

To: PRINCIPAL INVESTIGATORS AND RESEARCHERS

Re: Grants.gov – A Federal Electronic Grant Application System

By October 2006, all twenty-six federal granting agencies must receive the majority of grant proposals through Grants.gov, the federally-mandated electronic system that will be used for locating funding opportunities, applying for and managing grants.

Use of Grants.gov is being phased in by the various agencies in different ways and varying timetables. To date UCLA has submitted approximately 15 applications via Grants.gov. Based on this experience and on available support information, we already know that the system is somewhat difficult to navigate, so we suggest that all faculty and staff involved in completing applications become familiar with the system early on.

In beginning to work with the system, users should know that:

- Investigators and staff *do not* need to register to use Grants.gov.
- PureEdge software, which is available at the Grants.gov website, must be installed on computers used for proposal preparation. This software is PC compatible and has Mac capabilities only through a PC emulator. Unix and Linux capabilities are not yet available but Grants.gov is expected to have a multi-platform version available by the end of 2006.
- Unlike NSF FastLane, Grants.gov is *not an on-line* system. Instead, it is a portal to which applications are submitted and the funding agencies go to for retrieval of the proposals. Applications are prepared on personal computers, networks or servers.
- All documents uploaded into the application must be in non-interactive, unprotected PDF format.
- Error checking is very time-consuming and tedious. Applications will not be accepted by Grants.gov if any errors/omissions are noted by the system.
- An error-free application must be transmitted to OCGA for submittal to the funding agency via email attachment or hand-delivery of a CD.
- Printing the application is very time-consuming as each form page and attachments must be printed individually.
- It is important to alert OCGA (the Grant Analyst or Officer with whom you work) of your intent to submit an application early in the process. System constraints prevent OCGA staff from shortcutting the fairly lengthy institutional review and certification processes. Thus, OCGA will need to receive applications (via e-mail or through delivery of a CD) *at least three working days prior* to the published due date to ensure that applications can be reviewed, that any inadvertent errors that would prevent transmission can be corrected, and that proposals are transmitted successfully. Without at least 3 working days, UCLA cannot guarantee timely submission of applications. (see UCLA Procedure 910.1)

In December OCGA staff gave introductory sessions on using Grant.gov. The same session will be repeated on January 24<sup>th</sup> 1:30 – 3:00 and January 27<sup>th</sup> 10:00 – 11:30 in the School of Nursing Audrienne Moseley Auditorium (Room A6-60 located on the A level of the Factor Building on the SW corner of Charles E. Young Drive and Tiverton). I suggest that you and/or members of your research team attend one of the sessions if you anticipate requesting federal funding anytime in the future.

I urge you to start the application process early; work with your department or School IT staff as necessary; read agency program announcements thoroughly; familiarize yourself with the new required forms; refer to the help resources; and forward the completed, error-free application to OCGA well before the deadline.

Additional information about Grants.gov and links to agency-specific guidance is on the ORA website, [http://www.research.ucla.edu/ocga/sr2/grants\\_gov.htm](http://www.research.ucla.edu/ocga/sr2/grants_gov.htm). Grants.gov is an evolving system so OCGA will update their website as revised information becomes available. Do not hesitate to contact your OCGA Grant Analyst, Officer, or Assistant if you have questions.

Sincerely,

**Roberto Peccei**  
Vice Chancellor for Research