



The What, When, and How of Grants.gov

Finding Your Way with the Electronic Grant Application Process

Presented by Charles Moore
Office of Sponsored Projects Administration
cmoore@email.uky.edu

What is Grants.gov?

- Federal government's single on-line portal to find and apply for Federal grant funding
- Used by all 26 Federal grant-making agencies.

What is NIH's eRA Commons?

- NIH system that allows applicants/grantees to electronically receive and transmit application and award information.

Both are equally important in an NIH proposal submission!

You must register to use the NIH eRA Commons.

You **DO NOT** register to use Grants.gov.



What do you need to know?

- UK has already fully registered with Grants.gov which means you do not need an “individual registration”.
- For the NIH eRA Commons, the PI must hold a PI account and be affiliated with the applicant organization.
- PIs currently registered only for Internet Assisted Review (IAR) should contact their Research Administrator for a full eRA Commons registration.
- In the end, only a Research Administrator within the Office of Sponsored Projects Administration will be able to submit your application.
- Contact your Research Administrator as soon as you think you may be going in on an electronic application.

DON'T PANIC ... WE CAN HELP
Our office is already regularly, successfully submitting
Grants.gov applications to many federal sponsors.

Why have an internal proposal deadline?



- **The way we work has changed**
 - Electronic is overtaking paper
 - Moving a proposal is very different
- **Digital doors close at 5:00 PM EST**
 - We've lost the work late option
 - We are limited by technology limits
 - No matter the staff, volume will win
 - NIH R01 changed everything
- **Grants.gov functionality limits us**
 - The software is a challenge
 - Errors are given one at a time
 - Server issues can kill a proposal
- **Varying range of sponsor systems**
 - Grants.gov for federal
 - Private foundations, Industry
 - Many faces of the grant world

We know we may to miss one.

Don't let it be yours!

Full text available at www.research.uky.edu/ospa/
under "building a proposal"

Memo on Internal Proposal Receipt Deadline

TO: Faculty and Staff Principal Investigators

FROM: Wendy Baldwin, Ph.D., Executive Vice President for Research

SUBJECT: Internal Proposal Receipt Deadline

Electronic business processes have changed our lives, sometimes streamlining activities and sometimes creating challenges. One current challenge is the federal government's transition to Grants.gov as the single portal for submission of electronic grant proposals. Due to the sheer volume of submissions and the newness of the system, it can take hours to upload a single proposal.

Although most proposals are received in the Office of Sponsored Projects Administration (OSPA) the day of the deadline or one day in advance, we have been able to accommodate a large number of last minute paper proposals. However, it will simply not be possible to submit the same number of electronic proposals in the same timeframe. This is in large part because of agency factors. Hopefully, this process will get smoother over time and we will continue to make every effort to submit your proposals on time.

In order to insure that OSPA has the ability to submit your proposal before the sponsor's deadline, I am instituting an internal receipt deadline. **Effective for any sponsor deadline of May 26 or thereafter, the completed proposal must be received by the OSPA Research Administrator three (3) business days in advance of the sponsor's deadline.** Remember to take into account that the usual department and college approvals are required prior to submission. This is in effect for all proposals, paper or electronic.

Many universities have had internal deadlines for years and others are now instituting them to accommodate electronic submission. I have discussed this change in procedure over the past few months with the Associate Deans for Research, and I know many of them have already informed you. If you do not meet the new internal OSPA deadline we simply cannot guarantee that your proposal can be submitted within the required timeframe. Last year we lost out on submitting a proposal to DOD that was due at 5pm, because OSPA received it at 4:58. We do not want to see any proposal or application fail to be successfully submitted, but we need your help.

We are preparing for the large volume of electronic proposals that will be submitted as all federal agencies, including the National Institutes of Health and the National Science Foundation, require each program to use Grants.gov by:

- Keeping you informed via [Grants Bulletin](#) items
- Establishing a proposal upload site on the OSPA website to transmit a proposal to the Research Administrator
- Providing educational sessions on Grants.gov. (Future sessions 7/25 and 9/14)

I want to do everything possible to support proposal submission by faculty and staff. Establishing an internal receipt deadline is a necessary step to maintain our ability to successfully submit proposals on time. If you have any questions about this policy or Grants.gov, please contact Deborah Davis or your Research Administrator in [OSPA](#).

What software do you need?

- **PureEdge Viewer** (Free ... Now for PC & Mac!!)

