



Grants.gov



Office for Sponsored Programs
Boston College

Agenda

- What is Grants.gov and why is it important?
- Update on the transition to standardized electronic proposal submission
 - NIH
 - DHHS
- Introduction to the new form set, the SF424
- How to prepare
- Q&A



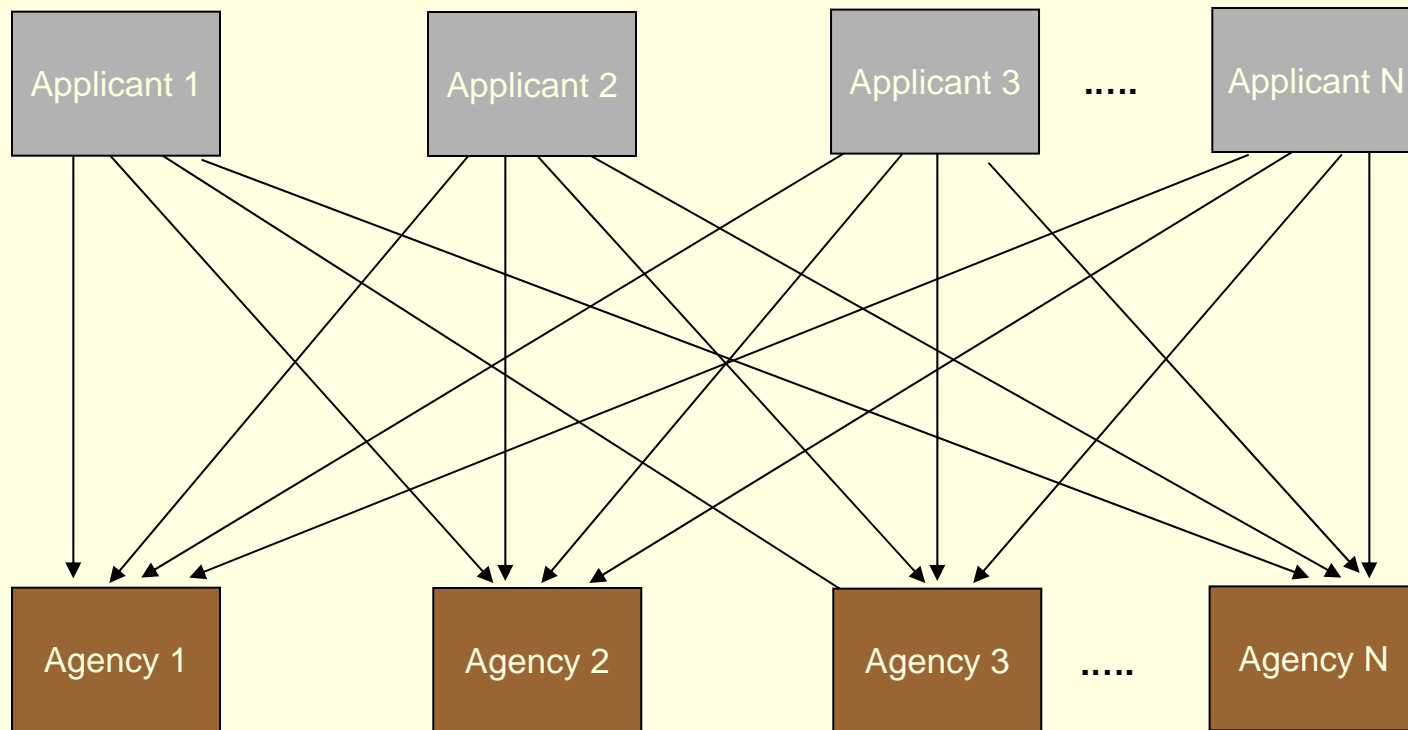
Grants.gov Origins

- Fulfilling Public Law 106-107
 - The Federal Financial Assistance Management Improvement Act of 1999
- and the President's Management Agenda
 - FY 2002

