



Top 10 Things I Learned About Grants.gov In 2010

RAN Meeting Presentation February 10, 2011

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TOP 10

1. Read the Grants.gov announcement
2. Read the opportunity instructions
3. Sign-up for modification notifications
4. Use the recommended file names and formats
5. Validate your submission
6. Run the Pre-check activity
7. Use System-to-System (S2S) whenever possible
8. Finalize your G.g submission 4 days prior to deadline
9. Not all federal sponsors are the same
10. Just because it's submitted, doesn't mean it's accepted
 - ❖ Letters from VP will not get a late submission accepted₂

#1: Read the Grants.gov announcement

GRANTS.GOV Contact Us SiteMap Help RSS Home

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

Collaborative R01s for Clinical and Services Studies of Mental Disorders, AIDS and Alcohol Use Disorders (R01)

Synopsis | Full Announcement | Application

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 **04/09/2009**. 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:	PAR-09-153
Opportunity Category:	Discretionary
Posted Date:	Apr 09, 2009
Creation Date:	Apr 09, 2009
Original Closing Date for Applications:	May 07, 2012
Current Closing Date for Applications:	May 07, 2012
Archive Date:	Jun 07, 2012
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	
Estimated Total Program Funding:	
Award Ceiling:	
Award Floor:	
CFDA Number(s):	93.242 -- Mental Health Research Grants 93.273 -- Alcohol Research Programs
Cost Sharing or Matching Requirement:	No

Eligible Applicants

State governments

#2: Read the opportunity instructions

PAR-09-153: Collaborative R01s for Clinical and Services Studies of Mental Disorders, AIDS and - Windows Internet Explorer

http://grants.nih.gov/grants/guide/pa-files/PA-09-153.html

PAR-09-153

Part I Overview Information

Department of Health and Human Services

Participating Organizations

National Institutes of Health (NIH), (<http://www.nih.gov>)

Components of Participating Organizations

National Institute of Mental Health (NIMH), (<http://www.nimh.nih.gov>)
National Institute on Alcohol Abuse and Alcoholism (NIAAA), (<http://www.niaaa.nih.gov>)

Title: Collaborative R01s for Clinical and Services Studies of Mental Disorders, AIDS and Alcohol Use Disorders (R01)

Announcement Type

This is a reissue of [PA-07-092](#).

Update: The following updates relating to this announcement have been issued:

- [September 29, 2010](#) (NOT-OD-11-007) - NIH to Require Use of Updated Electronic Application Forms in 2011. Adobe B1 forms are required for due dates on or after May 8, 2011.
- [August 16, 2010](#) - IMPORTANT NOTE! NIH has eliminated the error correction window for due dates of January 25, 2011 and beyond. As of January 25, all corrections must be complete by the due date for an application to be considered on-time. [See NOT-OD-10-123](#)
- [July 20, 2010](#) - See Notice NOT-MH-10-027 Notice of Clarification in Application Materials.
- [December 21, 2009](#) - This FOA has been updated to reflect the new requirements from NIH's Enhancing Peer Review Initiative. The new requirements are effective for submissions intended for due dates January 25, 2010 and beyond. If submitting an application intended for a due date of January 25, 2010 and beyond, follow the guidance below and be sure to use the Adobe Forms-B version of the application forms and instructions. If applying for a due date before January 25, 2010, follow the guidance in the [archived version of this FOA](#) and be sure to use the Adobe-Forms-A version of the application forms and instructions.

Program Announcement (PA) Number: PAR-09-153

NOTICE: Applications submitted in response to this Funding Opportunity Announcement (FOA) for Federal assistance must be submitted electronically through Grants.gov (<http://www.grants.gov>) using the SF424 Research and Related (R&R) forms and the SF424 (R&R) Application Guide.

APPLICATIONS MAY NOT BE SUBMITTED IN PAPER FORMAT.

This FOA must be read in conjunction with the application guidelines included with this announcement in [Grants.gov/Apply for Grants](#) (hereafter called Grants.gov/Apply).