PC - http://www.grants.gov/resources/download_software.jsp#pureedge

Mac - http://www.grants.gov/resources/download_software.jsp#pureedgeviewer

- **PDF Generation Tools**

http://www.grants.gov/resources/download_software.jsp#pdf_conversion_programs

- **Change is coming!**

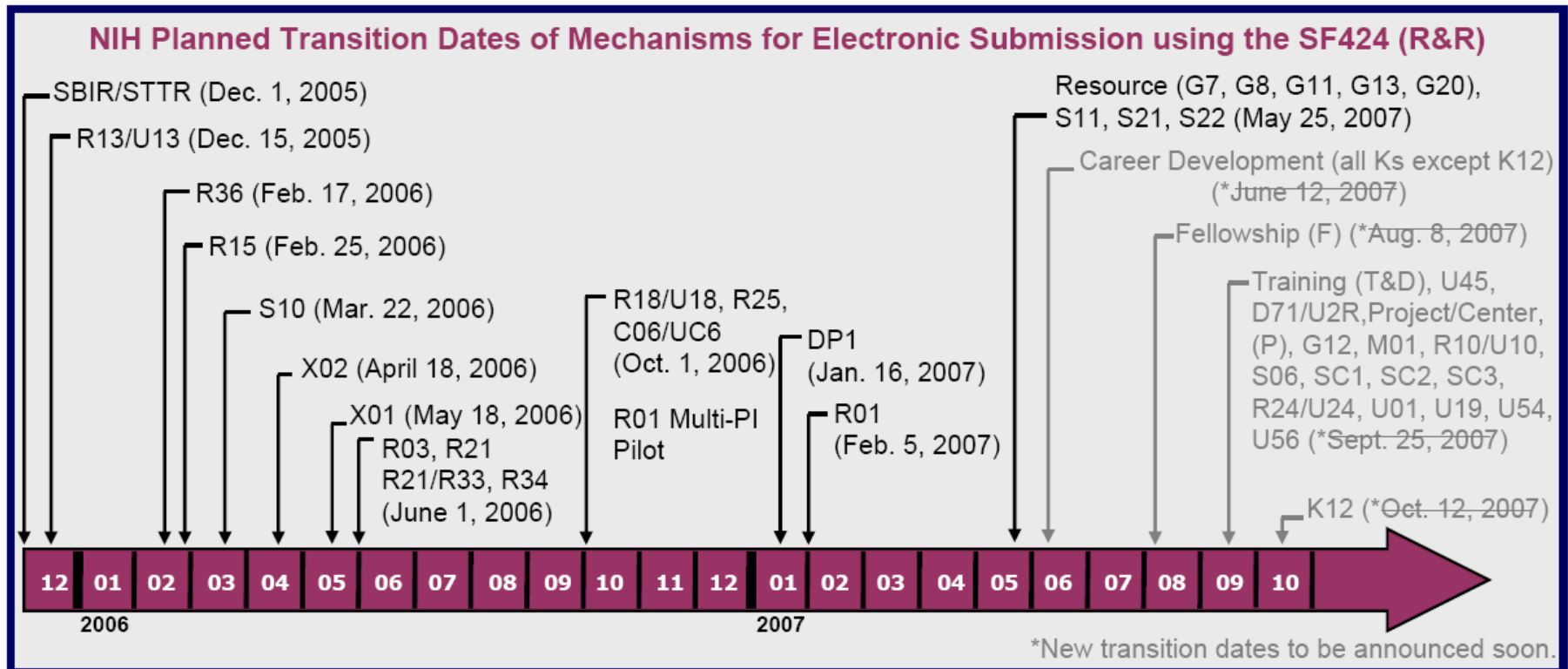
PureEdge is being replaced by Adobe Acrobat 7.0.8 e-forms. A full phase out of PureEdge packages is scheduled for late 2007.





What is NIH's transition timeline? (aka, What's left?)

- By the end of October 2007, NIH plans to require electronic submission through Grants.gov for all NIH grant applications.
- ALL applications in response to announcements for transitioned mechanisms will require electronic submission through Grants.gov on the SF424 family of forms.
- Think of the change like a light switch. Once a transition takes place, paper for that funding mechanism is done.



You can find packets on the NIH website by visiting...
http://grants.nih.gov/grants/guide/parent_announcements.htm

Parent Announcements (For Unsolicited or Investigator-Initiated Applications)

NIH and other agencies serviced by [eRA Commons](#) still want your investigator-initiated applications. Electronic grant applications must be submitted in response to a [Funding Opportunity Announcement](#)*. We have developed Parent announcements for use by applicants who wish to submit what were formerly termed investigator-initiated or 'unsolicited' applications. Apply using the electronic application package for your chosen mechanism, listed in the table below. Read [More About Parent Announcements](#).

The following Parent Announcements are available (sorted by Activity Code):

Activity Code(s)	Title	Announcement Number	Issuing Organization	Release Date	Opening Date (SF424 Only) ?	Expiration Date
R01	Research Project Grant (Parent R01)	PA-07-070	NIH	11/20/2006	01/05/2007	01/03/2010
R03	NIH Small Research Grant Program (Parent R03)	PA-06-180	NIH	03/02/2006	05/02/2006	05/02/2009
R13, U13	NIH Support for Conferences and Scientific Meetings (Parent R13/U13)	PA-06-041	NIH	10/26/2005	11/21/2005	09/02/2008
R15	Academic Research Enhancement Award (Parent R15)	PA-06-042	NIH	10/26/2005	01/17/2006	01/03/2009
R21	NIH Exploratory/Developmental Research Grant Program (Parent R21)	PA-06-181	NIH	03/02/2006	05/02/2006	05/02/2009
R41, R42	PHS 2006-2 Omnibus Solicitation of the NIH for Small Business Technology Transfer Grant Applications (Parent STTR [R41/R42])	PA-06-121	NIH	01/20/2006	03/01/2006	01/03/2007
R43, R44	PHS 2006-02 Omnibus Solicitation of the NIH, CDC, and FDA for Small Business Innovation Research Grant Applications (Parent SBIR [R43/R44])	PA-06-120	NIH	01/20/2006	03/01/2006	01/03/2007



Additional Tips for Identifying Opportunities

- Applicants may also want to search [CRISP](#) (Computer Retrieval of Information on Scientific Projects) to find out if projects in their area have been funded by NIH and what NIH Institutes and Centers have shown an interest in their area in the past. This may help narrow their search for a suitable opportunity. CRISP is a biomedical database system containing information on research projects and programs supported by the Department of Health and Human Services.
- Don't be afraid to [contact staff at NIH Institutes/Centers](#) to discuss your application.

Helpful Links

- For information on grants and grants policy: <http://grants.nih.gov/grants/oer.htm>
- For information on types of grant programs: http://grants.nih.gov/grants/funding/funding_program.htm

More about Parent Announcements

An important procedural change with [electronic submission of grant applications](#) is that all applications must be submitted in response to a [Funding Opportunity Announcement](#) (FOA)*. NIH and other HHS Agencies plan to develop omnibus Parent announcements by early November, 2006 for our most widely used grant mechanism, the research project grant (the R01), for use by applicants who wish to submit what were formerly

Finding Your Application... Step 1

Easy access from every page



Locate and learn more about funding opportunities in a standardized manner



The find process starts with your interests

FOR APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
- Search Opportunities**
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
- Email Subscription
- Apply for Grants
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

- FOR AGENCIES
- RESOURCES
- HELP
- CONTACT US
- SITE MAP

Home » For Applicants »

SEARCH GRANT OPPORTUNITIES

With Grants.gov, you can search for grant opportunities throughout the Federal government. To begin your search, access the links at Search Grant Opportunities below.