Grants.gov

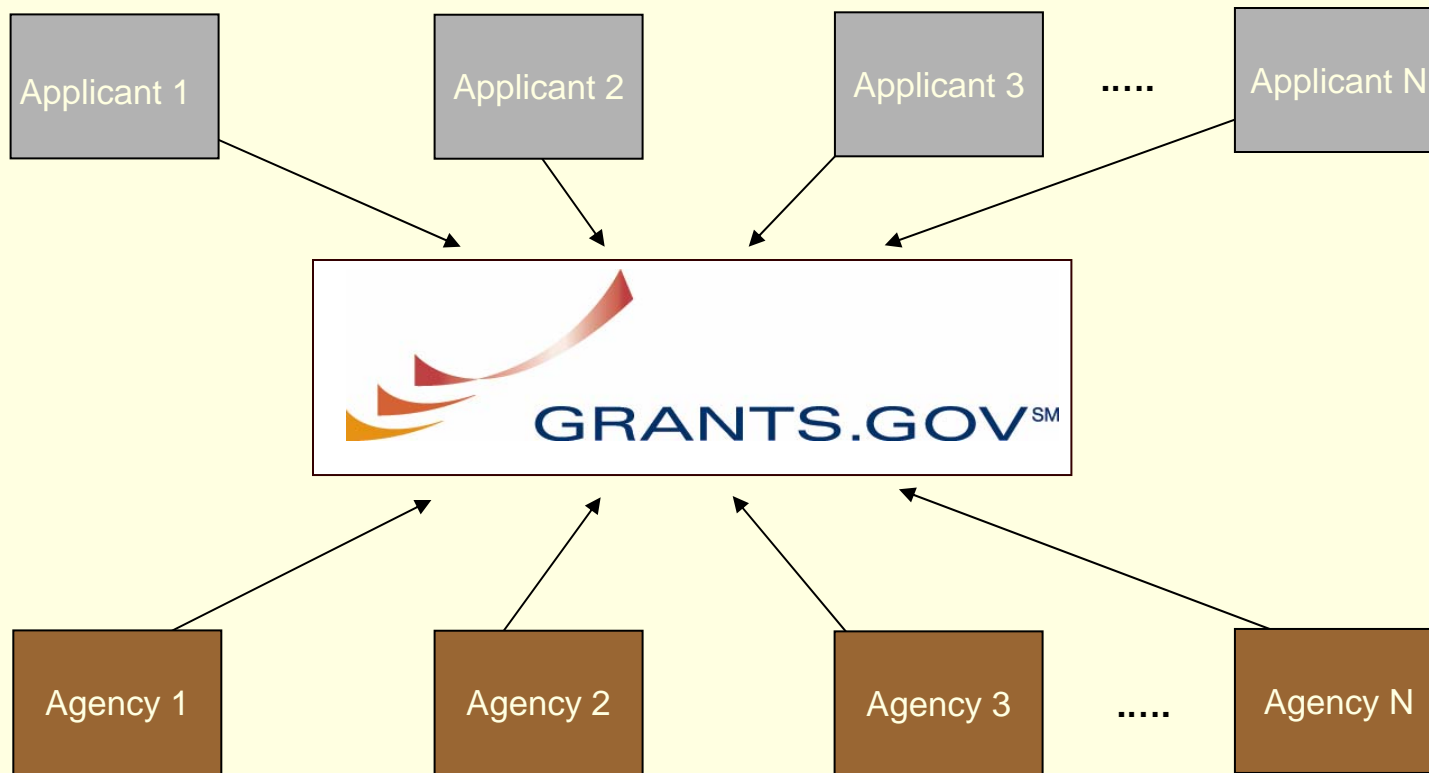
- Is a cross-agency E-Government initiative, designed to improve access to Federal financial assistance via the Internet
 - Spanning 26 Federal grant making agencies
 - 1000 grants programs and over \$400 billion in annual awards
- Will produce a simple, unified “electronic storefront” for all customers of Federal grants to
 - Find grant opportunities
 - Apply for grants

Grants.gov addresses inefficiencies in the current grants environment



The current grants environment represents a "Many-to-Many" Model, which is costly for applicants and agencies.

Grants.gov centralizes access to grant information and applications



Grants.gov acts as a "Trusted Broker," which benefits both applicants and agencies.

Grants.gov Functionality

- Search for available grant opportunities and related application packages
- Download application packages
 - Complete application packages offline
- Built-in error checking, application completion confirmation and tracking
- Submit completed application packages (*OSP*)

Finding Grants Opportunities . . . a few clicks away

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for [Grantors](#), [Applicants](#), [EBiz](#), [About Us](#), [Resources](#), [P.L. 106-107](#), [Privacy](#), [FAQs](#), [Tech Library](#), [Site Map](#), and a [HELP](#) button. Below this is the Grants.gov logo and a secondary navigation bar with buttons for [Get Started](#), [Find Grant Opportunities](#), [Apply For Grants](#), and [Customer Support](#). The [Find Grant Opportunities](#) button is circled in orange. On the left side, there is a sidebar with a **FIND** section containing links for [Search Grant Opportunities](#), [Grant Opportunity](#), and [Subscription Services](#). Below this is a **QUICK LINKS** section with a dropdown menu labeled 'Select A Topic'. Further down is a **RESOURCES** section with links for [Posted Grant Opportunities within last 7 days](#), [Available Grant Application Packages](#), [Types of Grants](#), [Grant Making Agencies](#), [Additional Grant Resources](#), and [Download Active Grants in XML Format](#). The main content area features a large blue graphic with the text 'FIND grant opportunities' and a paragraph explaining that Grants.gov provides organizations with the ability to search for grant opportunities. It also includes a section for 'Search Grant Opportunities' with links for [Basic Search](#), [Browse by Category](#), [Browse by Agency](#), and [Advanced Search](#). Another section titled 'Receive Grant Opportunity Emails' lists options like [Selected Notices based on Funding Opportunity Number](#), [Selected Notices based on Advanced Criteria](#), [All Grants Notices](#), and [Unsubscribe from Grant Notices](#). A **NOTES:** section at the bottom states that users 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. The browser window title is 'Grants.gov - Find Grant Opportunities - Search Grant Opportunities - Microsoft Internet Explorer' and the address bar shows 'http://www.grants.gov/search/searchHome.do'. The status bar at the bottom indicates 'Internet'.

