Transition to Grants.gov

Christine Ahearn
Manager of Policy and Education
Office of Grants and Contracts
Health Sciences Center Campus
Agenda

- Overview of Grants.gov
- Transition by Mechanism
- Registration in Grants.gov and eRA Commons
- System Requirements
- Timing of Grant Application to Grants and Contracts
- Overview of Finding and Applying for Grant Opportunities via Grants.gov
- Resources
Why Transition to Grants.gov?

- The Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107)
  - Improve effectiveness and performance of Federal financial assistance programs
  - Simplify Federal financial assistance application and reporting requirement
  - Improve delivery of services to the public
Why Transition to Grants.gov?

- President’s Management Agenda, 2002
  - Directed all Federal agencies to have a single mechanism for applicants to apply for and manage grant funds online through a common website
  - Goal is to simplify grants management and eliminate redundancies
- Grants.gov (http://www.grants.gov/) has been designated by the Office of Management and Budget as the single access point for all grant programs offered by 26 Federal grant-making agencies.
Benefits of Electronic Submission

- Creation of a comprehensive repository of data
- Electronic validations improve data quality
- Saving > 200,000,000 pieces of paper/year
- Reductions in scanning, printing, data-entry costs
- Clearer grant image in color
Transition by Mechanism

- Transition date dictated by agency; for NIH it is based on grant mechanism type.
- Once an award transitions to electronic submission, the grant application must be electronically submitted from that point forward.
- New, revised and competing electronic applications must be submitted on the SF424 (R&R) forms once mechanism transitions-n/a to non-competing continuations for NIH.
  - Check with specific agency for guidance.
- Applicants should continue to submit via paper until the grant mechanism transitions to electronic.
NIH will transition to the SF424 family of forms and electronic submission through Grants.gov by research program or funding mechanism.

As mechanisms are transitioned, Funding Opportunity Announcements will be issued in the NIH Guide and posted in Grants.gov. NIH’s goal is to post an opportunity a minimum of 60 days before the submission date.

ALL applications in response to these announcements will require electronic submission through Grants.gov.

Mechanism Abbreviation Key:
- C08/UC6: Research Facilities Construction Grants
- DP1: NIH Director’s Pioneer Award Program
- D71/U2R: International Training Cooperative Agreement/Phase 2 of FIC mechanism D71
- P: Research Program Projects and Centers
- R01: Research Project Grant Program
- R03: Small Grant Programs
- R10/U10: Cooperative Clinical Research Grants
- R13/U13: Support for Conferences & Scientific Meetings
- R15: Academic Research Enhancement Awards (AREA)
- R18/U18: Research Demonstration and Dissemination Projects
- R21/R33: Exploratory/Development Research
- R24/U24: Resource Related Research Projects
- R25: Education Projects
- R34: Clinical Trial Planning Grant Program
- R36: Research Dissertation Grant Program
- S06: Small Business Innovation Research
- S21.22: Biomedical Research
- S10, S11: Health Disparities Endowment Grants
- STTR: Small Business Technology Transfer
- U: Cooperative Agreement Awards
- X02: Pre-application for Interdisciplinary Research Consortium

Updated February 8, 2006
Registration in Grants.gov and eRA Commons

- Grants.gov Registration
  - HSC is already registered-PI’s do not need to and should not attempt to register in Grants.gov

- eRA Commons Registration
  - HSC has registered
  - PI designated as PI on the grant application **must** register with eRA Commons!

- Why?
  - PIs need to register because there is a verification step which must be performed by the PI in eRA Commons following grant submission to Grants.gov. This is a one-time registration. Contact Lora Mihelic in OGC to assist with registration (724-0088, lora.mihelic@uchsc.edu)
System Requirements

Software: PC users will need to download the PureEdge Viewer which is available at [http://grants.gov/DownloadViewer](http://grants.gov/DownloadViewer)
- NIH and PHS agencies require text attachments to PureEdge forms to be submitted as PDF files.
- Attachments generated from PureEdge forms should *not* be converted to PDF.

