory Group on which you serve and the period of your service, or clearly state that you are eligible for continuous submission based on Recent Substantial Service. Template cover letter available [NIH Cover Letter Template](#)

Continuous Submission does not apply when:

- Applications in which the only eligible personnel have a role other than PD/PI or MPI.
- Applications from temporary or ad hoc reviewers who have not reached minimum participation to qualify via Recent Substantial Service. Temporary or ad hoc reviewers who are not eligible for continuous submission may be eligible to use the late submission window as described in the [NIH Late Policy](#).
- Applications from individuals who serve as appointed advisors or ad hoc reviewers / advisors for other Federal agencies or for private organizations, or for NIH groups and committees other than those listed above.
- Applications submitted in response to RFAs and PARs with non-standard receipt dates.
- Applications for activity codes other than R01, R21, or R34. These applications must be submitted on time, or follow the general [NIH Late Policy](#).

Submission is Continuous – Council Deadline Are Not

- Continuous submission is limited to R01, R21, and R34 applications that are eligible under the policy and would otherwise be due on the standard due dates listed in the table below.
- Eligible applications may be submitted at any time, but they will be assigned to Advisory Council rounds based on the schedule in the table below.

For example, a R01 application due October 5 for May Council review may be submitted by a continuous submission-eligible PD/PI through December 16.

Applications received on or after December 17 will be assigned to October Council for second level review and funding consideration.

For the Advisory Council Round:	Non-AIDS Standard Application Due Dates		Continuous Submission Non-AIDS Application Receipt Deadline
	<i>R01</i>	<i>R21, R34</i>	<i>R01, R21, R34</i>
<i>May</i>	Oct/Nov 5	Oct/Nov 16	Dec 16
<i>October</i>	Feb/Mar 5	Feb/Mar 16	April 16
<i>January</i>	June/July 5	June/July 16	Aug 16
For the Advisory Council Round:	AIDS Application Due Dates		Continuous Submission AIDS Application Receipt Deadline
	<i>R01, R21, R34</i>		<i>R01, R21, R34</i>
<i>May</i>	Jan 7	Feb 7	
<i>October</i>	May 7	June 7	
<i>January</i>	Sept 7	Oct 7	

More Information Frequently Asked Questions Continuous Submission https://grants.nih.gov/grants/peer/faq_continuous_submission.htm

How to check your Continuous Submission eligibility

Open your Commons Account. Click on the “**Personal Profile**” tab, scroll down to “**Reviewer Information**”, and click on the “**VIEW**” icon to expand this section. There are two Continuous Submission sections: the top one is for appointed members of NIH Study Sections, National Advisory Councils/Boards, Board of Scientific Councilors, and Policy Advisory Committees. Most people know if they are an appointed member of such a group, clicking on this link will show you the dates of your current appointment.


The other section is “**Eligibility for Continuous Submission based on recent substantial service**”: this is where you check to see if you have participated in enough qualifying NIH review meetings to become eligible for Continuous Submission based on “recent substantial service” (6 qualifying NIH review meetings in an 18-month period ending June 30 of each year).

The screenshot displays the eRA Commons interface for user JANE AJUSTEN. The navigation bar includes 'Home', 'Admin', 'Institution Profile', 'Personal Profile', 'RPPR', 'Internet Assisted Review', 'xTrain', 'Admin Supp', and 'eRA Partners'. The 'Personal Profile' section is active, showing a summary of the user's roles (Trainee, IAR, PI) and a list of profile sections: Personal Profile Summary, Name and ID, Demographics, Employment, Reviewer Information, Trainee Information, Education, Reference Letters, and Publications. The 'Reviewer Information' section is expanded, displaying contact information for the user and their institution (Sample University). Below this, the 'Continuous Submission Eligibility Status' is shown as 'Not Eligible'. Two red arrows highlight the 'Personal Profile' tab and the 'Show Eligibility Status' link.

When you click on “**Show Eligibility Status**”, you should see something like this:

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

Eligibility for Continuous Submission based on recent substantial service [Hide Eligibility Status](#)

Fiscal Year 2015 (08/16/2014 - 09/30/2015) 

Your Status For Fiscal Year 2015 (08/16/2014 - 09/30/2015), you are not eligible for Continuous Submission based on your recent substantial service.

You participated in 1 meeting(s) from 01/01/2013 to 06/30/2014.

[What do I do if meetings that I think should count are missing from this list?](#)

Starting January 2014, multiple meetings started on the same day will count as 1 toward Continuous Eligibility.

1. 07/25/2013 at ABCD Meeting 2013/10 ABDC SRO: Elizabeth Bennet

Choose the appropriate fiscal year from the drop-down list (see table below). For example, “**Fiscal Year 2016 (eligible from 8/1/2016 – 9/30/2017)**”, will show all of your NIH review meetings between 1/1/2015 – 6/30/2016. The screen displays whether you are/will be eligible in that Fiscal Year and the number of meetings on the list that count towards “recent substantial service”. Note - not all meetings count towards continuous submission eligibility - multiple meetings starting on the same date only count as one meeting. For more information, please go to the [Continuous Submissions website](#).

Fiscal Year	18-Month window for qualifying meetings	Term of Eligibility
2017	1/1/2015 - 6/30/2016	8/1/2016 - 9/30/2017
2018	1/1/2016 - 6/30/2017	8/1/2017 - 9/30/2018
2019	1/1/2017 - 6/30/2018	8/1/2018 - 9/30/2019
2020	1/1/2018 - 6/30/2019	8/1/2019 - 9/30/2020