Easy access
from every page

Using Grants.gov Apply

Download Opportunity Instructions and Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://apply.grants.gov/agency/UpdateOffer?id=2636>

GRANTS.GOVSM

Grantors Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site

Get Started Post Opportunities Publish Applications

Download Opportunity Instructions and Application

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

Opportunity Number: PA-06-120: PHS 2006-02 Omnibus Solicitation of the NIH, CDC, and FDA for Small Business Innovation Research Grant Applications (Parent SBIR [R43/R44])
Agency: National Institutes of Health
Opening Date: 03/01/2006
Closing Date: 01/03/2007

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.

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](#)

Register to receive notification of changes to application package

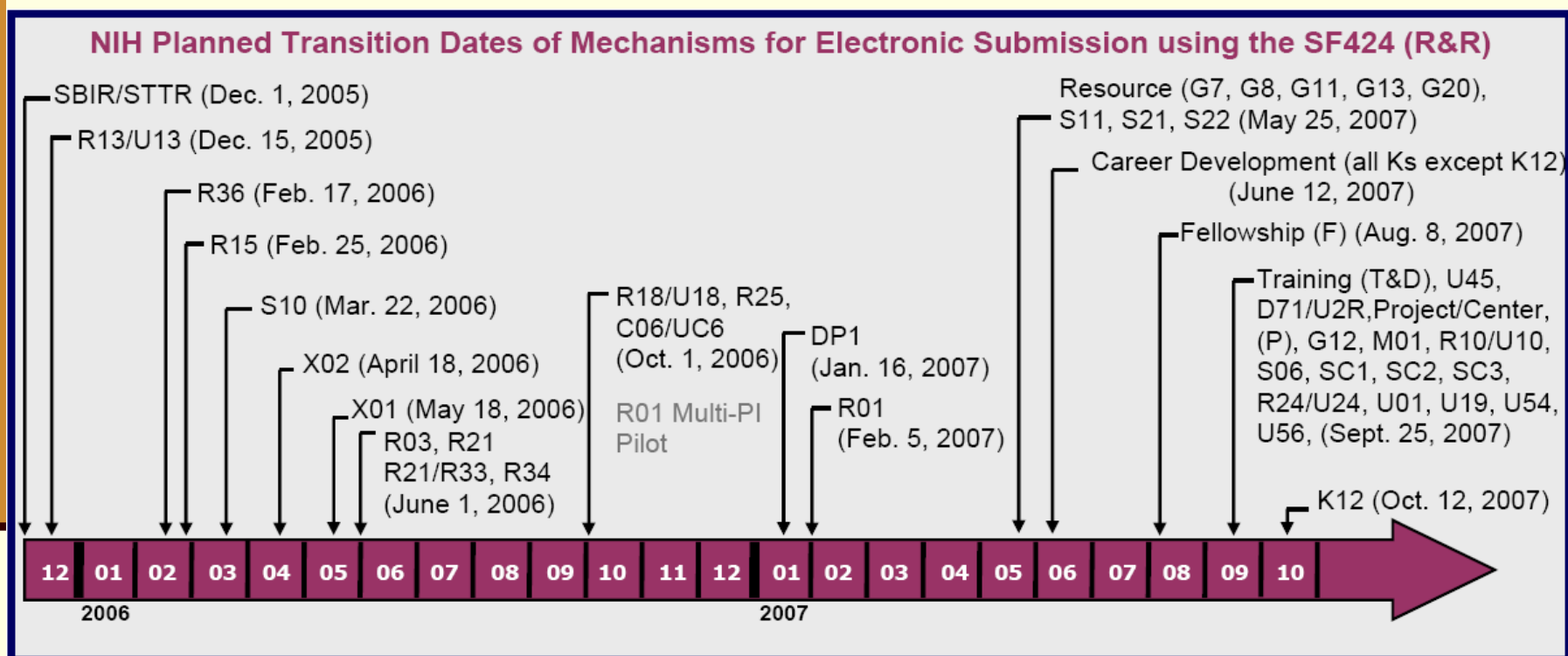
Download the application instructions and package from this location

Using Grants.gov Apply

- PureEdge Viewer required
 - Small, free program which will allow you to access, complete and submit applications electronically and securely
- Non-PC (Mac) users – Interim solutions
 - use Windows emulation program or NIH-hosted Citrix® servers
 - IBM pre-release of Mac compatible PureEdge software has significant limitations
- Transition is planned to platform-independent Adobe e-forms solution in 2007

The Transition to Grants.gov - NIH

■ National Institutes of Health



■ R01 mechanism transitions February 5, 2007!

