Life Sciences’ Manfred Auer and group

Learn about common problems, how to avoid problems, how to correct different types of problems, and how to check for errors.

Presented by:
LBNL Sponsored Projects Office
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Most Common Problems Encountered by Grants.gov

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How to Avoid Problems

• Read (and follow) Sponsor Instructions Carefully
• Use Standardized field information sheet as reference
• Don’t share the application package with others (version control problems)
• Sign up for Funding Announcement Updates
• Don’t re-use Application Packages
• Check with Grants.gov FAQ

Read & Follow Sponsor Instructions

• Always refer to the sponsor’s funding opportunity application instructions for additional required fields
• Always refer to sponsor-written general application guidelines for additional sponsor-required fields
• “Optional Documents” might be mandatory
  – Example: Detailed budget and modular budgets are separate “optional” documents for NIH applications; but choosing one is mandatory
Sponsor Required Fields

- Example: Organization Name in the Senior & Key Personnel page is required for NIH
- Example: Application Filing Name is required for DOD CDMRP
- Example: credential field in Senior & Key Personnel page
  - Not required by Grants.gov
  - NIH requires using eRA Commons User Name
  - DOD CDMRP requires using name issued to applicant by eReceipt during the pre-application process

Use LBNL Standard Information

- Fields optional to the sponsor might be required by LBNL SPO
  - Example: Applicant ID # on the SF424 page is optional for all sponsors, but LBNL SPO required the RAPID# and the PI name in that field.

- Data in key fields must be exactly as determined by SPO because it must match data submitted to Grants.gov or the Sponsor as part of the error-check process may reject your proposal
Use LBNL Standard Information

• Refer to the LBNL Reference Information Sheet: *LBNL Frequently Needed Proposal Information*

• SPO Home Page
  – Proposal Preparation
  • General Information for All Proposals
    – “Frequently Needed Proposal Information”

LBNL-required data

• DOE unified call submission is not using Grants.gov
  
  See Handout: *LBNL Frequently Needed Proposal Information*

• Some off-cycle DOE calls are using Grants.gov
• Budget Office provides guidance on DOE direct submissions, not SPO
• Standard LBNL information for DOE submission is different than WFO – consult Budget Office for specifics
Cover Page

If field not required by sponsor.....
Proposal #, PI name, version (if needed)

000009999_Smith,Joe

000009999_Smith,Joe_v2

SF 424 (R&R)
Box 2 Applicant Identifier

Applicant identifier
Proposal #, PI name, version (if needed)
Same information as on Cover Page

000009999_Smith,Joe

000009999_Smith,Joe_v2
SF 424 (R&R)
5. Applicant Information

Organizational DUNS
078576738
5. Applicant Information

Legal Name

Legal Name is dependent upon sponsor:

Most Federal Agencies:
- U.S. Department of Energy for performance at Lawrence Berkeley National Laboratory
- NIH: UNIVERSITY OF CALIF-LAWRENCE BERKELEY LAB
- DOD CDMRP: University of California/Lawrence Berkeley Nat’l Laboratory

Person to be contacted on matters involving this application

Sponsored Projects Office Contract Officer

Be sure to use the electronic submission email address for your Contracts Officer

LBNLProp#@lbl.gov

See handout for SPO Contract Officers
6. Employer Identification

942951741

7. Type of Applicant

Determined by the type of sponsor

NIH and DOD CDMRP:

H. Public/State Controlled Institution of Higher Education

Other Federal:

X. Other – specify FFRDC
SF 424 (R&R)
14. Congressional Districts

Determined by location of research

LBNL Campus, Potter Street, JBEI:
District 9

JGI:
District 9 (for Applicant)
District 10 (for Project)

SF 424 (R&R)
19. Authorized Representative

- Be sure to use the electronic submission email address for your Contracts Officer
LBNLProp#@lbl.gov
1. Human Subjects

If yes, Human Subject Assurance Number: 00006253

2. Vertebrate Animals

If yes, OLAW Assurance Number: A3054-01
Research & Related Project/Performance Site Location(s)

Primary Location

Use LBNL Address:

1 Cyclotron Road

Use Building #, not mailstop

Budgets

H. Indirect Cost Type

Use the phrase

Direct Cost Base (Composite Rate Applied)
Budgets
H. Cognizant Federal Agency

U.S. Department of Energy,
Charles W. Marshall,
510-486-5184

Don’t Share Application Package

• Run risk of Version Control Issues

• If Application Package is opened, even once with non-compatible version of Adobe Reader or Adobe Acrobat Professional, the file will be corrupted
Subscribe for Grants.gov announcements

RSS Feeds replacing email notifications

Subscribe to RSS Feeds

- **New/Modified Opportunities by Agency**
  Receive a listing of new and recently modified opportunities by agency name.

- **New/Modified Opportunities by Category**
  Receive a listing of new and recently modified opportunities by category.
Sign up for Funding Announcements

- Check the Grants.gov site periodically for additional RSS feeds as they become available and might be of interest.

Don’t Reuse Applications

- Although LBNL information might be the same – don’t be tempted to re-use application packages.
- Application packages can change in the background without being apparent to you, the user.

Example: NIH will be updating the Adobe Forms during the beginning of 2009 and recommends obtaining new application packages in April 2009.

How to Correct Different Kinds of Problems

- Starting Over
- Check with Grants.gov FAQ
- Check with Sponsor Instructions
- Check with Sponsor FAQ

Starting Over

If the Application Package file is corrupted, you must start over – no other option.

Also, cannot (should not) cut and paste from the corrupted file into the new file.
Check the Grants.gov FAQs

• This section is updated as new problems arise or changes are made.

• Provides for a Google search of the FAQ, User Guides, and Site Information
Sponsor Instructions

• Sponsors might have specific instructions to follow when a changed/corrected application is submitted during the submission process.

• SPO can be a resource for these processes.

Sponsor FAQ

• Most Sponsors have FAQ pages specific to the grants.gov process for their agency.
Checking for Errors – Quality Control

- Adobe Application Form Error Check
- Ask a Friend

Adobe Application Error Check

- Run “Check Package for Errors” inside the Application Package
Ask a Friend

• Adobe Application Forms checker will only find errors common to all federal agencies.

• Eyes on the proposal is the best way to find errors.

Resources

• LBNL Frequently Needed Proposal Information

• Sponsor Projects Office Contact Information
  http://www.lbl.gov/Workplace/CFO/spo/proposalprep/proposal_geninfo.html

• Grants.gov Customer Service Process

• NOT-OD-08-073

• Adobe Reader Error Messages
  Common Error Messages Defined
Questions