TODAY’S OSP BRIEF

- Summer Salary
- Summer Travel
- Effort Reporting
- Fiscal Year End Matters
- Grants.gov
- Audit
- Closeout
FACULTY SUMMER SALARY

- Maximum total effort June 1 – August 31
  - = 3 months

- Changes > 25% => Prior approval needed!!
FACULTY SUMMER SALARY

- Prepare ECRs early to reflect appropriate effort.
- OSP does not track effort!!!
SUMMER TRAVEL

- Personnel traveling must have summer effort charged to the grant.
EFFORT REPORTING

- Fran
FISCAL YEAR END MATTERS

- Fran
PROJECT CLOSEOUT

- System generated email—90 days prior to close
- NCE needed? Mod needed? Close out?
- Reach out to OSP as needed.
- Submit closeout in a timely manner.
PROJECT CLOSEOUT

- Remember sub award closeout.
- Subs need final invoice and sub closeout form
- Closeout mod and PO close.
- Timely closeout is the order of the day.
PROJECT CLOSEOUT

- No expenses after FFR submitted.
AUDIT

- Fran
GRANTS.GOV

The saga continues!!
LET’S GO!

- Log into grants.gov – credentials needed
Select Account Type:

APPLICANT  GRANTOR  EBIZ POC

Applicant Login

Login below for additional Applicant features. To track your application without logging in, visit the Track page. If you do not have a Username and Password, please Register as a New User.

USERNAME:  

PASSWORD:  

(Case Sensitive)
Home screen
At the top of the page
Enter information as you know it.
If an opportunity number is used, only 1 announcement will result in from the search:

To download the application package click on the Opportunity Number in blue.
Select package from the menu.
Before attempting to view the Package, you MUST have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a non-working file. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest version. If more than one person is working on the application package, ALL applicants must be using the same version of Adobe Reader Compatibility.

For the Funding Opportunity.

<table>
<thead>
<tr>
<th>Title</th>
<th>Opportunity Package ID</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Workspace Compatible</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Res on or before 16</td>
<td>PKG002222267</td>
<td>04/17/2016</td>
<td>05/07/2019</td>
<td>Yes</td>
<td>Preview</td>
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</tbody>
</table>
This looks familiar!

Competition ID – Title: FORM5-D – User for due dates on or after May 29,
   Agency: Department of Health and Human Services – Natic

   Opening Date: Apr 17, 2016
   Closing Date: May 07, 2019

and submit your application.

before the closing date, you will need to submit an email address. Your er
nts.gov before its closing date.

Email: 

Confirm Email: 

[ ] No, I do not wish to provide my email address

Submit
Option 1: Apply Now Using Workspace

*Application Filing Name:

Create Workspace »

Workspace is our enhanced application submission feature, which helps organizations and individuals create and submit grant applications.
Ready to create workspace

Option 1: Apply Now Using Workspace

*Application Filing Name:
Bylinska - Redefining Sponsored Programs

Create Workspace »

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

What to learn how to get started? Click here.

Option 2: Download Legacy Application Package

The legacy application package continues to be available for a limited time (see details). Please click here to learn how to get started with Workspace.

To use the legacy application method, use the buttons below:

Download Instructions » Download Package »

Applications are going away!
Some forms are mandatory, others optional.
Can either download forms and complete the upload or select edit to use webform.

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlock</td>
</tr>
</tbody>
</table>

Reuse forms at your own risk. We do not recommend this as forms can be unstable.
ON SCREEN DEMO
ALWAYS CHECK FOR ERRORS

... after finalizing a form.
Errors must be fixed prior to submission

Errors!
Check for Errors revealed the following errors:

- **5. APPLICANT INFORMATION:**
  - Street Address Line 1 (Applicant Organization) is required: Enter first line of the Street address for the applicant in Street1 field.