The Transition to Grants.gov

- Department of Health and Human Services
 - Lead agency for Grants.gov initiative
 - Sister agencies to NIH – AHRQ, HRSA
- National Science Foundation
 - Only selected opportunities *require* Grants.gov submission, most authorize submission through NSF Fastlane *or* Grants.gov

Registration Requirements

- PI Registration is *not* required for Grants.gov
 - Institutional Registration has been completed for Boston College
- PI Registration is required with NIH eRA Commons – work through OSP to register
 - The PI must hold a PI account and be affiliated with the application organization
 - PIs currently registered only for IAR (Internet Assisted Review) must work through OSP for full eRA Commons registration.

NIH eRA Commons

- OSP only has ability to create PI accounts
 - IAR (Internet Assisted Reviewer) – OSP must create institutional affiliation before submission of a proposal
 - Check Your Profile
 - Is Boston College selected as your “Preferred Employment”?
 - Are your proposals/awards appropriately assigned to your profile
 - NO? “Admin → Accounts → Verify NIH Support”

The SF424 (R&R)

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
	3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
1. * TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	4. Federal Identifier <input type="text"/>	
5. APPLICANT INFORMATION		
* Legal Name: <input type="text"/>		* Organizational DUNS: <input type="text"/>
Department: <input type="text"/>	Division: <input type="text"/>	
* Street1: <input type="text"/>	Street2: <input type="text"/>	
* City: <input type="text"/>	County: <input type="text"/>	* State: <input type="text"/> * ZIP Code: <input type="text"/>
* Country: <input type="text" value="USA"/>		
Person to be contacted on matters involving this application		
Prefix: <input type="text"/>	* First Name: <input type="text"/>	Middle Name: <input type="text"/>
		* Last Name: <input type="text"/>
		Suffix: <input type="text"/>
* Phone Number: <input type="text"/>	Fax Number: <input type="text"/>	Email: <input type="text"/>
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): <input type="text"/>	7. * TYPE OF APPLICANT: <input type="text"/>	
	Please select one of the following	
8. * TYPE OF APPLICATION: <input type="checkbox"/> New	Other (Specify): <input type="text"/>	
<input type="checkbox"/>	Small Business Organization Type	

Features of the SF424 (R&R)

- SF424 (R&R) application package is arranged in components
 - Not all components will be used for every Funding Opportunity Announcement (FOA)
 - Agencies “construct” application packages for each opportunity
 - The FOA will indicate which components are required and which are optional
- Each FOA will have the appropriate application package attached or linked

Features of the SF424 (R&R)

- The applicant **must** complete the application using the package attached to that particular funding opportunity (*Information is drawn from the specific FOA and pre-populated in the forms*)
- Applicants can *not* use any sample form or form packages from other announcements
- NIH has created Parent FOAs for investigator initiated research proposals.



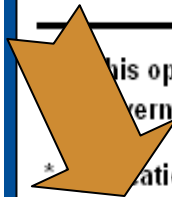
Submit Save Print Cancel **Check Package for Errors**



Grant Application Package

Opportunity Title:	PHS 2006-02 Omnibus Solicitation of the NIH, CDC, and FD
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Opportunity Number:	PA-06-120
Competition ID:	VERSION-2-FORMS
Opportunity Open Date:	09/15/2006
Opportunity Close Date:	01/03/2007
Agency Contact:	Grants Info TTY 301-451-0088 E-mail: GrantsInfo@nih.gov

Header
Information
Pre-filled from
announcement



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.

* Opportunity Filing Name:

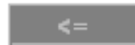
Mandatory Documents

- SF424 (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
- Research & Related Budget
- SBIR/STTR Information
- PHS 2006-02 Omnibus

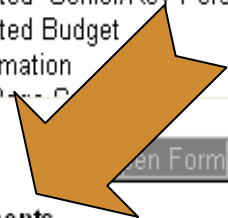
Move Form to Submission List



Move Form to Documents List



Mandatory Completed Documents for Submission



Open Form

Open Form

Optional Documents

Move Form to

Optional Completed Documents for Submission

Preparing an Application

Select "Save" to save the application package to your local hard drive.

