Conversion Renewal of a Federal NIH Funding Proposal

When we say “Conversion Renewal,” what are we talking about?

A “Conversion Renewal” is a Federal NIH funding proposal that was submitted and awarded in paper, not in eBridge, and is in its final year competing for additional year(s) of funding to continue the original project. “Renewals” were previously referred to as a “Competing Continuations.”

Where to Start?

Conversion Renewals for currently approved Federal NIH funding proposals that were not entered and awarded in eBridge, but were submitted by paper with a “Registration Form” prior to February 23, 2009, will need to be created in eBridge. The “Create Conversion NIH Renewal” activity is available in the Principal Investigator or Proposal Team’s personal workspace in the left column.

The Conversion Renewal will be assigned a unique funding proposal ID appended with “_REN01 Renewal” (for example, FP00001947_REN01 Renewal). A Conversion Renewal can be withdrawn and a new one can be created.

What will I be working with?

The Conversion Renewal begins with a “Splash Page” with several questions to determine if the funding proposal meets the criteria for a Conversion Renewal. After you press the “Continue” button on the “Splash Page”, you will be directed to complete the remaining pages of the funding proposal smartform.

You will also have a new budget smartform and, if applicable, a new subcontract budget smartform(s) to complete. The Hide/Show Errors in the “Jump To” menu will be a useful tool.

The Conversion Renewal will go through the same workflow and review process as other funding proposals in eBridge, and will become the currently active funding proposal.

Send Agree to Participate
All MCW personnel who you intend to list on the budget of this Conversion Renewal must Agree to Participate, so sending the “Send Agree to Participate Instructions to OFS” will be necessary.

Send Approve Affiliation Instructions to Center Approver
Any affiliated centers will also have to approve their affiliation for this Conversion Renewal.
Send PDA Notification to Approve Resources
The Primary Department Administrator(s) for everyone listed on the budget will need to Approve Resources before the Conversion Renewal may be forwarded to the division and department officials.

Linking Human Subject Protocols & Animal Use Applications to Funding Proposal Budget
Human subject protocols (PRO) and animal use applications (AUA) links to the Conversion Renewal funding proposal must be created. The Conversion Renewal will not be able to move from the state of “Awarded” into the state of “Active” until the associate PROs and AUAs are linked and approved.

After creating the Conversion Renewal, where can I locate it?
There are two ways to access the Conversion Renewal:

1. “My Inbox” or “Funding Proposal” tabs from within your “My Home”: Your “My Inbox” contains all the submissions that require a specific action by you, and the Funding Proposal tab contains all the funding proposals with which you are associated.

2. The Conversion Renewal is also accessible from the “Award Modification” tab in the Funding Proposal Workspace.

Quick Reference for creating a Conversion Renewal in eBridge
A Quick Reference is available that lists all the activities that will need to be completed and which roles on the funding proposal can complete them.