

SUCCEED!

Are You Ready for Grants.gov Adobe Forms ?



Life Sciences' Manfred Auer and group

Gain the tools to get started, apply, and submit proposals through Grants. Gov.

Learn to successfully submit Grants.gov proposals and the pitfalls to avoid.

Presented by:
LBNL Sponsored Projects Office
December 2008



SUCCEED!

Presentation for PIs and Scientists



Life Sciences' Manfred Auer and group

Presenters:

Jeff Weiner, SPO Manger
Cynthia Ernest, Contracts Officer
Susan Hedley, Contracts Officer
Phyllis Gale, Contracts Manager



Grants.gov is a Portal (a delivery system)

- Grants.gov is a portal that allows users to electronically find, apply for, and manage Federal Grant Opportunities
- Grants.gov is THE single access point for over 1000 grant programs offered by 26 Federal Granting Agencies.



Grants.gov is a Portal (a delivery system)

- See Grants.gov Applicant User Guide at http://www.grants.gov/assets/UserGuide_Applicant.pdf
- The Table of Contents is included as a handout.



Grantor Agency Transition Schedule

In Adobe 100% Today	Scheduled by Sept 30, 2008	Scheduled by December
<ul style="list-style-type: none"> • Homeland Security • HUD • Transportation • NASA • Small Business Administration • Social Security Administration • Dept of Commerce • Dept of State • Environmental Protection Agency • National Archives and Records Administration • National Endowment for the Arts • National Endowment for the Humanities • Dept of Treasury 	<ul style="list-style-type: none"> • Dept of Justice • Dept of Veteran Affairs • Dept of Education • US Agency for International Development • Institute of Museum and Library Services • Dept of Interior • Dept of Labor 	<ul style="list-style-type: none"> • National Science Foundation • Corporation for National and Community Service • Health and Human Services • United States Dept of Agriculture • Dept of Energy • Dept of Defense

See handout for full-size chart

Not all electronic proposal (even if on this list) go through Grants.gov. Some Federal Agencies still using other electronic systems (i.e. FedConnect)

Grants.gov is only for Federal Agencies.

Interagency Agreements (IAGs) are procurement actions and probably will not go through Grants.gov

Grants.gov is not used for the annual DOE Budget Formulation Process



Grants.gov (Home Page)

[Search](#) [Contact Us](#) [Site Map](#) [Help](#) [RSS](#)

FOR APPLICANTS

- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

[New! Grants.gov Blog](#)

FOR APPLICANTS

- Grant Search

Play Grants.gov narrated tutorial

http://www.grants.gov/flash/AdobeReaderApplicationTutorial_skin.swf

What's New This Week at Grants.gov

New Opportunities This Week

Resources



Step 1

Download a Grant Application Package

- Always Download a NEW grant application package for each submission.
- Do not copy or re-use grant applications
- At LBNL, most Divisions have staff prepare the SF424 Application Packages so this presentation will not address the application package in detail.
- Additional training on the Adobe Application Forms is provided in the training for staff.



Step 2

Complete the Grant Application Package Step

PI and Division Staff work together to prepare the Adobe Application Package

Instructions / Resources:

- Follow instructions in each specific application package
- Follow agency instructions for application preparation



**Step
3**

Submit the Completed Grant Application Package

**For instructions about
preparing the actual
Adobe Forms Application Package
see the SPO presentations
to Division Staff.**



**Step
3**

Submit the Completed Grant Application Package

**SPO
submits
Work for Others
Electronic Application Packages
to
Grants.gov**



Step 4

Track the Status of a Submitted Grant Application Package

- Grants.gov reports the movement of proposals through their system by automated email to the SPO Contracts Officer that submitted the application.
- SPO Contracts Officer forwards the automated email to PI and staff
- SPO Contracts Officer can also track an application at the Grants.gov website “Track Your Application” page.



Grants.gov Tracking Messages Confirmation

A screenshot of the Grants.gov website showing a confirmation message. The page header includes the Grants.gov logo and the text "Confirmation the Application Package was Submitted to Grants.gov". The main content area contains a "Confirmation" heading and a paragraph of text: "Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors." Below the text is a note: "Please do not hit the back button on your browser." The page also shows a breadcrumb trail: "Home > Apply for Grants > Confirmation".