- **8. TYPE OF APPLICATION:**
  - Type of Application is required: Select the Type from the following list. Check only one: New: an Application that is being submitted to an agency for the first time. Resubmission: an Application that has been previously submitted, but was not funded, and is being resubmitted for new consideration. Renewal: an Application requesting additional funding for a period subsequent to that provided by a current award. A Renewal Application competes with all other Applications and must be developed as fully as though the applicant is applying for the first time. Continuation: a non-competing Application for an additional funding/budget period within a previously approved project period. Revision: an Application that proposes a change in: 1) the Federal Government's financial obligations or contingent liability from an existing obligation; or, 2) any other change in the terms and conditions of the existing award.
  - Is This Application Being Submitted to Other Agencies is required: Select a response to this question.

- **12. PROPOSED PROJECT:**
  - Start Date is required: Enter the Proposed Start Date of the Project.
  - End Date is required: Enter the Proposed End Date of the Project.

- **13. CONGRESSIONAL DISTRICT OF APPLICANT:**
  - Congressional District of Applicant is required: Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California’s 5th District, CA-012 for California’s 12th District. If outside the US, enter 00-000. To locate your Congressional District, visit the grants.gov website.

- **14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:**
  - Street Address Line 1 (PD/PI) is required: Enter first line of the Street address for the PD/PI in the Street1 field.
  - State (PD/PI) is required: Enter the State where the PD/PI is located.
  - Phone Number (PD/PI) is required: Enter the daytime Phone Number for the PD/PI.
  - Email Address (PD/PI) is required: Enter the Email address for the PD/PI.

- **15. ESTIMATED PROJECT FUNDING:**
  - Project Funding Total Federal (Project Period) is required: Enter Total Federal Funds requested for the entire Project period. Amount cannot be negative.
  - Project Funding Total Non-Federal Funds (Project Period) is required: Enter Total Non-Federal Funds requested for the entire Project period. Amount cannot be negative.
  - Project Funding Total Federal & Non-Federal Funds (Project Period) is required: Enter Total Estimated Funds for the entire Project period, including both Federal and Non-Federal Funds. Amount cannot be negative.
  - Project Funding Estimated Program Income (Project Period) is required: Identify any Program Income Estimated for this Project period, if applicable. Amount cannot be negative.

- **16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
  - Is Application Subject to Review by State Executive Order 12372 Process is required: Select a response to this question.

- **17. APPLICATION CERTIFICATION:**
  - I Agree is required: Check "I agree" to provide the required Certifications and assurances.
So it’s 5 o’clock and I’m leaving

- No problem. The application can be saved and retrieved later. Just log back into grants.gov and go to Manage My Workspaces:
A search with no parameters will return you to your workspace.

**MANAGE MY WORKSPACES**

<table>
<thead>
<tr>
<th>Funding Opportunity Number</th>
<th>Workspace ID</th>
<th>Workspace Status</th>
<th>Application Filing Name</th>
<th>Workspace Owner First Name</th>
<th>Workspace Owner Last Name</th>
<th>Opportunity Package ID</th>
<th>Workspace AOR Status</th>
<th>Last Activity Date From:</th>
<th>Last Activity Date To:</th>
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**Results:**

1-2 of 2 Records

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<th>Workspace ID</th>
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<th>Workspace Owner</th>
<th>Last Activity Date</th>
<th>Actions</th>
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<td>In Progress</td>
<td>PA-15-160</td>
<td>NIH Research Project Grant (Parent R01)</td>
<td>Karen M Jarvis-Thome</td>
<td>04/24/2017</td>
<td>Manage Workspace</td>
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<td>Conterras Godfrey Ronald</td>
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<td>ED-GRANTS-022117-002</td>
<td>Office of Postsecondary Education (COEY</td>
<td>Karen M Jarvis-Thome</td>
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</tbody>
</table>

Select Manage Workspace on the proposal in process.
Locking the form prevents accidental changes
Some pages must be uploaded:

- PHS 398 Cover Page Supplement
- PHS Assignment Request Form (This may be used instead of a cover letter for assignment)
Forms can be previewed by clicking on the form link.

Be sure that forms to be included are checked off.
When a validation has failed the proposal cannot be routed. In this case, the form is checked but has not been attached. Your box will say Complete and Notify AOR but will be greyed out if the proposal is incomplete.
When all boxes are checked off and no errors exist the proposal can be routed.
From the Grant Administrator perspective
Success!!!

Clicking Complete and Notify AOR routes the proposal to OSP.
That's All Folks!

Questions??
Questions??