September 20, 2019

REVISED Guidance for Submitting Proposals Using Headquarters DUNS

Last week ORA sent out a communication regarding the use of DUNS numbers on proposals and we felt it was important to provide an update as well as explain both the rationale and impact of these changes.

Over the course of the last few decades, various agencies have migrated from paper processes to electronic proposal submission systems. Some of these registrations were set up based on a model of a single registration for all campuses under the Trustees of Indiana University. Examples of university-wide proposal system registrations include NSF, NASA, US Department State, and numerous others. Some other registrations were set up such that IUPUI had a separate registration and Bloomington and all regional campuses submitted on a separate system registration.

Currently, ORA maintains over 200 active sponsor registrations. Increasingly, many of federal registrations are linked such that the inconsistent approaches cause conflicts between these agency systems and present the university in an inconsistent manner. For the past couple of years, ORA has been working to align registrations so that they are under a single institutional registration (The Trustees of Indiana University). These changes will have no impact on individual investigators.

With regard to the NIH, ORA has decided to postpone the change in DUNS number and revert to maintaining separate registrations for the time being. We believe there are still some issues to resolve with NIH regarding limited submissions and the NIH reporting tools (e.g. RePORTER) and a need for more advanced notice for the IU research community.

Therefore, effective immediately, IUPUI proposals to NIH will continue to utilize the IUPUI DUNS. All other proposals to federal agencies will utilize the university-wide DUNS number for the Trustees of
Indiana University. ORA will be contacting any PI’s and departmental contacts for IUPUI proposals that are impacted by this recent change and take responsibility for correcting these applications so that they are submitted in the same manner as in the past.

Any IUPUI NIH proposal already started in NIH ASSIST or Workspace will be transferred to the IUPUI DUNS by ORA. The PI and Departmental Grant Contact will be notified when this is complete. If you have questions about the process or these changes, please email iuprop@iu.edu. For information regarding the appropriate DUNS number to use, please visit our website listing institutional information for proposals submissions:

https://research.iu.edu/funding-proposals/proposals/institutional.html