

Most Common Problems Encountered by Grants.gov



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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Life Sciences' Manfred Auer and group

Presenters:

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



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)

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

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

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. Federal Identifier	

000009999_Smith,Joe

000009999_Smith,Joe_v2



SF 424 (R&R)

5. Applicant Information

5. APPLICANT INFORMATION * Organizational DUNS:

* Legal Name:

Department: Division:

* Street1:

Street2:

* City: County:

* State: Province:

* Country: * ZIP / Postal Code:



5. Applicant Information

Organizational DUNS

078576738

5. APPLICANT INFORMATION * Organizational DUNS:

* Legal Name:

Department: Division:

* Street1:

Street2:

* City: County:

* State: Province:

* Country: * ZIP / Postal Code:



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-LAWRENC BERKELEY
LAB

DOD CDMRP:

University of California/Lawrence Berkeley Nat'l
Laboratory



5. Applicant Information

Person to be contacted on matters involving this application

Sponsored Projects Office Contract Officer

Person to be contacted on matters involving this application

Prefix: <input type="text"/>	* First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last Name: <input type="text"/>	Suffix: <input type="text"/>	
* Phone Number: <input type="text"/>	Fax Number: <input type="text"/>	
Email: <input type="text"/>		

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

See handout for SPO Contract Officers

LBNLProp#@lbl.gov



SF 424 (R&R) 6. Employer Identification

942951741

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):



SF 424 (R&R) 7. Type of Applicant

Determined by the type of sponsor
NIH and DOD CDMRP:

H. Public/State Controlled Institution of Higher
Education

7. * TYPE OF APPLICANT:

Other (Specify):

Small Business Organization Type Women Owned Socially and Economically Disadvantaged

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

14. CONGRESSIONAL DISTRICTS OF:

a. * Applicant

b. * Project

JGI:

District 9 (for Applicant)

District 10 (for Project)



SF 424 (R&R) 19. Authorized Representative

19. Authorized Representative

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Position/Title:

* Organization:

Department: Division:

* Street:

Street2:

* City: County:

* State: Province:

* Country: (USA: UNITED STATES) * ZIP / Postal Code:

* Phone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Completed on submission to Grants.gov

**Sponsored
Projects
Office
Contract
Officer**

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



Research & Related Other Project Information
1. Human Subjects

If yes, Human Subject Assurance Number:
00006253

1. * Are Human Subjects Involved? Yes No

1.a If YES to Human Subjects

Is the IRB review Pending? Yes No

IRB Approval Date:

Exemption Number: 1 2 3 4 5 6

Human Subject Assurance Number:



Research & Related Other Project Information
2. Vertebrate Animals

If yes, OLAW Assurance Number:
A3054-01

2. * Are Vertebrate Animals Used? Yes No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? Yes No

IACUC Approval Date:

Animal Welfare Assurance Number



Research & Related Project/Performance Site Location(s) Primary Location

Use LBNL Address:

1 Cyclotron Road

RESEARCH & RELATED Project/Performance Site Location(s)

Project/Performance Site Primary Location

Organization Name:

* Street1:

Street2:

* City: County:

Use Building #, not mailstop



Budgets H. Indirect Cost Type

Use the phrase

Direct Cost Base (Composite Rate Applied)

H. Indirect Costs	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect Costs				<input type="text"/>



Budgets H. Cognizant Federal Agency

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

Cognizant Federal Agency
(Agency Name, POC Name, and POC Phone Number)



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

The screenshot shows the Grants.gov website interface. At the top right, the 'RSS' link is circled in red. On the left sidebar, the 'Subscriptions' menu item is also circled in red. The main content area features a 'SUBSCRIPTIONS' section with text explaining the service and a 'New! Grants.gov RSS Feed' link. A 'NEW!' starburst graphic is placed next to the link. At the bottom right, a process flow diagram shows steps 1 (START EARLY), 2 (FIND), and 3 (APPLY) leading to a 'SUBMIT' button and the 'GRANTS.GOV' logo. A logo for '75 Years of World-Class Science 1931-2006' is visible at the bottom left.

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.

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-073.html>



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

FOR APPLICANTS

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

FOR GRANTORS

- ABOUT GRANTS.GOV
- HELP
- CONTACT US

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 community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

1 START EARLY → 2 FIND → 3 APPLY → SUBMIT → GRANTS.GOV

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**

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- Search FAQs, User Guides and Site Information

FOR GRANTORS

- ABOUT GRANTS.GOV
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- CONTACT US

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 community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

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1 START EARLY → 2 FIND → 3 APPLY → SUBMIT → GRANTS.GOV

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.



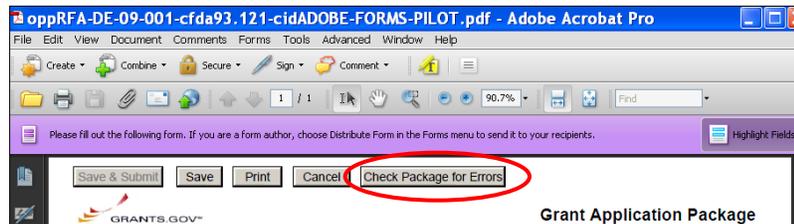
Checking for Errors – Quality Control

- 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

- **LBLN Frequently Needed Proposal Information**
http://www.lbl.gov/Workplace/CFO/assets/docs/spo/proposal_prep/FrequentlyNeededProposalInfo.pdf
- **Sponsor Projects Office Contact Information**
http://www.lbl.gov/Workplace/CFO/spo/proposalprep/proposal_geninfo.html
- **Grants.gov Customer Service Process**
<http://www.grants.gov/assets/CustomerServiceProcess.pdf>
- **NOT-OD-08-073**
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-073.html>
- **Adobe Reader Error Messages *Common Error Messages Defined***



Questions