Grants.gov Tracking Messages Confirmation, cont.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00079864
Applicant DUNS:	00-000-0000
Submitter's Name:	IBM Tester - Individ
CFDA Number:	93.223
CFDA Description:	Development and Coordination of Rural Health Services
Funding Opportunity Number :	RG-03312008-ADOBE-OPP1
Funding Opportunity Description :	RG-03312008-Adobe-Opp1-Today's posting date!
Agency Name :	Rathna-Agency-12072005
Application Name of this Submission :	Test Submission!

Confirmation provides the Grants.gov **Tracking #**



Grants.gov Tracking Messages GRANT00000000 Grants.gov Submission Receipt

From: OS Support@grants.gov
To: gundolpe, Patricia (HHS/ASST)
Subject: GRANT00079864 Grants.gov Submission Receipt
Date: Fri 3/21/2008 8:34 AM

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 21-Mar-08 08:33:52 AM ET
Validation may take up to 2 business days.

Type: GRANT
Grants.gov Tracking Number: GRANT00079765

We will notify you via email when your application has been validated by Grants.gov and is ready for the grantor agency to retrieve and review.

DUNS Number: 880088008INDV
AOR name: IBM Tester - Individual
Application Name: Check Confirmation Page!
Opportunity Number: RG-03172008-CCR-trs87
Opportunity Name: RG-03172008-CCR-Test
<https://apply.grants.gov/ApplicantLoginGetIT>

Thank you.
Grants.gov
If you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4769 (M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

Grants.gov has received the Application Package



Grants.gov Submission Validation Receipt for Application GRANT00000000

Subject: Grants.gov Submission Validation Receipt for Application GRANT00541032
From: support@grants.gov
Date: 11/17/2008 7:47 PM
To: LBNProp2@lbl.gov

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT
Grants.gov Tracking Number: GRANT00541032

Grants.gov has **Validated the Application Package**

We will notify you via email when your application is ready to be retrieved by the Grantor agency.

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<https://apply.grants.gov/>



Grants.gov Agency Retrieval Receipt for Application GRANT00000000

From: OS Support@Grants.gov
To: Gundupei, Rutina (HSA/SRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

Sent: Tue 4/1/2008 1:41 PM

Your application has been retrieved by the Grantor agency and is currently in review.

Type: GRANT
Grants.gov Tracking Number: GRANT00079868

We will notify you via email when your Grantor agency has assigned an Agent to review your application.

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<https://apply.grants.gov/>

Sponsor has **Retrieved the Application Package from the Grants.gov portal**



Grants.gov Agency Tracking Number Assignment for Application GRANT0000000

Subject: Grants.gov Agency Tracking Number Assignment for Application GRANT00541032

From: support@grants.gov

Date: 11/17/2008 7:54 PM

To: LBN.Prop2@bl.gov

Your application has been reviewed by the Grantor agency and assigned an Agency Tracking Number.

You will need the Agency Tracking Number when corresponding with

Use the Grants.gov Tracking Number at Grants.gov to check your Number.

Type: GRANT

Grants.gov Tracking Number: GRANT00541032

Thank you,

Grants.gov Customer Support

www.support@grants.gov

800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please visit <http://trapply.grants.gov>

Sponsor has **Assigned** the Application Package a Tracking #.

(Some sponsors use the Grants.gov tracking #, others have their own numbering system.)



What is the SF424 (R&R) Form Family?

- Stands for Standard Form 424 – Research and Related.
- Is actually a combination of separate forms focusing on the many aspects of a proposed grant.
- Is used government-wide to apply for all Research and Research-related grants.
 - Used by 15 different Federal agencies
 - Based on needs of all agencies, and not tailored to specific agencies, funding opportunities, or grant programs
 - Allows use of agency-specific forms and special instructions where appropriate



Features of the SF424 (R&R)

- A complete application to a sponsor will include a combination of (R&R) components chosen by the sponsor.
- The applicant *must* complete the application using the package attached to that particular Funding Opportunity Announcement (FOA). (*Information is drawn from the specific FOA and auto-completed for use in the forms*).
- Applicants should *not* use any forms or sample forms from other announcements.
- Allows applicants to complete data entry in all necessary components and upload appropriate attachments.



