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	1.	Select Submission to Sponsor Tab
		2.	Link to the Grants.gov Application
B.	eSRA Proposal vs. Grants.gov Application		
C.	Edit Grant Application	1.	Add special forms that might be required
		2.	"Jump to" specific SmartForms of the Grants.gov application
D.	Edit, Save, and Exit	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			

A. Submission to Sponsor Tab

1.	Select Submission to Sponsor Tab

2.	Link to Grants.gov Application

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).

eSRA proposal workspace (FP#)

Grants.gov application workspace (SF424#)

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

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

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

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.