Search Grant Opportunities

[Basic Search](#)
[Browse by Category](#)
[Browse by Agency](#)
[Advanced Search](#)

[Search Tips](#) are available to help you find the right grant.

Once you find the right grant, the Funding Opportunity Number and the Funding Opportunity Packages screen in the Apply for Grants section.

[TOP OF PAGE]

FOR APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
- Search Opportunities**
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
- Email Subscription
- Apply for Grants
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

- FOR AGENCIES
- RESOURCES
- HELP
- CONTACT US
- SITE MAP

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search **Browse by Category** Browse by Agency Advanced Search [Search Tips](#)


To **browse by Category**, please access any of the links below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

All Categories of Funding Activity	Agriculture
Arts (see "Cultural Affairs" in CFDA)	Business and Commerce
Community Development	Consumer Protection
Disaster Prevention and Relief	Education
Employment, Labor and Training	Energy
Environment	Food and Nutrition
Health	Housing
Humanities (see "Cultural Affairs" in CFDA)	Information and Statistics
Income Security and Social Services	Law, Justice and Legal Services
Natural Resources	Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)
Regional Development	Science and Technology and other Research and Development
Transportation	

Select search option according to interest

Narrowing your search



The screenshot shows the Grants.gov website interface. At the top left is the Grants.gov logo. At the top right are navigation links: "For Applicants", "About Grants.gov", "Resources", "For Agencies", "Contact Us", "SiteMap", "Help", and "Home". A breadcrumb trail reads "Home > Find Grant Opportunities > Search Grant Opportunities". The main heading is "Search Grant Opportunities". Below this are four search method buttons: "Basic Search" (highlighted), "Browse by Category", "Browse by Agency", and "Advanced Search". A "Search Tips" link is on the right. A text block explains that a basic search requires completing the "Keyword Search", "Search by Funding Opportunity Number", or "Search by CFDA Number" fields, followed by clicking the "Search" button. Below this are three input fields for "Keyword Search:", "Search by Funding Opportunity Number:", and "Search by CFDA Number:". At the bottom are "Search" and "Clear Form" buttons. A left sidebar contains a menu with categories: "APPLICANTS", "ABOUT GRANTS.GOV", "FOR AGENCIES", "RESOURCES", "HELP", "CONTACT US", and "SITE MAP". The "APPLICANTS" section is expanded to show sub-links like "About Federal Grants", "Get Registered", "Find Grant Opportunities", "Search Opportunities", "Email Subscription", "Apply for Grants", "Track My Application", and "Applicant Help".

GRANTS.GOVSM

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

[Basic Search](#) [Browse by Category](#) [Browse by Agency](#) [Advanced Search](#) [Search Tips](#)

To perform a **basic search** for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; **OR** the "Search by CFDA Number" field; and then click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
 - Search Opportunities
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
 - Email Subscription
- Apply for Grants
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

SITE MAP

Search Results/Locating an Opportunity



For Applicants About Grants.gov Resources For Agencies

Contact Us SiteMap Help Home

APPLICANTS

About Federal Grants
Get Registered
Find Grant Opportunities

Search Opportunities

Basic Search
Browse by Category
Browse by Agency
Advanced Search

Email Subscription
Apply for Grants
Track My Application
Applicant Help

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

SITE MAP

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Search Results

[New Search](#)

Sort: Close Date, Ascending

[Sort by Open Date](#)

Results 1-20 of 22

Close Date	Opportunity Title	Agency	Funding Number
08/28/2006	ATWELL ISLAND ENVIORNMENTAL EDUCATION	Bureau of Land Management	CA-RFA06-0001
08/31/2006	Random Fire Safety Inspections of Hotels and Motels	U. S. Fire Administration	DHS-06-FA-001-003
09/11/2006	Conservation Training Workshops	Georgia State Office	USDA-NRCS-GA-06-13
09/12/2006	Engaging State and Local Emergency Management Agencies to Improve States' Ability to Prepare for and Respond to Bioterrorism	Centers for Disease Control and Prevention	CDC-RFA-TP06-601
10/04/2006	Research and Development for On-Board Vehicular Hydrogen	Golden Field Office	DE-PS36-06GO96003F
10/10/2006	Personnel Development to Improve Services and Results for Children with Disabilities Program (84.325D)	U.S. Department of Education	ED-GRANTS-081106-001
10/10/2006	Personnel Development to Improve Services and Results for Children with Disabilities Program (84.325K)	U.S. Department of Education	ED-GRANTS-081106-002
10/14/2006	California HIV/Autoimmune Demonstration Project	ODISP; OPDR	SSA-OPDR-06-1
11/21/2006	Nanoscale Architectures for Coherent Hyper-Optic Sources (NACHOS)	DARPA - Microsystems Technology Office	BAA06-42
11/28/2006	Rheumatic Diseases Research Core Centers (P30)	National Institutes of Health	RFA-AR-06-004
11/30/2006	National Oceanographic Partnership Program (NOPP) and Interagency Committee on Ocean Science and Resource Management Integration (ICOSRMI)	Office of Naval Research	BAA-06-029
01/25/2007	AmeriCorps State and Territories Competitive Grants	Corporation for National and Community Service	CNCS-GRANTS-081106-003
01/25/2007	AmeriCorps State Education Award Program	Corporation for National and Community Service	CNCS-GRANTS-081206-001
01/25/2007	AmeriCorps States, Territories, and Commonwealths without Commissions	Corporation for National and Community Service	CNCS-GRANTS-081206-004
02/15/2007	AmeriCorps Indian Tribes Grants	Corporation for National and Community Service	CNCS-GRANTS-081206-002
02/15/2007	AmeriCorps National Professional Corps	Corporation for National and Community Service	CNCS-GRANTS-081106-002
02/15/2007	AmeriCorps National Planning Grants	Corporation for National and Community Service	CNCS-GRANTS-081106-001
02/15/2007	AmeriCorps National Education Award Program	Corporation for National and Community Service	CNCS-GRANTS-081006-002
02/15/2007	AmeriCorps National Direct Grants	Corporation for National and Community Service	CNCS-GRANTS-081006-001
	MDMA: Research Areas Needing More Emphasis (R21)	National Institutes of Health	PA-06-525