All mandatory *Grants.gov* fields are highlighted and denoted with an asterisk. See Application Guide for additional *NIH* requirements.

http://apply.grants.gov/opportunities/packages/oppPA-06-120.xfd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://apply.grants.gov/opportunities/packages/oppPA-06-120.xfd

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™ Grant Application

Opportunity Title: PHS 2006-02 Omnibus Solicitation of the NIH, CDC, and FD

Offering Agency: National Institutes of Health

CFDA Number:

CFDA Description:

Opportunity Number: PA-06-120

Competition ID:

Opportunity Open Date: 03/01/2006

Opportunity Close Date: 01/03/2007

Agency Contact: GrantsInfo
Telephone: (301) 435-0714
Email: GrantsInfo@nih.gov

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

* Application Filing Name:

Mandatory Documents

Mandatory Completed Documents for Submission

SF424 (R&R)
PHS 398 Research Plan
PHS 398 Cover Page Supplement
PHS 398 Checklist
SBIR/STTR Information
Research & Related Other Project Information

Move Form to Submission List
Move Form to Documents List

Preparing an Application

All Mandatory Documents must be completed to submit the application

Optional documents may or may not need to be filled out – refer to the agency specific instructions

Submission

Submit Save Print Cancel Check Package for Errors

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: [Yellow Highlighted Field]

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 Project Information

Move Form to Submission List =>

Move Form to Documents List <=

Open Form

Mandatory Completed Documents for Submission

Open Form

Optional Documents

- PHS 398 Cover Letter File

Move Form to Submission List =>

Move Form to Documents List <=

Open Form

Optional Completed Documents for Submission

NIH will use agency-specific forms labeled PHS 398

Open Form

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

Preparing an Application

To open a form, highlight the form and then select "Open Form"

The screenshot shows a web application window titled "Submission". At the top, there is a toolbar with icons for file operations and a "PureEdge POWERED" logo. Below the toolbar is a navigation bar with buttons: "Submit", "Save", "Print", "Cancel", and "Check Package for Errors".

The main content area contains the following sections:

- Notice:** "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:** A yellow highlighted text input field.
- Mandatory Documents:** A list box containing:
 - SF424 (R&R) (highlighted in blue)
 - PHS 398 Research Plan
 - PHS 398 Cover Page Supplement
 - PHS 398 Checklist
 - SBIR/STTR_Information
 - Research & Related Subaward Budget
 - Research & Related Other Document Information
- Optional Documents:** A list box containing:
 - PHS 398 Cover Letter File
- Mandatory Completed Documents for Submission:** An empty box with an "Open Form" button below it.
- Optional Completed Documents for Submission:** An empty box with an "Open Form" button below it.

Navigation buttons between lists include "Move Form to Submission List" (=>) and "Move Form to Documents List" (<=). The "Open Form" button for the selected "SF424 (R&R)" document is circled in red.

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

Preparing an Application

Select this icon to receive Grants.gov field-sensitive help

This DUNS Number must match the DUNS Number used for the Institution's Grants.gov registration and the DUNS Number that is registered with the eRA Commons

The screenshot shows the 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)' form. A red circle highlights a question mark icon in the browser toolbar, with an arrow pointing to it from the text 'Select this icon to receive Grants.gov field-sensitive help'. Another red circle highlights the 'Organizational DUNS' field in section 5, with an arrow pointing to it from the text 'This DUNS Number must match the DUNS Number used for the Institution's Grants.gov registration and the DUNS Number that is registered with the eRA Commons'. The form includes sections for submission type, applicant information, contact details, and application type.

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		2. DATE SUBMITTED / /	Applicant Identifier / /
3. DATE RECEIVED BY STATE / /		State Application Identifier / /	
1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application		4. Federal Identifier / /	
5. APPLICANT INFORMATION * Legal Name: [redacted] Department: [redacted] Division: [redacted] * Street1: [redacted] Street2: [redacted] * City: [redacted] County: [redacted] * State: [redacted] * ZIP Code: [redacted] * Country: USA		* Organizational DUNS: [redacted]	
Person to be contacted on matters involving this application Prefix: [redacted] * First Name: [redacted] Middle Name: [redacted] * Last Name: [redacted] Suffix: [redacted] * Phone Number: [redacted] Fax Number: [redacted] Email: [redacted]			
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): [redacted]		7. * TYPE OF APPLICANT: Please select one of the following [redacted]	
8. * TYPE OF APPLICATION: <input type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision		Other (Specify): <input checked="" type="checkbox"/> Women Owned <input checked="" type="checkbox"/> Small Business Organization Type <input checked="" type="checkbox"/> Socially and Economically Disadvantaged	
If Revision, mark appropriate box(es).		9. * NAME OF FEDERAL AGENCY:	

