Renewal of a Federal NIH Funding Proposal

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

A Renewal is a Federal NIH funding proposal that was awarded in eBridge and is in its final year competing for additional year(s) of funding to continue the original project. It was previously referred to as a “Competing Continuations.”

Where to Start?

When a Federal NIH funding proposal created and awarded in the eBridge application is in the State of “Active,” and the Continuation for the final year has been created, the activity “New NIH Renewal” is available in the Funding Proposal Workspace for the Principal Investigator or anyone listed in the funding proposal as a Proposal Team member with edit access.

The Renewal can be created while a continuation is open, but the Renewal cannot be activated until the final Continuation is activated.

The Renewal will have the same funding proposal ID as the initial funding proposal with “_REN01 Renewal” at the end (for example, FP00001955_REN01 Renewal). The withdrawn renewal will be changed to the current FP with an underscore and suffix (for example, REN01_Wxx).

Renewal submissions to other sponsors should continue to be submitted via eBridge as new funding proposals.

What will I be working with?

The Renewal is basically a new submission with a few editable fields copied from the active funding proposal. You will start with a “Splash Page” requesting you to click “Continue” to create a Federal NIH Renewal. Only one Renewal can be created at a time for a given funding proposal. You will need to start your editing with the first page of the Renewal 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 Renewal will go through the same workflow and review process as the initial activated funding proposal. The initial activated funding proposal will move to the “Archived” State and the Renewal becomes the currently active funding proposal.
**Send Agree to Participate**
All MCW personnel who you intend to list on the budget of this 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 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 Renewal may be forwarded to the division and department officials.

**Linking Human Subject Protocols & Animal Use Applications to Funding Proposal Budget**
Links to human subject protocols (PRO) and animal use applications (AUA) are not copied into the Renewal funding proposal. The budget ID for the Renewal is different than the budget ID for the initial funding proposal, so you will need to identify the Budget ID for the Renewal’s budget. The 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 Renewal, where can I locate it?**
There are two ways to access the 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 Renewal is also accessible from the “Award Modification” tab in the Funding Proposal Workspace of the initial funding proposal.

**How many Renewals can I have going at any one time?**
Only one Renewal for each funding proposal may be opened at one time.

**Quick Reference for creating a 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.