Grant Opportunity Synopsis



[For Applicants](#) [About Grants.gov](#) [Resources](#) [For Agencies](#)

[Contact Us](#) [SiteMap](#) [Help](#) [Home](#)

APPLICANTS

- [About Federal Grants](#)
- [Get Registered](#)
- [Find Grant Opportunities](#)
- Search Opportunities**
 - [Basic Search](#)
 - [Browse by Category](#)
 - [Browse by Agency](#)
 - [Advanced Search](#)
- [Email Subscription](#)
- [Apply for Grants](#)
- [Track My Application](#)
- [Applicant Help](#)

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

SITE MAP

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > [Search Results](#) > [Synopsis](#)

Personnel Development to Improve Services and Results for Children with Disabilities Program (84.325D)



Synopsis

Full Announcement

How to Apply

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **08/11/2006**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Document Type:	Grants Notice	
Funding Opportunity Number:	ED-GRANTS-081106-001	
Posted Date:	Aug 11, 2006	
Creation Date:	Aug 11, 2006	
Original Closing Date for Applications:	Oct 10, 2006	Dates: Applications Available: August 11, 2006. Deadline for Transmittal of Applications: October 10, 2006.
Current Closing Date for Applications:	Oct 10, 2006	Dates: Applications Available: August 11, 2006. Deadline for Transmittal of Applications: October 10, 2006.
Archive Date:	Nov 09, 2006	
Funding Instrument Type:	Grant	
Category of Funding Activity:	Education	
Category Explanation:		
Expected Number of Awards:	24	
Estimated Total Program Funding:	\$4,800,000	
Award Ceiling:	\$200,000	
Award Floor:		
CFDA Number:	84.325 -- Special Education_Personnel Preparation to Improve Services and Results for Children with Disabilities	
Cost Sharing or Matching Requirement:	No	

Eligible Applicants

Private institutions of higher education
Others (see text field entitled "Additional Information on Eligibility" for clarification)
Public and State controlled institutions of higher education

Grant Opportunity Synopsis Cont.

Additional Information on Eligibility:

Eligible Applicants: Institutions of higher education (IHEs).

Agency Name

U.S. Department of Education

Description

•Note: Each funding opportunity description is a synopsis of information in the Federal Register application notice. For specific information about eligibility, please see the official application notice. The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html>. Please review the official application notice for pre-application and application requirements, application submission information, performance measures, priorities and program contact information. Office of Special Education and Rehabilitative Services; Personnel Development To Improve Services and Results for Children With Disabilities--Preparation of Leadership Personnel; Notice Inviting Applications for New Awards for Fiscal Year (FY) 2007 Purpose of Program: The purposes of this program are to (1) help address State-identified needs for highly qualified personnel--in special education, related services, early intervention, and regular education--to work with infants or toddlers with disabilities, or children with disabilities; and (2) ensure that those personnel have the skills and knowledge--derived from practices that have been determined through research and experience to be successful--that are needed to serve those children. Catalog of Federal Domestic Assistance (CFDA) Number: 84.325D. If you choose to submit your application electronically, you must use the Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us. You may access the electronic grant application for the Preparation of Leadership Personnel competition--CFDA Number 84.325D at: <http://www.grants.gov>. The telephone number for the Grants.gov help desk is 800-518-4726.

Link to Full Announcement

[Personnel Development to Improve Services and Results for Children with Disabilities Program \(84.325D\)](#).

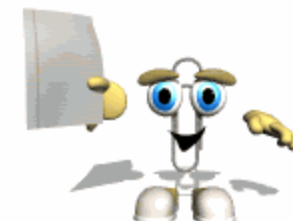
If you have difficulty accessing the full announcement electronically, please contact:

Natasha Harding
Office Automation Assistant
Phone 202-245-6119
natasha.harding@ed.gov

Program Manager:
Robert Gilmore Ph.D.
U.S. Department of Education
400 Maryland Avenue, SW., room 4083 Potomac Center Plaza
Washington, DC 20202-2600
Telephone: (202) 245-7354 [email program manager](#)

Synopsis Modification History

There are currently no modifications for this opportunity.



Grant Opportunity Synopsis (Back to the Top)

GRANTS.GOV
For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

Personnel Development to Improve Services and Results for Children with Disabilities Program (84.325D)

[Synopsis](#) [Full Announcement](#) [How to Apply](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **08/11/2006**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Document Type:	Grant Notice	
Funding Opportunity Number:	ED-GRANTS-081106-001	
Posted Date:	Aug 11, 2006	
Creation Date:	Aug 11, 2006	
Original Closing Date for Applications:	Oct 10, 2006	Dates: Applications Available: August 11, 2006. Deadline for Transmittal of Applications: October 10, 2006.
Current Closing Date for Applications:	Oct 10, 2006	Dates: Applications Available: August 11, 2006. Deadline for Transmittal of Applications: October 10, 2006.
Archive Date:	Nov 09, 2006	
Funding Instrument Type:	Grant	
Category of Funding Activity:	Education	
Category Explanation:		
Expected Number of Awards:	24	
Estimated Total Program Funding:	\$4,800,000	
Award Ceiling:	\$200,000	
Award Floor:		
CFDA Number:	84.325 -- Special Education_Personnel Preparation to Improve Services and Results for Children with Disabilities	
Cost Sharing or Matching Requirement:	No	

Eligible Applicants

Private institutions of higher education
Others (see text field entitled "Additional Information on Eligibility" for clarification)
Public and State-controlled institutions of higher education

• Direct Links to the Full Announcement

• Direct Link to application package

Why do you want my e-mail address?