Preparing an Application

Submit button will not become activated until the following has been completed:

- All **Mandatory Fields** have been completed
- All **Mandatory Documents** have been completed and moved to the Completed box
- All **applicable Optional Documents** have been completed and moved to the Completed box
- **Only OSP can submit a grant!**

http://apply.grants.gov/opportunities/packages/oppPA-06-120.xfd - Microsoft Internet Explorer

Address: http://apply.grants.gov/opportunities/packages/oppPA-06-120.xfd

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Opportunity Title: PHS 2006-02 Omnibus Solicitation of the NIH, CDC, and FD
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-06-120
Competition ID:
Opportunity Open Date: 03/01/2006
Opportunity Close Date: 01/03/2007
Agency Contact: GrantsInfo
Telephone: (301) 435-0714
Email: GrantsInfo@nih.gov

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

* Application Filing Name:

Mandatory Documents

- BF424 (R&R)
- PHS 398 Research Plan
- PHS 398 Cover Page Supplement
- PHS 398 Checklist
- SBIR/STTR_Information
- Research & Related Other Project Information

Mandatory Completed Documents for Submission

Move Form to Submission List

Move Form to Documents List

This electronic grants application be used to apply for the specific opportunity referenced here.

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

Helpful Hint: To get the "Submit" button activated, use the "Check Package for Errors" Button to find incomplete Mandatory Fields

Preparing Text Attachments

- Many agencies only accept attachments in PureEdge or PDF format.
 - **Do not** submit attachments in other formats such as Microsoft Word, Word Perfect, etc. to NIH, DHHS, NSF
- Do not put special characters in file names.
- Disable all security features in the PDF document.
- Do not include active links in any PDF document.
- Do not send PDF documents with editable fields (fields that can be changed).

Advice from Experience

- **Read and follow all application instructions!**

- Failure to follow instructions has resulted in applicants having to submit corrected applications.

- There are application fields not marked as mandatory on the federal-wide forms that *are* required by specific agencies or FOAs

Important!

- For example, the credential field of the R&R Senior/Key Person Profile component **MUST** contain the PI's assigned eRA Commons User ID for NIH to process the application submission.

RESEARCH & RELATED Senior/Key Person Profile

PI eRA Commons User ID must be supplied here for successful submission

PROFILE - Project Director/Principal Investigator				
Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title: <input type="text"/>		Department: <input type="text"/>		
Organization Name: <input type="text"/>		Division: <input type="text"/>		
* Street1: <input type="text"/>		Street2: <input type="text"/>		
* City: <input type="text"/>	County: <input type="text"/>	* State: <input type="text"/>	* Zip Code: <input type="text"/>	* Country: <input type="text"/>
* Phone Number		Fax Number		* E-Mail
<input type="text"/>		<input type="text"/>		<input type="text"/>
Credential, e.g., agency login: <input type="text"/>				
* Project Role:	<input type="text" value="PD/PI"/>	Other Project Role Category: <input type="text"/>		
*Attach Biographical Sketch	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
Attach Current & Pending Support	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

PROFILE - Senior/Key Person 1				
Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title: <input type="text"/>		Department: <input type="text"/>		
Organization Name: <input type="text"/>		Division: <input type="text"/>		
* Street1: <input type="text"/>		Street2: <input type="text"/>		
* City: <input type="text"/>	County: <input type="text"/>	* State: <input type="text"/>	* Zip Code: <input type="text"/>	* Country: <input type="text" value="USA"/>
* Phone Number		Fax Number		* E-Mail
<input type="text"/>		<input type="text"/>		<input type="text"/>
Credential, e.g., agency login: <input type="text"/>				
* Project Role:	<input type="text"/>	Other Project Role Category: <input type="text"/>		
*Attach Biographical Sketch	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
Attach Current & Pending Support	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Reset Entry

Next Person

ADDITIONAL SENIOR/KEY PERSON PROFILE(S)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
Additional Biographical Sketch(es) (Senior/Key Person)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
Additional Current and Pending Support(s)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Application Verification

- NIH will post your application on the eRA Commons after it has been verified against the NIH business rules
 - NIH allows the AOR to reject the application within two days of its acceptance to eRA Commons
 - If no action is taken, the application will continue to the Center for Scientific Review at NIH
 - This is your only opportunity to see the application as the reviewers will. Review it carefully for transmission glitches or gross errors.

Check Submission Status in Commons

- Grants.gov sends receipt and status e-mail notifications to the AOR only
 - A full list of notification messages can be found at: http://era.nih.gov/ElectronicReceipt/tips_tools.htm#5.
- eRA Commons sends receipt and status e-mail notifications to the AOR/SO and the PI
 - Email can be unreliable – applicants should proactively check the status of their applications in eRA Commons after submission.

