Revision of a Federal NIH Funding Proposal

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

A NIH Revision is the “term for money added to a grant to expand its scope or meet needs of a research protocol. Applicants must apply and undergo peer review.” It was previously referred to as a Supplement.

If your initial NIH application was submitted to the MCW Office of Grants and Contracts using the paper Registration Form and you are preparing a NIH Revision, please continue to use the paper Registration Form and former routing and approval process to submit your materials to the MCW Grants office.

While other sponsoring agencies may have a revision process, in eBridge, ‘Revision’ refers only to NIH applications.

Where to Start?

When an NIH funding proposal created and awarded in the eBridge application is in the state of “Active,” the activity “New Revision” is available in the Funding Proposal Workspace for the Principal Investigator and anyone listed in the funding proposal as a proposal team member with edit access.

The Revision will have the same funding proposal ID as the initial funding proposal with “_REV01” at the end (for example, FP00000221_REV01). If the Revision is withdrawn or completed, the next Revision created for this funding proposal will be numbered one larger (REV01, REV02, REV03 and so on).

What will I be working with?

The Revision is basically a new submission with a few editable fields copied from the active funding proposal. You will need to start your editing with the first page of the Revision funding proposal smartform. You will also need to attach all Adobe PDF documents. This will include all attachments on pages Q. and R. as well as biographical sketches. You will also have a new budget smartform and, if applicable, a new subcontract budget smartform(s) to complete. The Hide/Show Errors will be a useful tool.

The Revision will go through the same workflow and review process as the initial activated funding proposal. The initial activated funding proposal will remain in the “Active” state.

Send Agree to Participate

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

If you have any questions about how to use the eBridge system, please call the eBridge Help Desk at (414) 456-8476 or email the Help Desk at Help-eBridge@mcw.edu.
Send PDA Notification to Approver Resources
The Primary Department Administrator(s) for everyone listed on the budget will need to Approve Resources before the Revision may be forwarded to the division and department officials.

Send Approve Affiliation Instructions to Center Approver
Any affiliated centers will also have to approve that affiliation for this Revision.

Linking to human subject protocols and animal use applications
Links to human subject protocols (PRO) and animal use applications (AUA) are not copied into the Revision funding proposal. The budget ID for the Revision is different than the budget ID for the initial funding proposal, so you will need to identify the budget ID for the Revision’s budget. This Revision will not be able to move from the state of “Awarded” into the state of “Active” until the associated PROs and AUAs are linked and approved.

***Once the Revision is awarded and activated, any links made during this Revision will be displayed in the next Continuation.***

After creating the Revision, where can I locate it?
There are two ways to access the Revision.

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 Revision is also accessible from the Award Modification tab in the Funding Proposal Workspace. The Award Modification Tab provides links to the snapshot of the originally awarded funding proposal and previous Resubmissions, Revisions, revised awards and Continuations. This tab will hold the historical view and links to activities after award.

How many Revisions can I have going at any one time?
The number of revisions created at one time is not restricted by eBridge, so it is possible to have more than one Revision open at any one time.

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

Will I need to include the information from the awarded Revision into the next Continuation?
The information for the awarded Revision including the addition of personnel, subcontracts, budget, etc. will need to be incorporated into the next Continuation. You will NOT need to relink human subject protocols and animal use applications that were made in an awarded Revision. The links will appear in a separate section of Page U or V of the Continuation budget smartforms.