The screenshot shows the Grants.gov website interface. At the top left is the Grants.gov logo. At the top right are navigation links: "For Applicants", "About Grants.gov", "Resources", and "For Agencies", with sub-links "Contact Us", "SiteMap", "Help", and "Home". A breadcrumb trail reads "Home > Find Grant Opportunities > Grants Notification Service Subscription Form". The main heading is "SUBSCRIPTION SERVICES". A disclaimer states: "Disclaimer: This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the Grants Opportunities site for all information relevant to desired funding opportunities." Below this, it says "The following items failed validation." and "Please enter an email address." The form has a field for "Your E-mail address: (Use full email address in the form of account@mailserver; ex: testacct@aol.com)" with a red asterisk and "Required" label. The "Funding Opportunity Number" field contains "ED-GRANTS-081106-001". A "Subscribe to Mailing List" button is at the bottom. A red circle highlights the email address field, and an arrow points from the text below to it.

Register to receive notification of changes to application package

I'm ready. My software's ready.
I've found my grant opportunity.
Give me the packet please!

The screenshot shows the GRANTS.GOV website interface. At the top, there is a navigation bar with links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies'. Below this, there are links for 'Contact Us', 'SiteMap', 'Help', and 'Home'. The main content area is titled '&NBSPSELECTED GRANT APPLICATIONS FOR DOWNLOAD'. It contains instructions on how to download the application and its instructions, and a warning that the PureEdge viewer must be installed. Below the instructions is a table of available applications. The table has columns for CFDA, Opportunity Number, Competition ID, Competition Title, Agency, and Instructions and Application. The first row shows a competition for 'Preparation of Leadership Personnel' from the U.S. Department of Education. The 'Instructions and Application' column for this row contains a 'download' link, which is circled in red. Two arrows point to this link: one from the left and one from the bottom.

GRANTS.GOVSM

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home > Applicants > Search Opportunities >

&NBSPSELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
84.325	ED-GRANTS-081106-001	84-325D2006-1	Preparation of Leadership Personnel 84.325D-1	U.S. Department of Education	download

You will download a single file to your computer desktop.



Opening up the packet...

http://apply.grants.gov/opportunities/packages/oppDE-PS36-04GO94006-cfda81.117.xfd - Microsoft Internet Explorer

File Edit View Favorites Tools Help eFax

Back Forward Stop Home Search Favorites Media Mail Print

Address http://apply.grants.gov/opportunities/packages/oppDE-PS36-04GO94006-cfda81.117.xfd Go

Links Search the Web with Lycos IBM Business Transformation Homepage IBM Internal Help Homepage IBM Standard Software Installer BCS Learning & Knowledge Federal

100% PureEdge POWERED

Submit Save Print Cancel

GRANTS.GOV™

Grant Application Package

Opportunity Title: Geothermal Outreach
Offering Agency: Golden Field Office
CFDA Number: 81.117
CFDA Description: Energy Efficiency and Renewable Energy Information Diss
Opportunity Number: DE-PS36-04GO94006
Competition ID:
Opportunity Open Date: 12/01/2003
Opportunity Close Date: 04/13/2004
Agency Contact: Tammie Lawler
Contract Specialist
E-mail: tammie.lawler@go.doe.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

* Application Filing Name:

Mandatory Documents
Budget Information for Non-Construction Programs (SF-424A)
Project Narrative Attachment Form
Other Attachments Form
Application for Federal Assistance (SF-424)

Move Form to Submission List =>

Mandatory Completed Documents for Submission

Unknown Zone

Let's dig into the forms...

http://apply.grants.gov/opportunities/packages/oppDE-PS36-04G094006-cfda81.117.xfd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://apply.grants.gov/opportunities/packages/oppDE-PS36-04G094006-cfda81.117.xfd

Submit Save Print Cancel

* Application Filing Name:

Mandatory Documents

- Budget Information for Non-Construction Programs (SF-424A)
- Project Narrative Attachment Form
- Other Attachments Form
- Application for Federal Assistance (SF-424)

Move Form to Submission List =>

Move Form to Documents List <=

Mandatory Completed Documents for Submission

Open Form

Optional Documents

Move Form to Submission List =>

Move Form to Documents List <=

Optional Completed Documents for Submission

Open Form

Instructions

- 1 Enter a name for the application in the Application Filing Name field.

This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.

Select a form from the application package to complete and click "open form"

The SF424 (R&R) face page!

Mandatory fields are highlighted in yellow on each page.

Simply fill in the blanks and please feel free to call OSPA if you run into anything you're unsure how to complete.

We're here to help!