Grants.gov will process the application and make it available to the agency within 2 business days.

eRA Commons will process the application and make it available on the Commons *OR find errors and reject it* within 2 business days.

Viewing Application Errors/Warnings

The screenshot shows a web browser window with the address <https://commons.era.nih.gov/commons/status/piSearchResult.jsp>. The page title is "Status Result" and the main heading is "Status Result - PI Status". A navigation bar includes links for Home, Admin, Institution Profile, Personal Profile, Status (circled in red with a red arrow and the number 1), eSNAP, Internet Assisted Review, Links, and Help. Below the navigation bar is a blue bar with the text "Status Result".

Important: The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 100 and 300 if no percentile is provided. Please await instructions from the NIH on whether to complete this information. Furthermore, there is a system problem with the Commons, which shows the JIT link for NRSA applications (Fellowships and Training applications). Please do not submit the JIT information for these types of applications through the Commons. Please submit JIT information for training grants and fellowships through email or fax. Finally, JIT requires a Signing Official (SO) at your Institution to send the request to the NIH. As a Principal Investigator, you are able to save this information. However, you must notify an individual with SO rights to forward the information to the NIH. Thank you for your cooperation.

Below the text is a table with 6 columns: Application ID, Proposal Title, Institution, Application Status, Status Date, and Action. The table shows 37 records (1 - 37 of 37). The second record is circled in red and has a red arrow pointing to it with the number 2. The Application ID "Grant00056789" is circled in red and has a red arrow pointing to it with the number 3. The Application Status "eSubmission Error" is circled in red and has a red arrow pointing to it with the number 2.

Application ID	Proposal Title	Institution	Application Status	Status Date	Action
Grant00012345	Sept26-phc-OSC	Esub Univ.	Withdrawn	05/01/2000	
Grant00056789	R15-AT-022705-CQ12345-FourRU	Good Univ.	eSubmission Error		

1. Click the Status tab to view the PI Status.
2. Find application that shows "eSubmission Error" in Application Status.
3. Follow the link on the Application ID to see specific error/warning messages.

Viewing Application Errors/Warnings

Address <https://commons.era.nih.gov/commons/status/genericStatusInformation.jsp> Links >>

Version 2.7.2.6

Home Admin Institution Profile Personal Profile **Status** eSNAP Internet Assisted Review Links Help

Status Result

Status Information

eSubmission Errors/Warning

- The Total Direct Costs for the Entire Proposed Project Period must be equal to the sum of the Total Direct Costs for each budget period.- Error
- The sum Total of DC less Consortium F&A for the entire project period must be equal to the sum of DC less Consortium F&A for each budget period.- Error
- The Street Line 3 in the PI contact information does not match the information recorded in the PI's NIH eRA Commons account. Please check the PI's preferred employment address in the Commons, and resubmit.- Error
- The position title for PD/PI: **Paul, Stephen** does not match the position title listed in his/her NIH eRA Commons account. Please check the eRA Commons, and resubmit.- Error
- The total indirect costs must be equal to the sum of indirect costs for each budget period.- Error
- You must enter a valid EIN- Error
- The total cost requested for Budget Period 2 must be equal to the direct costs plus the indirect costs requested for that budget period.- Error
- The Street Line 4 in the PI contact information does not match the information recorded in the PI's NIH eRA Commons account. Please check the PI's preferred employment address in the Commons, and resubmit.- Error
- The name prefix for Key Person: **Paul, Stephen** does not match the name prefix listed for his/her NIH eRA Commons account. - Warning

General Grant Information Other Relevant Documents ?

Status:

Next Steps

- Implementation plans for Boston College
 - Still evaluating the impact of the continuously evolving Grants.gov on our business processes
 - Review procedures – OSP/Department
 - Electronic transmittal form? Implications?
- Spread the word—The SF424 (R&R) & electronic submission through Grants.gov are here!

Next Steps

- Familiarize yourself with the forms and application guide(s)
 - Application guides and sample versions of NIH application packages are available at:
<http://grants1.nih.gov/grants/funding/424/index.htm>
 - Must have PureEdge Viewer installed in order to manipulate the sample application packages.
 - *Check with your TC for permission and/or assistance in downloading this software and Adobe Acrobat*

NIH Application Guide(s), Sample Application Packages, Additional Format Pages found at:

<http://grants.nih.gov/grants/funding/424/index.htm>

SF424 (R&R) Application and Electronic Submission Information

The SF424 (R&R) will be used for electronic submission gradually replacing the PHS 398. This page provides preview versions of guides and practice application packages for preparing your application. Also, see the [Electronic Submission of Grant Applications](#) page for more information.

Preview versions of the instructions and application packages are being made available to allow you an opportunity to review and become familiar with them. We welcome comments and feedback as we finalize the guides. Send them to GrantsInfo@nih.gov.