PDF generation software
- Grants.gov lists some available tools and software at [http://www.grants.gov/assets/PDFConversion.pdf](http://www.grants.gov/assets/PDFConversion.pdf)
System Requirements

- For PureEdge Viewer to function properly, your computer must meet the following system requirements:
  - Windows 98, ME, NT 4.0, 2000, XP
  - 500 Mhz processor
  - 128 MB of RAM
  - 40 MB disk space
  - Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7
System Requirements

Macintosh Users
- Applicants who do not have a Windows operating system can still submit via Grants.gov by using a Windows Emulation System or a Citrix server.
- Information about Virtual PC for Mac can be found at http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf
- Information regarding the Citrix server can be found at http://www.grants.gov/MacSupport
- A non-Windows version of PureEdge is expected to be available by November 2006.
Public Health Service estimates that it will take 40 hours to complete the application.

- Estimate includes time for development of scientific plan.
- Estimate does not include time for obtaining required COMIRB, IACUC, or any other internal approvals.
Timeline for Routing and Approval of Grant Applications

1. Obtain Chair/Dean approval of the draft application via the OGC routing form- enough time to ensure application is received by OGC by the end of the 12th working day prior to submission deadline

2. OGC reviews routing form and draft application, provides feedback/changes to be made, returns to PI/primary contact-5 working days

3. PI/primary contact prepares final application and sends to OGC for electronic submission-3 working days
Timeline for Routing and Approval of Grant Applications

4. AOR completes electronic submission of final application via Grants.gov-3 working days before submission deadline.

5. If application is accepted, Grants.gov sends AOR e-mail with tracking number within 48 hours of grant application submission. Grants.gov generates a tracking number; keep as a reference.
6. Application scheduled for download into eRA Commons for agency validation. PI and SO should be notified by e-mail to check eRA Commons for NIH validation check results-2 working days

- E-mail will include NIH generated agency accession number if there are no validation errors. Accession number should be used in lieu of the Grants.gov tracking number.
- PI is encouraged to check eRA Commons; NIH does not guarantee that an e-mail regarding the validation check will be sent.
Timeline for Routing and Approval of Grant Applications

7. PI and SO must verify the application in eRA commons.
   • If no errors and application is acceptable, PI verifies it in eRA Commons.
   • If not acceptable, PI rejects the application in Commons, make changes and resubmits via Grants.gov.
   • Application may have “errors” or “warnings”. Errors must be fixed within these 2 working days and then must be resubmitted to Grants.gov. Warnings do not have to be fixed.
   • Inform the SO of action taken so that SO can independently verify application in eRA Commons.
Timeline for Routing and Approval of Grant Applications

8. Upon application verification by the PI and SO, NIH will process the application. Application can be tracked in eRA Commons with the agency accession number.
Timeline Reminders

- Time for routing and application processing has increased due to external mandate.
- PreAward must receive the application by the end of the 12th working day before the submission deadline. Plan time necessary for routing application accordingly.
- OGC will only review upon completion of routing. Applications missing required forms and approvals will not be reviewed.
OGC will review applications based on date received, complexity of review and total volume of applications needing review. OGC needs 5 working days for review.

OGC will guarantee submission to NIH on or before the deadline as long as timelines are followed. All other applications will be reviewed based on order of receipt.
Timeline Reminders

- OGC will not re-review final applications unless time permits.
- PI and administrative unit are responsible for addressing all communications provided by the OGC during the draft review and final application preparation periods.
Locating Grant Opportunities

- To search for a grant go to [http://www.grants.gov/search/searchHome.do](http://www.grants.gov/search/searchHome.do)
  - Basic Searches
  - Browse by Category or Agency
  - Advanced Search
- Register to receive opportunities via e-mail
Locating Grant Opportunities

Grants.gov provides organizations with the ability to search for grant opportunities. The Office of Federal Financial Management recently issued a policy directive requiring that all Federal agencies post grant opportunities online as of November 7.