A registration process is necessary before submission and applicants are highly encouraged to start the process at least four (4) weeks prior to the grant submission date. See [Section IV](#).

A compatible version of [Adobe Reader](#) is required for download. For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://grants.gov/CustomerSupport>.

Catalog of Federal Domestic Assistance Number(s)

93.242, 93.273

Instructions are in Grants.gov but they may be easier to find using a Google search

#3: Sign-up for modification notifications

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

Collaborative R01s for Clinical and Services Studies of Mental Disorders, AIDS and Alcohol Use Disorders (R01)

Synopsis Full Announcement Application

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Document Type:
Funding Opportunity Category:
Posted Date:
Creation Date:
Original Closing Date:
Current Closing Date:
Archive Date:
Funding Instrument:
Category of Funding:
Category Explanation:
Expected Number of Awards:
Estimated Total Award Ceiling:
Award Floor:
CFDA Number(s):
Cost Sharing or Matching:

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Email Subscription
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

In the Grants.gov announcement, click the “send me change notification emails” link

GRANTS.GOV™

Contact Us

Home > Find Grant Opportunities > Grants Notification Service Subscription Form

SUBSCRIPTION SERVICES

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.

The following items failed validation:

- Please enter an email address.

Your E-mail address: (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

***Required**

Funding Opportunity Number:

Subscribe to Mailing List

FOR APPLICANTS

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APPLICANT SYSTEM-TO-SYSTEM

#4: Use the recommended file names & formats

- All attachments on Grants.gov submissions should follow these recommendations:
 - For file names use only numbers, letters & underscore
 - File names should be 30 characters or less
 - Use .pdf file format whenever possible
 - We have seen some issues with PowerPoint and Windows2007

#5: Validate your submission

This step is required.

The screenshot displays the eResearchM Proposal Management interface. The top navigation bar includes 'Query', 'Grant Finder', 'All PAFs', and 'Site Administration'. The breadcrumb trail shows the path: 'Root > All PAFs > Human Elasticity: How Stretching Can Bend Neurofunction and Increase Problem Solving Abilities > SF-4240000391 for 09-PAF00280'. The 'Application Status' is 'Pre-Submission'. The application ID is 'SF-4240000391 for 09-PAF00280' with a sub-ID 'SF-4240000391SF424'. The 'Activities' section on the left contains a 'Validate Submission' button, which is circled in red. The main content area shows a table with the following details:

Descriptive Title: Human Elasticity: How Stretching Can Bend Neurofunction and Increase Problem Solving Abilities			
Submission Type: New	Start Date: 3/3/2009		
PDF Version: Not Available, Please execute Generate PDF Version activity	End Date: 1/23/2011		
Tracking Number:	FOA: PAR-SS-R01 (FOA00000231)		
Status Updated:	Received Date/Time:		

At the bottom, there are tabs for 'History' and 'Administration', and a message stating 'The query produced no results.'

As soon as validation is successful, the application status changes to **Valid for Submission**.

#6: Run the Pre-check activity

Not required, but highly recommended

The screenshot displays a web application interface for grant management. The breadcrumb trail at the top reads: "Root > All PAFs > PC094475 - Development of Multiplex Immunoassay for Early Detection of Prostate Cancer > SF-42400000205 for 09-PAF03100".

Application Status

Valid for Submission

SF-42400000205 for 09-PAF03100

Buttons: View Grant Application..., Print Version

Activities

- Submit to GrantsGov
- Generate PDF Version
- Assign Submitters
- Assign Editors and Readers
- Log Comment
- Reopen for Edit
- Submission Pre-Check** (highlighted with a red circle)

Metadata:

Descriptive Title:	PC094475:Development of Multiplex Immu	
Submission Type:	New	Start Date:
PDF Version:	[View]	End Date:
Tracking Number:	FOA:	
Received Date/Time:		
Status Updated:		

