

Submission Process and Timelines

Learn about LBNL and Grants.gov submission process.



Life Sciences' Manfred Auer and group

Review LBNL, Grants.gov, and Sponsor Timelines and Deadlines

Presented by:
LBNL Sponsored Projects Office
December 2008



Submission Process and Timelines



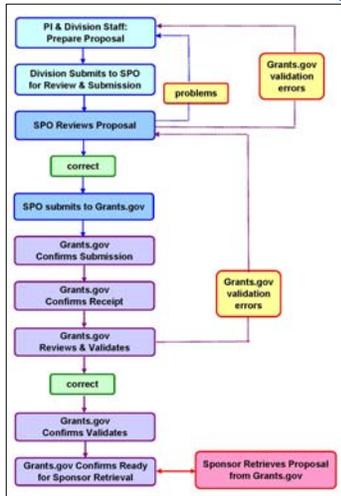
Life Sciences' Manfred Auer and group

Presenters:

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



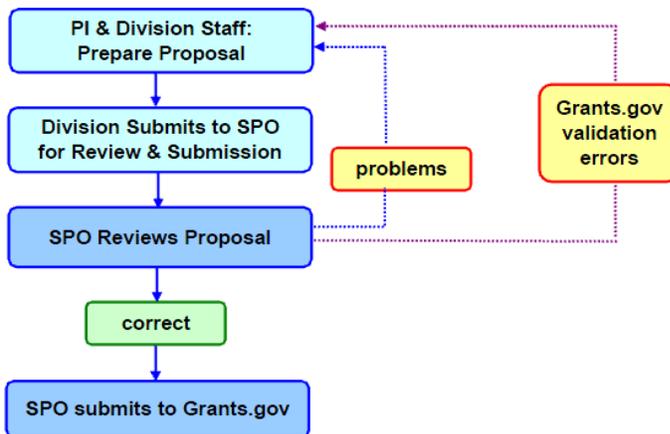
LBL and Grants.gov Submission Process



See handout for full-size chart



LBL Process



SPO Reviews Proposal



What Does SPO Review ?

See SPO website for reference.

http://www.lbl.gov/Workplace/CFO/spo/proposal_submit/general_submission.html

- SPPF (Sponsored Projects Proposal Form)
- Institutional Eligibility to Apply
- Sponsor's Cover Page (if required)
- Budget for Appropriateness
- Less than Full Cost Recover Requests
- Research Plan/Scope of Work *for Institutional Risk and Legal Compliance*
- Humans and/or Animals for HARC Approval
- Subcontract package complete with Institutional Endorsement
- Letters of Support
- Certifications and Assurances
- Award Terms and Conditions
- Additional Information Required by the Sponsor
- RAPID Data Entry



What Does SPO Not Review ?

- Abstract (Project Summary)
- Table of Contents
- Research Plan/Scope of Work for scientific merit or approach
- References Cited
- Page margins, font/pitch, line spacing, characters per inch, page limitations
- Appendix information
- *Detailed* Upload of documents and data entry into online proposal submission portal

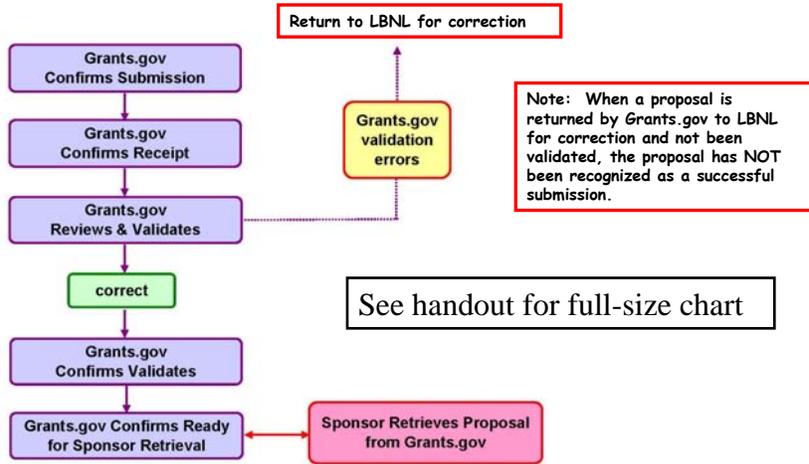


What Does SPO Partially Review ?

- Research Plan/Scope of Work
 - for inclusion of required elements
- Current and Pending (Other Support)
 - *Confirm effort does not exceed 12 months*
- Biographical Sketches
 - *Confirm LBNL job position (not other organization's)*
 - *Confirm LBNL current appointment included*
- Page limitations
 - *as it affects electronic error and warning messages*
- Upload of documents and data entry into online proposal submission portal
 - *Inclusion of required elements*
 - *Review LBNL required language and information*
 - *Correct document file formats*



Grants.gov Process



What Does Grants.gov Review ?