Close Form

Version 9/03

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:		2. DATE SUBMITTED	Applicant Identifier
Application	Preapplication	//	
<input type="radio"/> Construction	<input type="radio"/> Construction	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="radio"/> Non-Construction	<input type="radio"/> Non-Construction	//	
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

* Legal Name:		Department:	
* Organizational DUNS:		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
* Street1:		Prefix:	* First Name:
Street2:		Middle Name:	
* City:	County	* Last Name:	
* State:	* Zip Code:	Suffix:	Email:
* Country	USA	* Phone Number (give area code)	Fax Number (give area code)

6. * EMPLOYER IDENTIFICATION NUMBER (EIN):

-

Useful information for filling out this page can be found on the OSPA website located at www.research.uky.edu/ospa/. (Look for "Building A Proposal?" at the bottom left corner of the page)

<div style="display: flex; justify-content: space-between; align-items: center;"> Close Form Next Print Page About </div>							
APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)							
1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input checked="" type="radio"/> Changed/Corrected Application	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> 2. DATE SUBMITTED / / </td> <td style="width: 50%;"> Applicant Identifier _____ </td> </tr> <tr> <td> 3. DATE RECEIVED BY STATE / / </td> <td> State Application Identifier _____ </td> </tr> <tr> <td colspan="2"> 4. Federal Identifier _____ </td> </tr> </table>	2. DATE SUBMITTED / /	Applicant Identifier _____	3. DATE RECEIVED BY STATE / /	State Application Identifier _____	4. Federal Identifier _____	
2. DATE SUBMITTED / /	Applicant Identifier _____						
3. DATE RECEIVED BY STATE / /	State Application Identifier _____						
4. Federal Identifier _____							
5. APPLICANT INFORMATION * Organizational DUNS: _____							
* Legal Name: _____ Department: _____ Division: _____ * Street1: _____ Street2: _____ * City: _____ County: _____ * State: _____ Province: _____ * Country: USA * ZIP / Postal Code: _____							
Person to be contacted on matters involving this application Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Phone Number: _____ Fax Number: _____ Email: _____							
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): _____	7. * TYPE OF APPLICANT: Please select one of the following _____						
8. * TYPE OF APPLICATION: <input type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision	Other (Specify): Small Business Organization Type <input checked="" type="checkbox"/> Women Owned <input checked="" type="checkbox"/> Socially and Economically Disadvantaged						
If Revision, mark appropriate box(es). <input checked="" type="checkbox"/> A. Increase Award <input checked="" type="checkbox"/> B. Decrease Award <input checked="" type="checkbox"/> C. Increase Duration <input checked="" type="checkbox"/> D. Decrease Duration <input checked="" type="checkbox"/> E. Other (specify)							
* Is this application being submitted to other agencies? Yes <input type="radio"/> No <input checked="" type="radio"/> What other Agencies? _____							
9. * NAME OF FEDERAL AGENCY: National Institutes of Health							
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: _____ TITLE: _____							
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: _____							
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) _____							
13. PROPOSED PROJECT: * Start Date * Ending Date / / / /	14. CONGRESSIONAL DISTRICTS OF: a. * Applicant b. * Project _____ _____						
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ Position/Title: _____ * Organization Name: _____ Department: _____ Division: _____ * Street1: _____ Street2: _____ * City: _____ County: _____ * State: _____ Province: _____ * Country: USA * ZIP / Postal Code: _____ * Phone Number: _____ Fax Number: _____ * Email: _____							

You will build the proposal much as you did in the past.

Now you will need to break up the proposal into sections before loading it into the forms packet.

This remains the traditional information historically required by an NIH application.

Close Form Print Page About

OMB Number: 0925-0001
Expiration Date: 9/30/2007

PHS 398 Research Plan

1. Application Type:
From SF 424 (R&R) Cover Page and PHS398 Checklist. The responses provided on these pages, regarding the type of application being submitted, are repeated for your reference, as you attach the appropriate sections of the research plan.
*Type of Application:
 New Resubmission Renewal Continuation Revision

2. Research Plan Attachments:
Please attach applicable sections of the research plan, below.

1. Introduction to Application <small>(for RESUBMISSION or REVISION only)</small>		Add Attachment	Delete Attachment	View Attachment
2. Specific Aims	specific_aims.pdf	Add Attachment	Delete Attachment	View Attachment
3. Background and Significance	background.pdf	Add Attachment	Delete Attachment	View Attachment
4. Preliminary Studies / Progress Report	Prelim studies.pdf	Add Attachment	Delete Attachment	View Attachment
5. Research Design and Methods	Res Design.pdf	Add Attachment	Delete Attachment	View Attachment

Human Subjects Sections
Attachments 6-10 apply only when you have answered "yes" to the question "are human subjects involved" on the R&R Other Project Information Form. In this case, attachments 6-10 may be required, and you are encouraged to consult the Application guide instructions and/or the specific Funding Opportunity Announcement to determine which sections must be submitted with this application.

6. Protection of Human Subjects		Add Attachment	Delete Attachment	View Attachment
7. Inclusion of Women and Minorities		Add Attachment	Delete Attachment	View Attachment
8. Targeted/Planned Enrollment Table		Add Attachment	Delete Attachment	View Attachment
9. Inclusion of Children		Add Attachment	Delete Attachment	View Attachment
10. Data and Safety Monitoring Plan		Add Attachment	Delete Attachment	View Attachment

Other Research Plan Sections

11. Vertebrate Animals	animals.pdf	Add Attachment	Delete Attachment	View Attachment
12. Consortium/Contractual Arrangements	consortium.pdf	Add Attachment	Delete Attachment	View Attachment
13. Letters of Support	Smith Letter.pdf	Add Attachment	Delete Attachment	View Attachment
14. Resource Sharing Plan(s)	data sharing.pdf	Add Attachment	Delete Attachment	View Attachment

15. Appendix Add Attachments Remove Attachments View Attachments

Working your way through the forms...

Complete the mandatory forms and documents then move them to Submission List to enable the submit button.

At this point you will need to forward your application to OSPA for the final submission by your Research Administrator.

The screenshot shows a web browser window with the URL <http://apply.grants.gov/opportunities/packages/oppDE-PS36-04G094006-cfda81.117.xfd>. The page contains several sections for document management:

- * Application Filing Name:** A text input field.
- Mandatory Documents:** A list of documents with a "Move Form to Submission List" button (right arrow) and a "Move Form to Documents List" button (left arrow).
- Mandatory Completed Documents for Submission:** A list of completed documents, including "Budget Information for Non-Construction Programs (SF-424A)", "Project Narrative Attachment Form", "Other Attachments Form", and "Application for Federal Assistance (SF-424)".
- Optional Documents:** A list of optional documents with similar move buttons.
- Optional Completed Documents for Submission:** A list of optional completed documents.