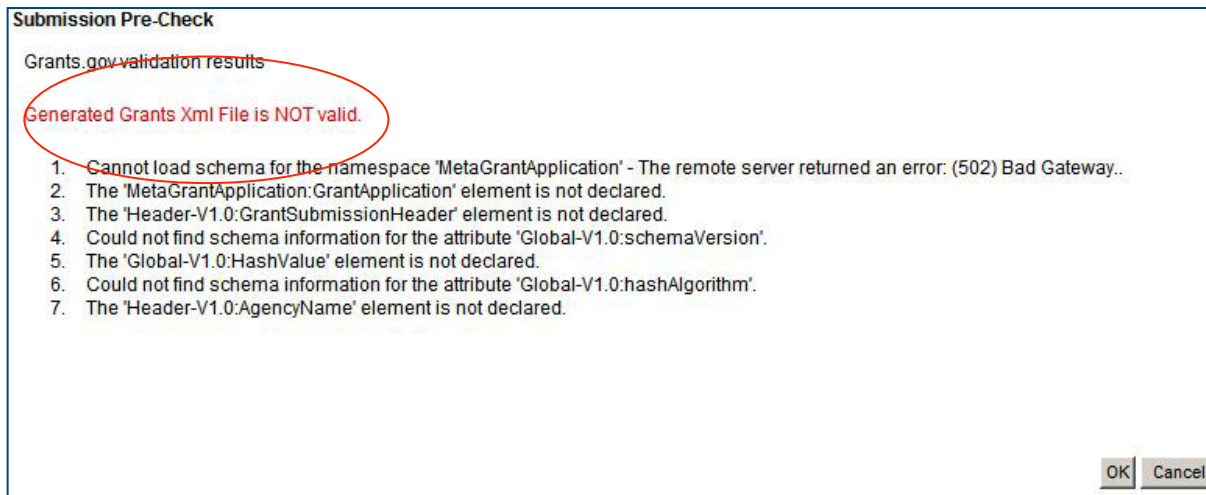
History Administration

Activity

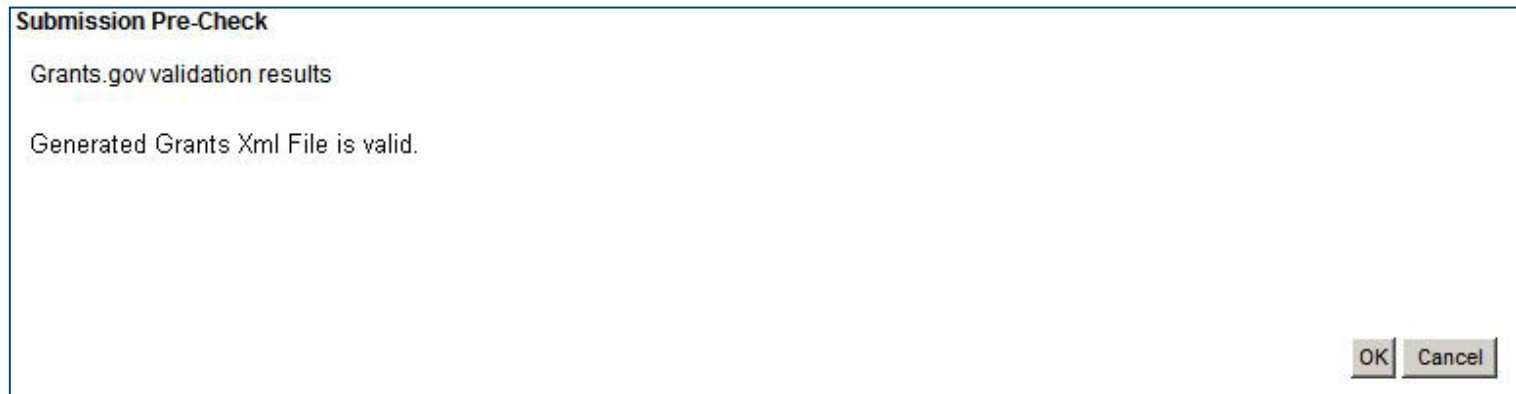
- Generated PDF Version
- Latest PDF version is available on workspace summary
- Submission validated

#6: Run the Pre-check activity

NOT VALID – contact ITS Help Desk for assistance



VALID



#8: Finalize Grants.gov submission 4 business days prior to deadline

- This allows time for resolution of any submission issues.
- If the submission deadline is approaching and submission issues persist, the project team may be advised to submit through Adobe.

