

Memorandum

To: University Research Community

From: Roberto M. Gutierrez, Director of Pre-Award
Office of Sponsored Research Administration

Subj.: Revised PHS 2590 Instructions and Forms for Continuation Progress Reports for NIH /
DHHS Public Health Service Grants

Date: September 15, 2009

The Office of Sponsored Research Administration would like to advise the university research community that the National Institutes of Health has released newly revised instructions and forms for the PHS 2590 “Continuation Progress Report for a DHHS Public Health Service Grant” (rev. 06/09).

The newly revised instructions and forms are now available at <http://grants.nih.gov/grants/forms.htm> and will be accepted immediately by the NIH for all progress reports and will be required for all annual progress reports due on or after October 1, 2009.

This revision of the PHS 2590 implements a number of important policy changes which are summarized below via NIH Notice Number: NOT-OD-09-139.

If you have any questions about this notice from the NIH then please contact your Pre-Award representative (http://www.osra.fiu.edu/staff/preAward_assignments.html) at 305-348-2494 for further assistance.

Thank you.

Notice Number: NOT-OD-09-139

Key Dates

Release Date: August 28, 2009

Issued by

National Institutes of Health (NIH), (<http://www.nih.gov>)

EFFECTIVE DATE: The newly revised “Continuation Progress Report for a DHHS Public Health Service Grant” (PHS 2590, rev. 06/09) instructions and forms are now available and will be accepted immediately for all progress reports and are **required** for all annual progress reports due on/after October 1, 2009.

Corresponding changes to the eSNAP Commons Module will be released on October 9, 2009. For eSNAPs due October 15th, NIH encourages grantees to delay submitting eSNAP reports until after the October 9th enhancements are in production in order to implement use of the revisions for all progress reports submitted for FY 2010 funding. For eSNAPs due by October 15th, grantees are encouraged to submit them on time; however, an additional grace period to November 1, 2009 is permitted to accommodate these changes.

The newly revised instructions and forms are available at <http://grants.nih.gov/grants/forms.htm>. The forms available on the website continue to be provided in two formats—MS Word and PDF-fillable using Adobe Acrobat Reader Software. Free Adobe Software may be accessed at <http://www.adobe.com/products/acrobat/readstep.html>. Applicants are strongly encouraged to access the instructions and forms via the Internet because they provide valuable links to current policy documents and allow easy navigation of the instructions. For further information, contact GrantsInfo@nih.gov.

Summary of Significant Policy Changes

Please read the instructions carefully. This revision of the PHS 2590 implements a number of important policy changes, including:

- **New All Personnel Report:** Replacement of the Senior/Key Personnel Report with an All Personnel Report (Form Page 7) that collects information on all personnel who participate in the project for at least one person month or more. The All Personnel Report also implements a new NIH requirement that all individuals with a postdoctoral role with one person month of more of measurable effort must have an eRA Commons user ID (see NIH Guide [Notice OD-09-140](#) for details and background on this new requirement).
- **New Assurance for Institutions Receiving Awards for Training of Graduate Students for Doctoral Degrees:** For institutions receiving NIH awards for graduate training through certain Institutional training grants, a new Graduate Student Assurance, required by the NIH Reform Act of 2006 (P.L. 109-482) is now included. In addition, for annual progress reports for Institutional training grants Table 12A is modified to collect data related to the Graduate Student Assurance. More details on this new institutional assurance are described in NIH Guide [Notice OD-09-141](#)
- **Inclusion of Changes to Innovative Potential:** As part of the NIH Enhancing Peer Review Initiative, PD/PIs are asked, if applicable, to address any changes to the innovative potential of the project. This information is now part of the Progress Report Summary, Section B. Studies and Results.
- **Changes to the Biographical Sketch:** Another change associated with the peer review initiative is the addition of a Personal Statement to the biographical sketch. The statement is for the senior/key personnel to address why their experience and qualifications make them particularly well-suited for their role on the project.

than 15. Reminder: A new biosketch is only required as part of the progress report for **new** senior/key personnel since the previous submission.

- Human Embryonic Stem Cells (hESCs): A new item is added to the Progress Report Summary, under D. Plans, as Item E. Human Embryonic Stem Cell Line(s) Used, for grantees to note if proposed research involving hESCs is different from that proposed in the previous submission, including use of a different cell line (Form Page 5).

Inquiries

Inquires about preparing a specific progress report should be directed to the program official and/or grants management specialist of the awarding institute or center.

Inquiries on any changes to the forms and instructions may be directed to:

Office of Policy for Extramural Research Administration (OPERA)

Office of Extramural Research

National Institutes of Health

Telephone: 301-435-0949

Email: Grantspolicy@od.nih.gov