Each document list has an "Open Form" button below it. A black oval highlights the "Mandatory Completed Documents for Submission" list, and a black arrow points from the text on the left to the "Submit" button at the top of the page.

Instructions

- 1 Enter a name for the application in the Application Filing Name field.

This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.

Please allow sufficient time for your Research Administration and/or College Grants Officer to review and submit your application by the deadline.

A few words on format... (Color)

- **PDF Required** - Text attachments should be generated using word processing software and then converted to PDF using PDF generating software. Avoid scanning text attachments to convert to PDF since that causes problems for the agency handling the application.
- **Font** - Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
- **Type Density** - Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.
- **Page Margins** - Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- **Page Formatting** - Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- **Header and Footer** - Do not include any information in a header or footer of the attachments. A header will be system-generated that references the name of the PD/PI. Page numbers for the footer will be system-generated in the complete application, with all pages sequentially numbered.
- **Figures, Graphs, Diagrams, Charts, Tables, Legends, and Footnotes** - You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

Components of an NIH or Other PHS Agencies Application

Document	Required	Optional	Instructions
SF424 (R&R) Cover	✓		Section 4.2
SF424 (R&R) Project/Performance Site Locations	✓		Section 4.3
SF424 (R&R) Other Project Information	✓		Section 4.4
SF424 (R&R) Senior / Key Person Profile(s)	✓		Section 4.5
SF424 (R&R) Budget <i>(If NOT using PHS398 Modular Budget)</i>	*		Section 4.7
SF424 (R&R) Subaward Budget Attachment Form		✓	Section 4.8
PHS398 Cover Letter		✓	Section 5.2
PHS398 Cover Page Supplement	✓		Section 5.3
PHS398 Modular Budget <i>(If NOT using SF424 (R&R) Budget)</i>	*		Section 5.4
PHS398 Research Plan	✓		Section 5.5
PHS398 Checklist	✓		Section 5.6

* The application forms package associated with most NIH funding opportunities includes two optional budget components: (1) SF424 (R&R) Budget and (2) PHS398 Modular Budget.

See PHS SF424 (R&R) Application Guide for additional information

<http://grants.nih.gov/grants/funding/424/>

How do we get the packet to OSPA?

E-mail it to us ... Bring it over in person

Upload it via FTP by visiting <http://www.research.uky.edu/ospa/>.

Office of Sponsored Projects Administration - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.research.uky.edu/ospa/

Latest Headlines

UK UNIVERSITY OF KENTUCKY Academics Athletics Research Service UK HealthCare Search UK

UK UNIVERSITY OF KENTUCKY Office of Sponsored Projects Administration

Need quick help?

- Site Index
- Staff Directory
- Find Who Handles Your Department
- SAP BudRule Cross Walk (12/19/06)
- SPIFI
- Search Our Site

Building a proposal?

- Useful Information
- Proposal Checklist
- Internal Deadlines
- Sponsor Forms
- Sponsor Info
- UK Routing Forms
- Budget Assistance
- Upload Proposal to OSPA**

Office of Sponsored Projects Administration

About OSPA

Forms

Sponsor Information

Proposal Development

Electronic Proposals

Award Administration

Cost Accounting Standards

Industry

Conflict of Interest

Latest News

- NIH interim guidance on salary limitation for grants, cooperative agreements and contracts
- Details on the January 23rd Sponsored Project Essentials live telecast
- Register for January 10th Grants.gov presentation (Past Presentation Handouts)
- NIH Confirms R01 Electronic Application Submission Plans for February 5 Receipt Date
- NSF Grants.gov Application Guide (Programs Authorizing or Requiring Use of Grants.gov)
- NIH Video: Preparing for Electronic Grant Application (Real Player Required)
- Additional news is available via the Grants Bulletin

University of Kentucky | UK Research | OSPA Staff Site
Updated January 8, 2007 by Charles Moore

Building a proposal?

- Useful Information
- Proposal Checklist
- Grant Deadlines
- Internal Deadline
- Sponsor Forms
- Sponsor Info
- UK Routing Forms
- Budget Assistance
- Upload Proposal to OSPA**

- Award Administration
- Cost Accounting Standards
- Industry
- Conflict of Interest

Latest News

- NIH interim guidance on salary
- Details on the January 23rd
- Register for January 10th G
- NIH Confirms R01 Electronic
- NSF Grants.gov Application
- NIH Video: Preparing for Ele
- Additional news is available

Electronic Receipt: How does it work?

- Step 1:** Search for and identify a grant opportunity in the NIH Guide for Grants and Contracts or on Grants.gov.
- Step 2:** Download the grant application package.
- Step 3:** Complete the application. Be sure to save the application locally on your computer as you work.
- Step 4:** Get the application to OSPA.
- Step 5:** The Office of Sponsored Projects Administration (UK's Authorized Organizational Representative [AOR]) submits the application to Grants.gov.
- Step 6:** Grants.gov performs basic form validation and a virus check on submitted application.
- Step 7:** The Office of Sponsored Projects Administration tracks the status of the submitted application package via Grants.gov to confirm it was forwarded on to the sponsoring agency.

So far, it's a standard Grants.gov submission process...

Electronic Receipt: Now for the NIH side!

...do you like tennis because there's a lot of back and forth...

Step 8: The application arrives on NIH servers. Once there, eRA software performs a NIH business rule validation on the submitted application.

Step 9: NIH notifies PI and SO by email when validation is complete and asks that they correct any business rule violations (aka the “tennis match” phase). Violations can result in warnings or errors. PI's have five business days to correct errors.



Step 10: Once an application package has been successfully submitted through Grants.gov and all errors are corrected, the PI and SO will have two business days to view/review the application.



