

USING GRANTS.GOV: PROCESS HIGHLIGHTS

Purpose of the site:

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in Federal grants. With electronic access to more than 1,000 grant programs offered by all Federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

You can also track submitted applications using Grants.gov.

As of January 1, 2007, the NIH requires that *all* grants be submitted electronically, so becoming familiar with this site is important.

Registration

- If you go to the Grants.gov website, you will see that registration is required. *CWRU is already registered with grants.gov, so you don't need to complete this step. Disregard the statements about registering as an individual. If you are submitting a grant in your capacity as a faculty member or student at CWRU, this does not apply to you.*
- You *will* need to register with eRA Commons, a system developed by NIH to facilitate the discrete exchange of essential information between NIH and applicant organizations. The Commons is a Web interface that permits NIH and the grantee community to conduct their extramural research administration business electronically.
- Most faculty members are already registered with the Commons. If you are not already registered (or don't know), you cannot register yourself, but must do so through an Administrative Official or a Signatory Official at Case. An account can be established for you by your department administrator if they have been designated as an Administrative Official. Otherwise, contact Derek Humphrey in the Office of Sponsored Programs (derek.humphrey@case.edu). He will be able to help you.

Identifying grant opportunities

- Grants.gov allows you to search for funding opportunities in real time (search the site) or arrange to be notified by email about funding opportunities of interest.
- You may search in real time by:
 - Keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance number (CDFA)
 - Agency
 - Funding category (R01, R24, F31, etc.)
 - Targeted searching is also possible. Click "advanced"
- You may register for an email subscription by choosing the "Email subscription" submenu under "Find Grant Opportunities" on the Grants.gov homepage

Submitting a grant

- You *will* need to download the PureEdge viewer in order to submit an application via Grants.gov.
- Once you have loaded the viewer, use this link to access updates regarding electronic application submission, application instructions, and the forms that PureEdge will allow you to view and complete: <http://grants2.nih.gov/grants/funding/424/index.htm> . There are practice forms available at this site so you can familiarize yourself with the process.
- Once you are familiar with the viewer and forms, the steps for submitting an application to NIH via Grants.gov are as follows:
 1. Search for and identify a grant opportunity on Grants.gov.
 2. Download the grant application package.
 3. Complete the application. Be sure to save a local copy.
 4. The organization through the Authorized Organizational Representative (AOR) submits the application to Grants.gov
 5. Track the status of your submitted application package at Grants.gov until you are notified via email by Grants.gov that NIH has received it.
 6. eRA software checks the application against NIH's business rules.
 7. NIH notifies both the PI (Principal Investigator) and SO (Signing Official) by email to check the eRA Commons for results of the NIH validations check. Because email can be unreliable, PIs and SOs should periodically check [eRA Commons](#) for the status of their application.
 8. The PI and SO find out if the grant application passed or failed the rule check, and:
 - if it passed, review the application. If the application is accurate, the PI and SO must independently verify it in the eRA Commons. If it is not, they reject the application in the eRA Commons, make the necessary changes, and submit the entire corrected application via Grants.gov
 - if it failed, a list of the errors and warnings appears in eRA Commons. Fix the errors and submit the entire corrected application through Grants.gov.
 9. After verification, the eRA Commons saves the data and grant image, and NIH begins processing the application.
 10. Applicants can track the progress of their application on the eRA Commons.

With respect to the steps above, please note the following:

- Pay attention to which version of the electronic application is required for your submission (Version 1 or 2). The version required will depend in large part on

when the funding opportunity was posted (before or after June 15, 2006) AND on the specific instructions (“Version-2-Forms”) in the "Competition ID" field of the forms package.

- You can not submit the application to Grants.gov yourself. This has to be done by an AOR. AORs can be found in the SOM Research Office or OSPA.
- Do not wait until the last minute to submit an application through Grants.gov. Since NIH will require you to correct business rule errors that it identifies and then view and verify the application on the eRA Commons website, you should submit your PureEdge file, with all of the forms completed, to the AOR **at least ten days before the deadline**.
- Given the size of the PureEdge file (for most grant applications), it is best to attach the file to the electronic University Review Form (eURF) rather than send it as a separate attachment to an e-mail message. Once the AOR has received a completed eURF and the PureEdge file has no errors, he/she will submit it to Grants.gov.
- The AOR will receive several e-mail messages from Grants.Gov (e.g., containing the Grants.gov tracking number) that will be forwarded to the PI for his/her records. The AOR will also be able to retrieve the Agency tracking number from the Grants.gov website once it has been issued by the Agency.
- Contact either the SOM Research Office (medres@case.edu), (if you are SOM faculty), OR the Office of Sponsored Projects Administration (resadm@case.edu), (if you are faculty from the other schools or colleges) with any questions about the forms or the process for submitting an application through Grants.gov.
- Another great source of information about the NIH electronic application process, including forms, news, FAQs, etc. is: <http://era.nih.gov/ElectronicReceipt/>

Where to go for more information:

This document was developed to provide a streamlined guide to using Grants.gov. It is possible to get all the information found here by navigating the OSPA website and accessing the Grants.gov User Guide. If you need additional information, you may find these sources helpful:

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

<http://www.grants.gov/>

<http://ora.ra.cwru.edu/OSPA/FYI/GrantsgovFacts.cfm>