

# Office for Sponsored Programs Guidelines for Successful Submission Through



**The electronic submission process requires additional time; it is EXTREMELY important that you allow your Research Administrator ample time to review and submit your proposal.**

## I. Introduction to GRANTS.GOV

Grants.gov is a federal website for finding funding opportunities from any federal agency and allows prospective grantees to download application packages.

All 26 grant-making federal agencies are expected to transition to this electronic system no later than fiscal year 2007.

To date, most agencies have begun this transition.

Submission instructions included in the program announcement will determine whether or not an application is available for electronic submission.

Typically, an electronic submission will include a notice, which states that applications will not be accepted in paper form; if this is the case, it is a requirement.

## II. The Registration Process

The Research Foundation of State University of New York at Albany is registered as an institution with Grants.gov.

**NOTE: Individual PIs do not need to register at grants.gov.**

If, however you are planning to submit a proposal to the **National Institutes of Health**, you must register through your Research Administrator with NIH via eRA Commons, at least **FOUR to FIVE WEEKS** prior to the submission deadline.

**NOTE: The eRA Commons registration process is not complete until each PI enters the Commons to update and verify that their personal profile is correct.**

**This is a critical step in the process, which will cause the rejection of an application submitted via Grants.gov, if not completed.**

**It is mandatory that the PI's information in the eRA Commons MATCHES EXACTLY that of the Grants.gov application package. After submission, Grants.gov and NIH will issue error or warning notices should this information not be consistent.**

**PIs are reminded to update their eRA account frequently .**

### **III. Finding Grant Opportunities**

Grants.gov allows you to search for opportunities by several ways, such as keywords, agency, program title, CFDA and/or program announcement numbers and areas of interest.

Once a funding opportunity has been identified, click on full announcement to see if the application is available for submission through Grants.gov.

**NOTE: If the message below is attached to your Funding Opportunity Announcement (FOA), you must submit your application in accordance with the program guidelines.**

“The application package for Funding Opportunity Number "PA-XX-XXX" has not been posted by the awarding agency for submission through Grants.gov. See the Full Funding Opportunity for application instructions.”

**NOTE: Federal agency and Grants.gov application guidelines sometimes present conflicting information. If this is the case, please contact your federal agency before starting your application for clarification.**

### **IV. Viewing/Downloading an Application**

In order to view application packages and instructions, you will also need to download and install the PureEdge Viewer.

All **PC** users MUST [download and install the PureEdge Viewer](#) and update. **MAC and other non-Windows users** will need to use PC emulation software or download the free [CITRIX client application](#)

Once the PureEdge Viewer or CITRIX client application has been successfully downloaded to your computer, you may [download the application package](#) of your choice.

**NOTE: In addition to downloading either the PureEdge Viewer or CITRIX client application, some agencies may require that all attachments within an application package be converted into PDF documents.**

## V. **Completing the Application**

After you have [downloaded the application package](#), you can complete it offline - you will not need to be connected to the Internet.

Application instructions are available through Grants.gov to provide guidance on the completion of each document. Please read them carefully before you begin filling out any of the forms.

**NOTE: Federal Agency and Grants.gov application guidelines sometimes present conflicting information. If this is the case, please contact your federal agency for clarification before starting your application.**

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

**Agency Announcements and Guidelines** - These are agency specific application package instructions and must be downloaded separately from the application package.

**Grants.gov Application Package 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 and are located at the bottom of the application package and provide information about filling out the application.

**Individual Form Field-Level Instructions** - These instructions are available by selecting the field-level help button and provide specific information about each field on the application.

When completing the forms, please NOTE the following:

- Each form in the **“Mandatory Documents”** box must be completed.
- All **yellow** fields are **mandatory**; however there are instances where a “non-required field” has been flagged as “required” during the electronic review process. To ensure all agency-required fields are completed, please refer to the **agency**-specific guidelines. If a field is not required, answer with a zero (in a numeric field) or N/A (in a text field.)

**NOTE: Remember to save the application to your computer often because changes are NOT automatically saved.**

- As each form is completed, move the form to “**Completed Documents for Submission**” box.
- If you plan to submit any of the optional forms, after completing each form, move to the “**Optional Completed Documents for Submission**” box.
- After all of the mandatory and optional documents have been moved to the “**Completed Documents for Submission**” box, save and then select the “**Check Package for Errors**” box.
- If there are multiple errors, only one error message will be displayed at a time.
- After an error has been corrected, save and select the “**Check Package for Errors**” box again to view the next error message and repeat until all errors have been corrected.

## VI. The Submission Process

**\*\*\*\*The electronic submission process requires additional time; it is EXTREMELY important that you allow your Research Administrator ample time to review and submit your proposal.\*\*\*\***

The Office for Sponsored Programs cannot ensure on time delivery unless your proposal is delivered for review at least **FIVE** business days prior to the sponsor deadline.

Application packages cannot be sent to your Research Administrator via e-mail as these files are too large for the email system. Download your completed package onto a CD or a flash memory stick and deliver it to your Administrator for review and submission. Please allow extra time to discuss any concerns and/or incomplete information in your application package with your Administrator.

**NOTE: If your proposal is rejected by Grants.gov (due to errors) or fails to upload the first time, we can fix the problem and resubmit without penalty ONLY if we are given adequate time to do so.**

## VII. Additional Information

To review and avoid the most common errors go to: [Grants.gov](http://Grants.gov) or [NIH](http://NIH)

For additional resources: [Grants.gov](http://Grants.gov) or [NIH Electronic Submission](http://NIH Electronic Submission)