Electronic Receipt: Now for the NIH side!

Step 11: Review Your Application!

To view the assembled application the PD/PI should:

1. Login to the eRA Commons with your Principal Investigator (PI) account.
2. Click the **Status** tab on the Commons menu bar.
3. When you find the appropriate application, select the **Application number** hypertext link from the Application ID column on the left-hand side.
4. Click e-Application from the Other Relevant Documents section to view the assembled application.

Step 12: If everything is acceptable, no further action is necessary. The application will automatically move forward to the Division of Receipt and Referral in the Center for Scientific Review for processing. (Note, the previous PI & SO Verification steps have been eliminated effective with submissions made on/after May 10, 2006.)

Electronic Receipt: The NIH side continues!

- Step 13:** If, however, it is determined that some part of the application was lost or did not transfer correctly during the submission process, the SO will have the option to “Reject” the application and submit a Changed/Corrected application
- Step 14:** The “Reject” feature should also be used if you determine that warnings are applicable to your application and need to be addressed now. Remember, warnings do not stop further application processing. If an application submission results in warnings (but no errors), it will automatically move forward after two business days if no action is taken. Some warnings may need to be addressed later in the process.



Congratulations! You are done!
Now it's most likely time to begin work on your next application.



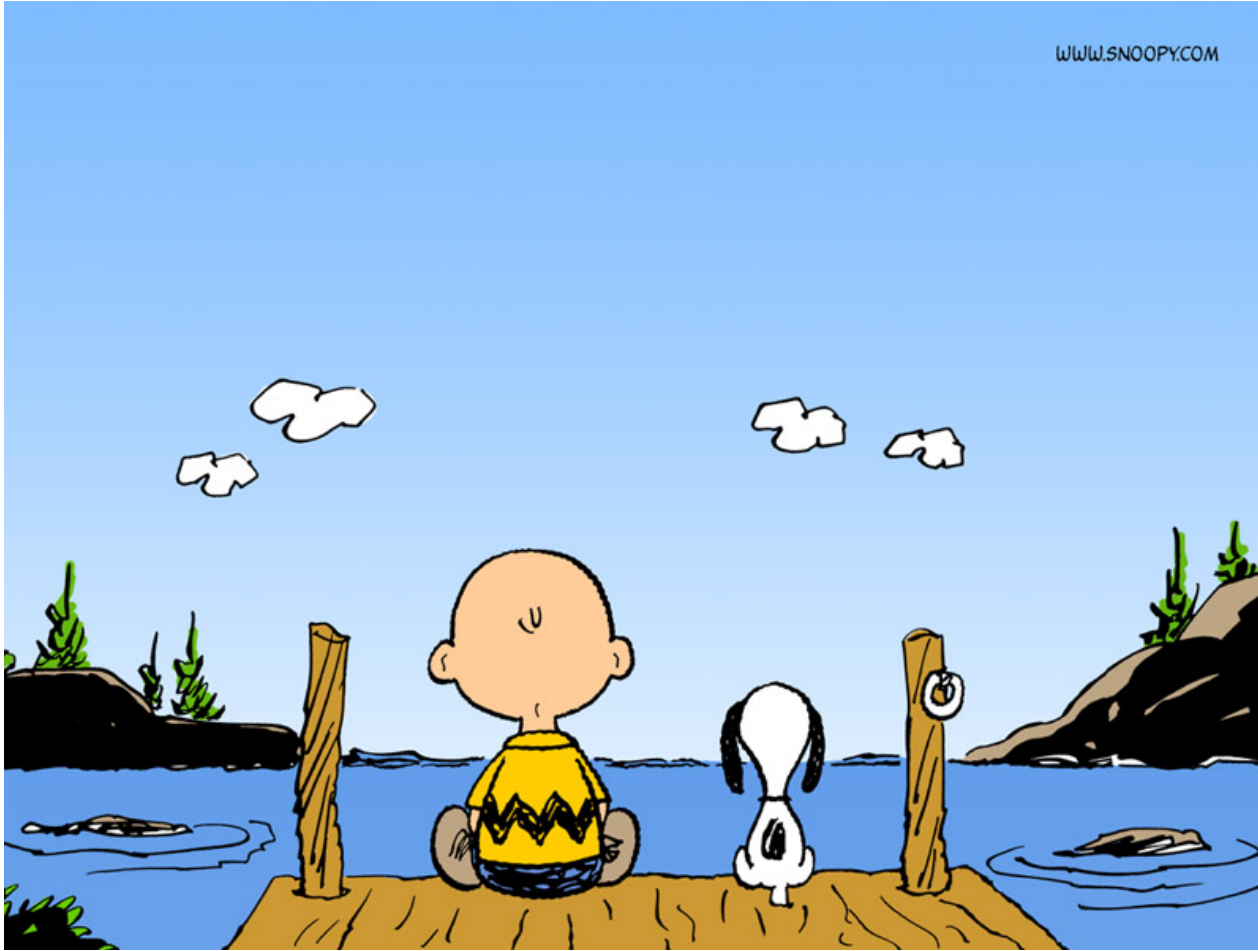
Getting Assistance Along the Way

- **Contact your OSPA Research Administrator or College Grants Officer**
- Learn who handles your area:
<http://www.research.uky.edu/ospa/about/departments.htm>
- Give us a call for help: 257-9420

- **Grants.gov customer support:**
- Grants.gov Helpdesk: support@grants.gov
- Grants.gov Call Center: 800-518-4726

- **eRA Commons customer support:**
- Commons website: <https://commons.era.nih.gov/commons/>
- Commons Helpdesk: commons@od.nih.gov
- Commons Phone Help: 301-402-7469
866-504-9552 (Toll Free)

- **Get another perspective on submission directly from NIH:**
- <http://videocast.nih.gov/launch.asp?13535> (RealPlayer required)



Thank you for joining us!

We hope this session was helpful.