#9: Not all federal sponsors are the same

For NIH:

- Check NIH Commons to confirm successful submission.

NOTE: the NIH error correction window is no longer available.

For DoD, DoE, USDA:

- These agencies do not have a system similar to NIH Commons.
- These agencies typically send an email receipt to the PR or PI.

#10: Just because it's submitted, doesn't mean it's accepted

Look for this...

The screenshot displays a web interface for grant management. At the top, a navigation bar includes links for PGN Summary, Search, Sponsors, Query, Grant Finder, All PAFs (selected), Dept Info, and Site Administration. Below this, a breadcrumb trail reads: Root > All PAFs > 1/2 ERP indices of response inhibition in bipolar, schizophrenic, and schizoaffective disorders.

A sidebar on the left contains several sections: 'Current State' with a button for 'Submitted To Sponsor' circled in red; 'PAF Summary' with a 'Display PAF Summary' link; 'PAF Worksheet' with an 'Edit PAF Worksheet' link; 'Grants.Gov Forms' with links for 'Grants.gov for 11-PAF03803' and 'Display SF-424 PDF'; 'Grants.Gov Submission Status' with the text 'Federal Funding Agency Tracking Number Assigned'; and 'Manage Data'.

The main content area features a top navigation bar with buttons for Main, Contacts, Change Tracking, Activity History, Attachments, Hardships, Unit Comments, Posted Comments, and Project Notes. Below this, the 'Title' is '1/2 ERP indices of response inhibition in bipolar, schizophrenic, and schizoaffective disorders'. A 'Has Paper File' section shows 'no' and a 'Comment' field.

A modal window titled 'Application Status' is overlaid on the page. It contains the text 'Federal Funding Agency Tracking Number Assigned' circled in red, followed by 'SF-42400004637 for 11-PAF03803'. Below this are buttons for 'View Grant Application...' and 'Print Version'. To the right of the modal, a table lists application details: 'Descriptive Title' (redacted), 'Submission Type: New', 'PDF Version: [View]', and 'Tracking Number: GRANT10790640'. Other partially visible fields include 'Deadline:', 'College Deadline:', 'Unit Deadline:', and 'Has Indirect Cost Waiver'.

#10: Just because it's submitted, doesn't mean it's accepted

Not this...

The screenshot shows a web interface for a Grants.gov submission. The breadcrumb trail at the top reads: [Root](#) > [All PAFs](#) > [cpappas - New PAF - Sat Jan 15 08:42:47 EST 2011](#). The left sidebar contains several sections: **Current State** with a button for [Rejected By Grants.gov](#) (circled in red); **PAF Summary** with a button for [Display PAF Summary](#); **PAF Worksheet** with a button for [Edit PAF Worksheet](#); **Grants.Gov Forms** with links for [Grants.gov for 11-PAF01006](#) and [Display SF-424 Print Version](#); and **Grants.Gov Submission Status** with a button for [Rejected With Errors](#) (circled in red). The main content area has a navigation bar with tabs: **Main**, [Contacts](#), [Change Tracking](#), [Activity History](#), [Attachments](#), [Hardships](#), [Unit Comments](#), and [Posted Comments](#). Below the navigation bar, the **Title:** is [cpappas - New PAF - Sat Jan 15 08:42:47 EST 2011](#). There are fields for **Has Paper File:** (no) and **Comment:**. A **DRDA Staff Note:** field is also present. The **Principal Investigator(s):** section shows a table with columns for name, affiliation, email, and phone number. The **Deadlines** section shows **FOA Deadline** and **Sponsor Deadline**.

Principal Investigator(s):				Deadlines
J	son	UM Principal Investigator	@umich.edu	734-
				FOA Deadli
				Sponsor De

Last, but not least

Letters from VP will not get a late submission accepted



Questions

QUESTIONS?