NOTE: The guides are not yet final and the application packages are for practice only and not to be used to submit any applications. When a Funding Opportunity Announcement (FOA) is posted, it will have an SF424 (R&R) application package that has been populated for the specific FOA. You will use that application package to apply for the opportunity.

Sections on this Page: [[Instructions and Other Information](#)] [[Application Packages](#)] [[Additional Format Pages](#)] [[Contacts](#)]

Instructions and Other Information	Date Posted	MS Word File	PDF File
Grants.gov Application Guide SF424 (R&R)	10/27/2005	MS Word	PDF (Coming Soon)
Grants.gov SBIR/STTR Application Guide SF424 (R&R)	11/10/2005	MS Word	PDF (Coming Soon)
eRA Assembly of the SF424(R&R) Application (An informational document describing the system-generated grant image of a SF424 (R&R Application) once submitted and received by the agency)	10/12/2005	MS Word	n/a

SAMPLE Application Packages

These Application Packages are SAMPLES only. Do not try to use these

Finding Help - Grants.gov Tools and Support

- Review the FOA and application instructions
- Grants.gov User Guide
 - http://www.grants.gov/GrantsGov_UST_Gratnee/SSL!/WebHelp/userguide.pdf
- DHHS/NIH Grants.gov Application Guide
 - http://grants2.nih.gov/grants/funding/424/SF424_R_R_Guide_General.doc
- **OSP**
- **Grants.gov Customer Support**
 - Phone: 1-800-518-472
 - Email: support@grants.gov

Grants.gov Tools and Support – Training Demonstration

Pop-up blocked. To see this pop-up or additional options click here...

GRANTS.GOVSM Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Complete Application Package

Complete Application Package

After you have [downloaded the application package](#), you can complete it offline - you will not need to be connected to the Internet. This gives you the ability to route the application package to others in your organization as an email attachment, much like you would with any shared document.

Four sets of instructions are available to assist you when completing an application package:

- Agency Instructions** - These are agency specific application package instructions and must be downloaded separately from the application package.
- Application Package Cover Sheet Instructions** - These are additional instructions providing information about how to complete application package forms. These instructions are located on the cover sheet of the application package.
- Application Package Instructions** - These are located at the bottom of the application package and provide information about filling out the application.
- Field-Level Instructions** - These instructions are available by selecting the field-level help button and provide specific information about each field on the application.

Note: Treat your application as you would any important document. Remember to save it to your computer often because changes are NOT automatically saved. When you have completed the application package, you need to click the Save button prior to submitting it. Also, the application package cannot be submitted until all required fields have been completed.

Training Demonstration

The following demonstration is a multi-media presentation that guides you through the process of completing an application package. For a text-only version of the Training Demonstration, access the [How to Complete an Application Package Script \(pdf\)](#).

[How To Complete An Application Package](#)

APPLY
[Download Application Package](#)
[Complete Application Package](#)
[Submit Application Package](#)
[Track Application Package Status](#)

QUICK LINKS
Access the most requested information and features.
Select A Topic

TIPS AND TOOLS
[Complete Application Package Training Demo](#)
[Submit Application Tips](#)
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Get Adobe Reader
 Word Viewer

NIH Electronic Submission Information:

<http://era.nih.gov/ElectronicReceipt/>



NIH Electronic Research Administration Electronic Submission of Grant Applications

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Electronic Submission

Big changes are coming to grants submission at the National Institutes of Health and the Agency for Healthcare Research Quality. Both NIH and AHRQ will soon **require** all competing research grant applications to come in **electronically** via the web portal of Grants.gov on a new SF 424 Research and Related (R&R) application.

We are phasing in the changes by type of grant program (mechanism), beginning with the Dec. 1, 2005 submission date for small business (SBIR/STTR) applicants and culminating in May 2007 when all grant programs will be submitted electronically on the new form [see [Transition Plan](#)].

Applicants should carefully note the transition date for the grant mechanism for which they wish to apply.

- Once a grant mechanism is transitioned to the electronic mode and the grant opportunity is posted on Grants.gov, applicants will be able to download and begin working on their application package. For instance, if a grant opportunity is posted Oct. 17, applicants will be able to download and begin working on the application package on or after Oct 17. However, they cannot submit the application until the funding opportunity's open date. That grant opportunity may have an open date of Nov. 7 for a Dec. 1 submission deadline. In that case, the applicant can submit an application electronically to Grants.gov any time between the open and submission dates, i.e. any time between Nov. 7 and Dec. 1.
- An applicant must be cognizant of the fact that until a grant mechanism is transitioned any

**NIH is ready for
Electronic
Submission.
Are You?**

[Find out where to register](#)

Questions?

THANK YOU!

- The Office for Sponsored Programs
 - www.bc.edu/research/osp