To begin your search for grant opportunities, access Search Grant Opportunities below. To register to receive all email notifications of new grant postings from Grants.gov, access Receive Grant Opportunity Emails below.

Search Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search

Receive Grant Opportunity Emails
- Selected Notices based on Funding Opportunity Number
- Selected Notices based on Advanced Criteria
- All Grants Notices
- Unsubscribe from Grant Notices

NOTES:
Once you find an opportunity for which you wish to apply, you will need to record the Funding Opportunity number or CFDA number and enter it manually on the Download Application Packages screen in the Apply for Grants section of this site.
Locating Grant Opportunities

Search Grant Opportunities

Search Results

Sort: Close Date, Ascending

QUICK LINKS
Access the most requested information and features.

RESOURCES
Posted Grant Opportunities within last 7 days
Available Grant Application Packages
Types of Grants
Grant Making Agencies
Additional Grant Resources
Download Active Grants in XML Format

Close Date  | Opportunity Title
-------------|---------------------------------------------------
12/1/92005   | Enhancing Practice Improvement in Community-Based Care for Prevention and Treatment of Drug Abuse or Co-occurring Drug Abuse and Mental Disorders
12/1/92005   | Health Behavior Change in Mental Disorders Modeled from HIV Interventions
12/20/2005   | Antidepressant Treatment and Suicidality
01/1/92006   | Neuroscience Blueprint Interdisciplinary Center Core Grants
01/1/92006   | Development of Reombinase-Expressing ("Driver") Mouse Lines for Studying the Nervous System (J01)
01/25/2006   | Intervention and Practice Research for Combat Related Mental Disorders and Stress Reactions
01/26/2006   | Microbicide Innovation (F21/F33) Program (MIP)
01/26/2006   | NIMH Research on Mental Health in Criminal Justice at NIDA CJ-DATS Sites (MH-CJ) (F34)
02/16/2006   | Course Development in the Neurobiology of Disease (F25)

Open Date

Results 1-20 of 112
Applying for Grant Opportunities

- Applying for grant opportunities
  - Download the grant application and application instructions
  - Complete each “mandatory” form
  - “Optional” forms- confirm need for completion in Application Instructions
Applying for Grant Opportunities

GRANTS.GOV

APPLY
Download Application Package
Complete Application Package
Submit Application Package
Track Application Package Status

QUICK LINKS
Access the most requested information and features.

TIPS AND TOOLS

Home > Apply for Grants

Grants.gov provides a single, secure and reliable source for applying for Federal grants online, simplifying the grant application process and reducing paperwork. To learn more about the benefits of applying online, access key benefits.

Do you have the Funding Opportunity and/or CFDA number of the grant for which you want to apply? You need it to download a grant application and apply for a grant.

If you have the Funding Opportunity and/or CFDA number you are ready to download the application package and begin the process to apply for grants through Grants.gov. It is a 4-step process:
Applying for Grant Opportunities

**TIPS AND TOOLS**
- Complete Application Package Training Demo
- Submit Application Tips
- Application Error Tips
- Convert Documents to PDF
- Download PureEdge Viewer
- PureEdge on Macintosh
- Install PureEdge on a Macintosh
- Available Grant Application Packages

**Apply Step 1: Download a Grant Application Package and Application Instructions**
You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. Access Grants.gov Programs List to review CFDA numbers for programs with applications currently available on Grants.gov. In order to view application packages and instructions, you will also need to download and install the PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely.

**Apply Step 2: Complete the Selected Grant Application Package**
You can complete the application offline — giving you the flexibility to complete grant applications when and where you want. It also enables you to easily route it through your organization for review, or completion of various components, just like any other email attachment. Everything you need to know is included in the application package and instructions.