Example: 2 different agencies use SF424(R&R) Application Packages

- **DOD CDMRP**

<p>Mandatory Documents</p> <p>Move Form to Submission List</p> <p>Move Form to Document List</p> <p>Optional Documents</p> <p>R&R Subaward Budget Attachment(s) Form</p>	<p>Mandatory Completed Documents for Submission</p> <p>SF424 (R&R) Attachments</p> <p>Research & Related Budget</p> <p>Research & Related Project/Performance Site Location(s)</p> <p>Research & Related Senior/Key Person Profile (Expanded)</p> <p>Open Form</p>
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- **NIH**

<p>Mandatory Documents</p> <p>Move Form to Submission List</p> <p>Move Form to Document List</p> <p>Optional Documents</p> <p>PHS 398 Modular Budget</p> <p>R&R Subaward Budget Attachment(s) Form</p>	<p>Mandatory Completed Documents for Submission</p> <p>SF424 (R&R)</p> <p>Research & Related Senior/Key Person Profile (Expanded)</p> <p>Research & Related Other Project Information</p> <p>Research & Related Project/Performance Site Location(s)</p> <p>PHS 398 Cover Page Supplement</p> <p>PHS 398 Research Plan</p>
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Appropriate Software for Grants.gov Application Packages

Adobe Reader 8.1.3

Adobe Professional 8.1.3

Adobe Professional 9.0

(If you are not working directly with the
Adobe Application Package, the
version is not important.)

See handout for compatible versions



What Happens if the Wrong Software is Used for the Application Package?

Wrong Version of Adobe Reader
or Adobe Professional

= Corrupted File

= Start Over with new (empty) Application
Package



File Formats for Attachments in Grants.gov

- Grants.gov can accept several file formats, therefore incorrect file formats might not create a Grants.gov error.
- Check the agency instructions for correct file labeling, filename and formats (i.e. .PDF or .DOC) for each agency.



Grants.gov Rules for Filenames

Only use standard character names:

- A through Z
- 0 through 9
- Hyphen (-)
- Underscore (_)



PDF Attachments different than Adobe Application Forms

- PDF Attachments do not require Adobe software to create them.
- Many software applications can create PDF files.



PDF Conversion Software Recommended by Grants.gov

Adobe:

<http://www.adobe.com/products/acrobatstd/main.html>
Print driver that will work with any application. (For PC or Mac)

BLC Technologies:

<http://www.qohm.com/>

Web-based converter. Vendor e-mails PDF back to you. (For PC or Mac)

Create Adobe PDF Online:

<https://createpdf.adobe.com/index.pl/>

Web-based converter. Vendor e-mails PDF back to you. (For PC or Mac)

CutePDF:

<http://www.cutepdf.com>

Print driver that will work with any application. (For PC)

Go2PDF:

<http://www.go2pdf.com>

Print driver that will work with any application. (For PC)

Pdff995:

<http://site4.pdf995.com/>

Print driver that will work with any application. (For PC)

PDFcreator

<http://docupub.com/>

Web-based converter. View PDF or e-mails PDF to you (For PC or Mac)

Win2PDF:

<http://www.win2pdf.com/>

Print driver that will work with any application. (For PC)

Zeon Corporation:

<http://www.pdfwizard.com/>

Print driver that will work with any

See handout for compatible versions



Tips for Creating PDF files

- Best to create or print the PDF from the existing Word (or other) document
- Avoid scanning documents, especially in the science sections. They will still be accepted but might slow down processing of the proposal.
- **Disable all security features in the PDF document**



Resources

- Grantor Agency Transition Schedule
- Grants.gov Applicant User Guide (Table of Contents)
http://www.grants.gov/assets/UserGuide_Applicant.pdf
- View the narrated tutorial at Grants.gov
http://www.grants.gov/applicants/app_help_reso.jsp#animated
- Compatible versions of Adobe Reader
- PDF Creation Software



Questions

