



Direct Access to Grants.gov Application for special application requirements

This procedure details how to access the Grants.gov application directly when the solicitation or sponsor requirements specify forms or questions that are not part of a typical NIH Research application, standard DOD CDMRP, standard NASA, or standard NIH fellowship application. Special fields, or even non-standard forms might be utilized by the sponsor. eSRA is programmed to populate the most frequently used forms and fields. For situations when eSRA does not ask the question in the eSRA proposal or does not populate the answer onto a non-standard form, the RA and/or the PI will need to access the Grants.gov application directly to complete the application.

A. Submission to Sponsor Tab	<ol style="list-style-type: none"> 1. Select Submission to Sponsor Tab 2. Link to the Grants.gov Application
B. eSRA Proposal vs. Grants.gov Application	
C. Edit Grant Application	<ol style="list-style-type: none"> 1. Add special forms that might be required 2. "Jump to" specific SmartForms of the Grants.gov application
D. Edit, Save, and Exit	<ol style="list-style-type: none"> 1. Edit fields and upload document 2. "Save" changes 3. "Exit" the Grants.gov Application 4. Return to the eSRA proposal, following the string back to the proposal identified by the proposal nickname

IMPORTANT INFORMATION

This process is for advanced users of the eSRA system. If you are new and need assistance, contact eSRAHelp@lbl.gov and someone at the Help Desk will work directly with you on these more complicated proposals.

This front page can be used for reference. The following pages include step-by-step instructions with screen-shot visuals.

Caution	Serious	Notes	Tips	Important

Warning	Warning		
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A. Submission to Sponsor Tab

1.	Select Submission to Sponsor Tab
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The screenshot shows the 'Test Proposal' workspace for proposal FP00000269. The 'CURRENT STATE' is 'Preparation'. The 'Submission To Sponsor' tab is highlighted in yellow. Other tabs include Proposal Information, NEPA-CEQA, DOE, Approvals, Comments, Attachments, Contacts, New Sponsor Requests, and Change Log. Below the tabs are sections for PROPOSAL INFORMATION, BUDGET TOTALS, and SUBMISSION INFORMATION.

2.	Link to Grants.gov Application
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The screenshot shows the 'Submissions To Sponsor' table. The first row is highlighted in yellow and contains the following data:

Name	SmartForm	Date Created	Date Modified	State
SF-42400000387 for FP00000269	[Edit]	9/16/2013 9:52 AM	9/16/2013 9:56 AM	Pre-Submission

Page 10 of 10 is shown at the bottom right.

B. eSRA proposal workspace vs. Grants.gov Application



The eSRA proposal and the Grants.gov Application are two separate objects inside of eSRA that are linked together for Grants.gov proposals. It is important to know where you are at inside of the eSRA system (eSRA Proposal or Grants.gov Application).

This screenshot shows the eSRA proposal workspace for proposal FP00000269. It includes sections for PROPOSAL INFORMATION, BUDGET TOTALS, and SUBMISSION INFORMATION.

eSRA proposal workspace (FP#)

Grants.gov application workspace (SF424#)

This screenshot shows the Grants.gov application workspace for application SF-42400000387 for FP00000269. The application ID 'SF-42400000387' and the application number 'SF424' are highlighted in yellow. Red arrows from the text above point to these elements.



Information entered into the eSRA proposal will be copied into the Grants.gov application using the "Update SF424" activity. **Information entered directly into the Grants.gov application will be overwritten if it is entered into one of the standard fields that is already programmed to be populated by the eSRA proposal workspace.**



Only enter data into fields directly in the Grants.gov application that are not already populated by the eSRA proposal.

C. Edit Grant Application

Application Status		SF-4240000387 for FP00000269		SF-4240000387	SF-424
Pre-Submission Edit Grant Application... Print Version View Differences		Descriptive Title:	Test Proposal		
Activities		Submission Type:	New	Start Date:	4/1/2014
Validate Submission Bypass Validations		PDF Version:	Not Available, Please execute Generate PDF Version activity		
		Tracking Number:		End Date:	3/31/2016
		Received Date/Time:		FOA:	PA-C-R01 (FOA00000208)
		Status Updated:			

1. Review forms to add special forms that might be required

<< Back Save | Exit | Hide/Show Errors | Print

Application Filing Name:
FP00000269Bissell

Following forms are optional, Please select any that you wish to include in your application:

Form Name

- PHS 398 Cumulative Inclusion Enrollment Report
- Research & Related Budget V1.3
- PHS 398 Modular Budget V1.2
- Planned Enrollment Report
- Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3

Following forms are required:

Form Name

- Research & Related Project/Performance Site Location(s) V2.0
- PHS398 Cover Page Supplement V2.0
- SF424 (R&R) V2.0
- Research & Related Other Project Information V1.3
- Research & Related Senior/Key Person Profile (Expanded) V2.0
- PHS 398 Research Plan V2.0

Some optional forms may be pre-selected by eSRA programming; but additional optional forms can be selected here to be included in the Grants.gov application.

2. "Jump to" specific SmartForms of the Grants.gov application

Save | Exit | Hide/Show Errors | Print... | Jump To:

Select Optional Forms

- SF424 (R&R) V2.0
- Project/Performance Site Location(s) (V2.0)
- Research And Related Other Project Information (V1.3)
- Research And Related Senior/Key Person Profile (Expanded) (V2.0)
- PHS 398 Cover Page Supplement (V2.0) - Page 1
- PHS 398 Cover Page Supplement (V2.0) - Page 2
- PHS 398 Cover Page Supplement (V2.0) - Page 3
- R&R Budget - Period 1 - Section A & B
- R&R Budget - Period 1 - Section C, D & E
- R&R Budget - Period 1 - Section F-K
- R&R Budget - Period 2 - Section A & B
- R&R Budget - Period 2 - Section C, D & E
- R&R Budget - Period 2 - Section F-K

You might need to scroll down to see all the available SmartForms.

Click on any SmartForm to jump to that page.

D. Edit, Save, and Exit

1.	Edit fields and upload documents that are not part of a standard eSRA proposal.
2.	"Save" changes.
3.	"Exit" the Grants.gov Application.



4.	Return to the eSRA proposal following the string back to the proposal identified by the proposal nickname.
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