See handout: The Life of a Grants.gov Application Package

- **Successful electronic submission of document**
- **Compatible Version of Adobe Reader or Adobe Acrobat Professional was used**
- **Virus Check**
- **Authorized Organization Representative's affiliation who is submitting the application matches the DUNS # in the application**
- **DUNS # and Federal ID # have correct number of characters**
- **Required fields are appropriate**



Grants.gov Required fields

**Grants.gov
only checks
fields that are
required by
ALL federal agencies**



Deadlines



Submission Deadlines

1. Internal Division Deadlines
2. SPO Deadlines
3. Sponsor Submission Deadline



1. Internal Division Deadlines

**Determined by the Division
to meet the
SPO
and
Sponsor Deadlines**



2. SPO Deadlines

See SPO website for Deadline Information:

http://www.lbl.gov/Workplace/CFO/spo/proposal_submit/general_submission.html

1. Submit to SPO 10 Working Days Prior to Submission Deadline

2. Optional:

1. Submit Proposal to SPO with Draft Science 10 days Prior to Submission Deadline
2. Submit final science and final electronic file to SPO 5 days Prior to Submission Deadline



Sponsor Submission Deadline

NIH

(NIH considers the proposal submitted at the time it is confirmed in Grants.gov if it subsequently validates the application)

Grants.gov
Confirms Submission

Grants.gov
Confirms Receipt

Grants.gov
Reviews & Validates

correct

Grants.gov
Confirms Validates

DOD CDMRP

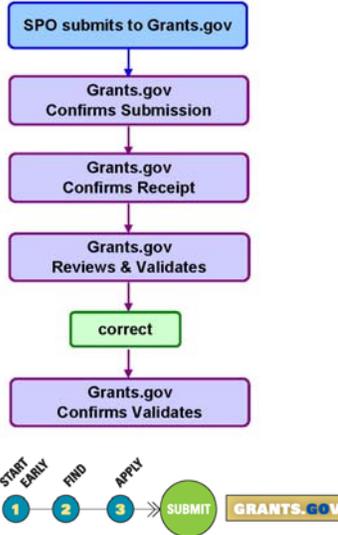
(DOD CDMRP considers a proposal submitted only after it has been completely validated by Grants.gov)



Grants.gov Processing Impact on Deadlines

Minutes to Hours
Depending on Network Traffic

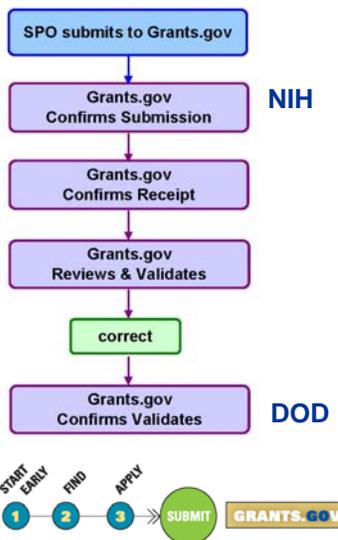
Grants.gov has
Up to 48
Hours to
Complete
Validation



Grants.gov Processing Impact on Deadlines

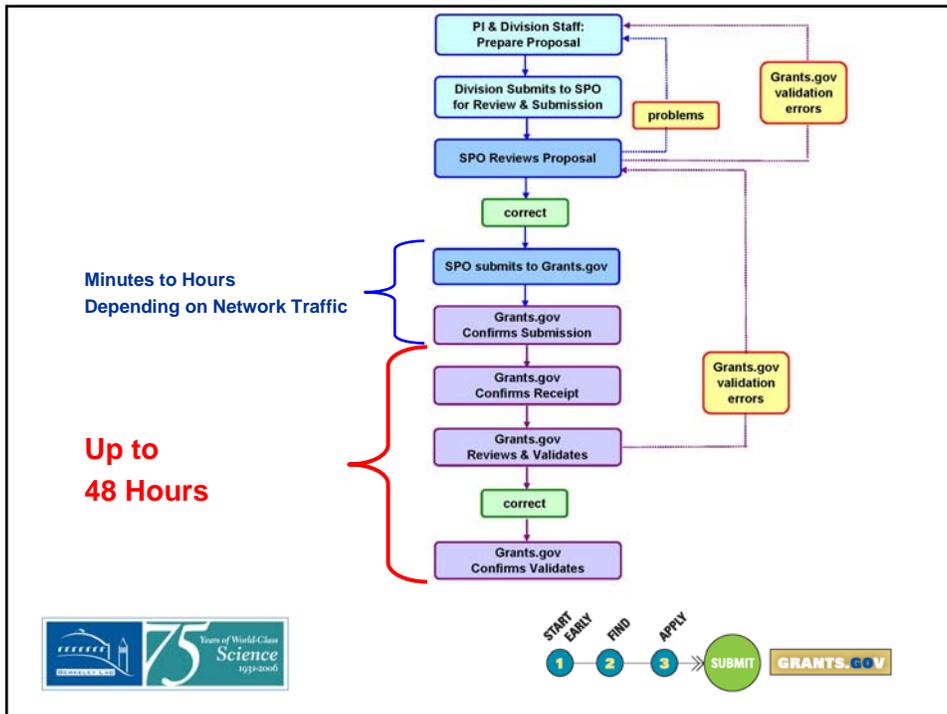
Minutes to Hours
Depending on Network Traffic

Up to
48 Hours



What About Grants.gov Errors ?

- Grants.gov errors must be fixed and a corrected proposal submitted before the Sponsor Deadline
 - Sponsoring agencies have different processes for this
 - Corrections take time for PI, staff, and SPO
 - Grants.gov Network gets busier as the deadline gets closer



Resources

- **LBLN and Grants.gov Submission Process**
- **SPO Website: SPO General Proposal Submission**
http://www.lbl.gov/Workplace/CFO/spo/proposal_submit/general_submission.html
- **The Life of a Grants.gov Application Package**
<http://www.grants.gov/assets/LifeOfAnApp.pdf>
- **SPO Proposal Deadlines**
http://www.lbl.gov/Workplace/CFO/spo/proposal_submit/general_submission.html



Questions