**Apply Step 3: Submit a Completed Grant Application Package**
You will submit the application online. When you are ready to submit the completed application, you must have already completed the Get Started Steps. You will then need to log into Grants.gov using the username and password you entered when you registered with a Credential Provider to submit the application.

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

- Windows 98, ME, NT 4.0, 2000, XP
- 500 Mhz processor
- 128 MB of RAM
- 40 MB disk space
- Web browser: Internet Explorer 5.01 or higher; Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

**NOTE:**
To submit electronic grant applications, you must be fully authorized by your organization, i.e., been given status as an Authorized Organization Representative (AOR). You can easily check your status by logging into Grants.gov by accessing the Applicant link at the top of the screen. If you have registered your user name and password with Grants.gov, you will be able to log in. After logging in, access the Manage Profile link. Your status, located below your title, will state: “AOR - request sent” or “AOR - Approved.” If your status is “AOR - request sent,” you cannot yet submit grant applications. You may correct this by contacting your E-Business Point of Contact (EPC). He or she will need to login by accessing the EBiz link at the top of the screen. They will need your organization’s DUNS number and MPN, to approve you as an AOR.

**Apply Step 4: Track the Status of a Completed Grant Application Package**
Once you have submitted an application, you can check the status of your application submission. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

For more information about these steps, select the corresponding links above or on the left navigation bar.
Download Application Package

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer installed. Click the PureEdge Viewer if you do not have it installed already.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the application to your computer for future reference and use.

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Opportunity Number</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>83.394</td>
<td>PA-06-008</td>
<td></td>
<td></td>
<td>National Institutes of Health</td>
</tr>
</tbody>
</table>
Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 93.394: Cancer Detection and Diagnosis Research  
**Opportunity Number:** PA-06-008 Bioengineering Nanotechnology Initiative (STTR [R41/R42])  
**Agency:** National Institutes of Health  
**Opening Date:** 11/07/2006  
**Closing Date:** 03/02/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Submit

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions

2. Download Application Package
Application Package

Opportunity Title: Bioengineering Nanotechnology Initiative (STTR [R41/R42]
Offering Agency: National Institutes of Health
CFDA Number: 93.394
CFDA Description: Cancer Detection and Diagnosis Research
Opportunity Number: PA-06-008
Competition ID: 
Opportunity Open Date: 11/07/2005
Opportunity Close Date: 08/02/2008
Agency Contact: GrantsInfo
Telephone: (301) 435-0714
Email: GrantsInfo@nih.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents
- SF424 (R&R)
- PHS 398 Research Plan
- PHS 398 Cover Page Supplement
- PHS 398 Checklist
- SBIR/STTR Information
- Research & Related Subaward Budget
- Research & Related Other Clinical Information

Mandatory Completed Documents for Submission

Move Form to Submission List
Move Form to Documents List
Application Package

Optional Documents

PHS 398 Cover Letter File

Move Form to Submission List

Optional Completed Documents for Submission

Instructions

1. Enter a name for the application in the Application Filing Name field.
   - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
   - You can save your application at any time by clicking the "Save" button at the top of your screen.
   - The "Submit" button will not be functional until the application is complete and saved.

2. Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
   - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

   - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of
# Application Package Form

## APPLICATION FOR FEDERAL ASSISTANCE

### SF 424 (R&R)

<table>
<thead>
<tr>
<th>1. * TYPE OF SUBMISSION</th>
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<tr>
<td>☐ Pre-application  ☐ Application  ☐ Changed/Corrected Application</td>
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<th>2. DATE SUBMITTED</th>
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<th>3. DATE RECEIVED BY STATE</th>
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<th>5. APPLICANT INFORMATION</th>
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<th>* ZIP Code:</th>
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<th>Person to be contacted on matters involving this application</th>
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<th>Middle Name:</th>
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<th>* Last Name:</th>
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<th>* Phone Number:</th>
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<th>Email:</th>
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<tr>
<th>6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):</th>
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<tr>
<th>7. * TYPE OF APPLICANT:</th>
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</thead>
<tbody>
<tr>
<td>Please select one of the following:</td>
</tr>
</tbody>
</table>
Application Package Form

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): 

7. * TYPE OF APPLICANT: 

   Please select one of the following:

   Other (Specify):

8. * TYPE OF APPLICATION: ☐ New

   ☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision

   If Revision, mark appropriate box(es).

   ☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration

   ☐ D. Decrease Duration ☐ E. Other (specify)

9. * NAME OF FEDERAL AGENCY:

   National Institutes of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

    33.394

11. * DESCRIPTIVE TITLE OF APPLICANT’S PROJECT:

    Cancer Detection and Diagnosis Research
### Application Package Form

#### 11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

#### 12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)

#### 13. PROPOSED PROJECT:

- **Start Date**: 
- **Ending Date**: 

#### 14. CONGRESSIONAL DISTRICTS OF:

- **a. * Applicant**
- **b. * Project**

#### 15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

- **Prefix**: 
- **First Name**: 
- **Middle Name**: 
- **Last Name**: 
- **Suffix**: 

- **Position/Title**: 
- **Organization Name**: 

- **Department**: 
- **Division**: 

- **Street1**: 

- **Street2**: 

- **City**: 
- **County**: 
- **State**: 
- **ZIP Code**: 

- **Country**: **USA**

- **Phone Number**: 
- **Fax Number**: 
- **Email**: 

## New Terminology: Type of Application

<table>
<thead>
<tr>
<th>NIH Term</th>
<th>(R&amp;R) Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>New (T-1)</td>
<td>New</td>
</tr>
<tr>
<td>Competing Continuation (T-2)</td>
<td>Renewal</td>
</tr>
<tr>
<td>Revision or Amendment</td>
<td>Resubmission</td>
</tr>
<tr>
<td>Competing Supplement</td>
<td>Revision</td>
</tr>
</tbody>
</table>
## New Terminology

<table>
<thead>
<tr>
<th>NIH Term</th>
<th>(R&amp;R) Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA (Program Announcement) and/or RFA (Request for Applications)</td>
<td>Funding Opportunity Announcement (FOA)—general term for all PAs and RFAs</td>
</tr>
<tr>
<td>PI</td>
<td>PD/PI: Combined term</td>
</tr>
<tr>
<td>Authorized Organizational Official (AOO) or Signing Official (SO)</td>
<td>Authorized Organizational Representative (AOR)</td>
</tr>
<tr>
<td>Other Support</td>
<td>Current &amp; Pending Support</td>
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Resources

- eRA Commons Demo:
  - [https://commonsdemo.era.nih.gov/commons-demo/](https://commonsdemo.era.nih.gov/commons-demo/)
- Grants.gov Training Demo, Tutorial, Tips and Tools:
  - [http://www.grants.gov/CompleteApplication#demo](http://www.grants.gov/CompleteApplication#demo)
- NIH Training Page
  - [http://era.nih.gov/ElectronicReceipt/training.htm](http://era.nih.gov/ElectronicReceipt/training.htm)
- Information on Electronic Submission
- OGC Website-
  - [http://www.uchsc.edu/ogc/era.htm](http://www.uchsc.edu/ogc/era.htm)
- NIH Grants.gov Application Guide
- Most Common Application Errors
  - [http://era.nih.gov/ElectronicReceipt/tips_tools.htm](http://era.nih.gov/ElectronicReceipt/tips_tools.htm)
Open Forums

- Tuesday March 14, 8:30 am-noon, Denison Auditorium
- Thursday April 13, 8:30 am-noon, RC1 North West Research Auditorium
- Monday May 1, 1 pm-4:30 pm, Denison Auditorium
- Friday May 5, 8:30 am-noon, RC1 North West Research Auditorium
Contact Information

- Christine Ahearn, Manager of Policy and Education, Office of Grants and Contracts
- christine.ahearn@uchsc.edu
- 303-724-0245