If no data entry has been done in the existing record, we recommend that a new record be created, selecting the correct FOA that uses FORMS-D; be sure to delete the old record. If you opt to convert your existing record, please follow the steps below.

If problems are encountered during the conversion process, please don’t attempt to repeat steps or try to fix the record. Contact the PennERA Help Desk for assistance.

1. Prior to converting the record, follow these steps in the order in which they are listed:
   - Be sure to save to your hard drive any data entered or documents uploaded on the S2S Forms tab.
     - Data and uploads on only this tab will be lost during the conversion process. All other data and uploads will still be in the record after conversion.
   - If you imported a subcontract, delete that subcontract prior to completing the next step.
     - We also recommend deleting the subcontract budget justification upload before you delete the subcontract.
   - Logout of PennERA, clear your browser’s cache, then quit the browser.
     - Check our website for information on clearing your browser cache.
   - Relaunch the browser, then open the record that needs to be updated. Do not make any last-minute edits to the record after completing the steps above before converting to FORMS-D.

2. Navigate to Setup Questions and click on Get Opportunity Number.

3. Search for and select the appropriate D-FORMS opportunity, then Save.
   - If an old Parent Announcement was used (e.g., PA-13-303), search for the replacement announcement (PA-16-161).
   - Non-Parent FOA’s (e.g., PAR-15-023) will be re-issued with the same FOA number but with a FORMS-D package.

4. Let the screen refresh, then check answers on Setup Questions to be sure they are correct.
   - Change Deadline Date if it falls on a weekend. Example: 6/5 (Sunday) should be changed to 6/6 (Monday).

5. Check proposal setup on Setup Questions.
   - Please do not attempt to fix the proposal if it doesn’t match the information shown in the steps below.
     - Check that the Competition ID and Forms Version are both FORMS-D.
     - Check the list of forms and forms versions, which should match the list in the screen shot (top left, following page).
     - Check that all tabs are shown (screen shot, top right, next page) and that the correct budget type is present.

   - New NIH instructions have been issued for the FORMS-D package and can be downloaded from http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf.
   - Many forms include field order and label changes. In some cases, attachment locations have been reorganized.

See the next page for brief descriptions of changes and issues in the forms.
**Other Attachments tab**
- If an Authentication of Key Resources document was uploaded prior to conversion, move this upload to its new location on the PHS 398 Research Plan tab.

**PHS 398 Research Plan**
- New locations for the Authentication and Data Safety Monitoring Plan uploads.

**PHS 398 Cover Page Supplement**
- New Vertebrate Animals questions have been added.
- Disclosure Permission Statement question has been removed.

**PHS 398 Assignment Request**
- If the PI wishes to use this form, you must select this form on Setup Questions.

**PHS Inclusion Enrollment Report**
- Combines the Planned Enrollment Report and the Cumulative Inclusion Enrollment Report into one document.
- Several questions have been added to the new form in order to identify the type of report.

**PHS398 Cover Page Supplement tab**
- Some questions from other forms have moved here so be sure to answer all questions.

**S2S Forms tab**
- If there are Human Subjects or if this is a Training or Fellowship application, S2S Forms tab should be present.
- If this tab was marked “Completed” prior to conversion, it or the forms on it may still be marked “Completed” after conversion, but the data and/or uploads will need to be replaced.

**PHS 398 Career Development Supplemental Form**
- New attachments include Data Safety Monitoring Plan and Authentication of Key Resources.
- Some existing attachments have been combined into a new Candidate Information and Goals for Career Development attachment.
- There are new citizenship selections.

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**Setup Questions**
- SF424 (R&R)
- Other Project Info
- Performance Sites
- Project Summary
- Project Narrative
- References Cited
- Resources
- Other Attachments
- Personnel
- PHS396_ResearchPlan
- Budget
- Approvals
- Internal Documents
- PHS396_CoverPageSupplement
- Finalize

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**In an R01 example (no human subjects):**

(Above) Are these form versions in the record?

(Right) Are these tabs present?

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**PHS 398 Research Training Program Plan**
- Information contained in the Background and Recruitment Plan to Enhance Diversity has been moved to the new Program Plan attachment.
- New attachments, Plan for the Instruction in Methods for Enhancing Reproducibility and Data Safety Monitoring Plan, have been added.
- Until further notice, do not use the Reproducibility attachment unless specifically indicated in your FOA. See Notice NOT-OD-16-034, Rigor & transparency changes for training applications delayed.

**PHS 398 Fellowship Supplemental Form**
- Several existing attachments have been combined into the new Applicant’s Background and Goals for Fellowship Training attachment.
- New attachments have been added, including Letters of Support, Description of Institutional Environment and Commitment to Training, and Data Safety Monitoring Plan.
- New Vertebrate Animals questions have been added.
- Updated selections for Citizenship.
- Field of Training codes have been changed from 4-digit codes, and the list of values has been updated.

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For assistance, please contact PennERA Help pennerahelp@lists.upenn.edu.