

# Recording NIH Grants - Include 20170516

This section pertains to *Complete* trials. You must record NIH grant information for your trial, including the funding mechanism, institute code, serial number, and NCI division/program. You can add up to five NIH grants.

 If the Lead Organization for the trial is a Cancer Center organization, you must record a valid P30 grant.

For a complete guide to NIH grant information, refer to the Grants and Funding page at [http://grants.nih.gov/grants/funding/funding\\_program.htm](http://grants.nih.gov/grants/funding/funding_program.htm).

## How to Complete the NIH Grant Information Section

1. Select or enter the appropriate information in the text fields and drop-down lists. The following table describes the fields. All fields in this section are required if your study is funded by NIH.  
*Instructions for recording NIH Grant Information*

Field Label	Description/Instructions
<b>Is this trial funded by an NCI grant?</b>	If the trial is funded in part or whole by an NCI Grant or Contract, select <b>Yes</b> . Otherwise, select <b>No</b> .
<b>Funding Mechanism</b>	Enter the initial letter(s) and or number(s) in the Funding Mechanism field and then select the NIH unique identifier from the drop-down list. The funding mechanism is a 3-character code used to identify areas of extramural research activity applied to funding mechanisms.   <b>Tip</b> Click the down arrow in the field, and then use the up and down arrow keys on your keyboard to scroll up and down the drop-down list. When you arrive at the appropriate code, press the <b>ENTER</b> key.  For a list of valid codes, refer to <a href="#">Funding Mechanism Code Values</a> .
<b>Institute Code</b>	Select the two-letter code identifying the first major-level subdivision, the organization that supports an NIH grant, contract, or inter-agency agreement. The support may be financial or administrative. For a list of valid codes, refer to <a href="#">NIH Grant Institute Code Values</a> .
<b>Serial Number</b>	Enter the five- or six-digit number generally assigned sequentially to a series within an Institute, Center, or Division, for example, 123660. If you selected <b>CA</b> in the <b>Institute Code</b> field, the system displays the top ten grants that match the sequence of serial numbers as you type them one-by-one. By selecting a grant from the list, you ensure that you record a valid serial number.
<b>NCI Division /Program</b>	Enter the initial letter(s) of the division or program, and then select the organizational unit that provides funding for the study, from the drop-down list. For a list of Divisions and Programs, refer to <a href="#">NCI Division and Program Values</a> .

2. Click **Add Grant**.

 The **Add** button is operable only after you have provided the grant information in all fields.

- The grant is displayed and added to the trial, and the Grant fields are reset.
3. If your trial is funded by more than one grant, repeat the steps above, and then click **Add Grant**.
4. To delete a grant record from a trial, in the **Action** column, click **Delete**.