Grants.gov Information/ Hints and Tip Sheet

May, 2006

General:

- Sample application packages cannot be used to apply to any funding opportunity announcements (FOA). The appropriate application package and instructions are linked to each FOA.

- A Grants.gov application is completed locally, not on a federal government or agency website.

- There is limited Mac/Unix/Linux capabilities.

- The forms do not fill your screen even if you have a widescreen monitor. You must scroll right and left and up and down with the scroll bars to locate all the fields on a form. To force a fit, you can try increasing the pixels on your screen. This makes the images smaller and sharper and, consequently, allows the entire page to fit a widescreen monitor.

- If your system locks or freezes while working on a Grants.gov application, try closing all other programs (e.g. Outlook) before continuing.

- **The forms are programmed to move through the fields by tabbing.** If you do not tab through the form, you could miss a field not directly on your screen. In some cases, you must tab from one field to the next in order to establish in the information in the field and progress through the form.

Preparation:

START EARLY – START EARLY! One month is not too soon to start on an application.

- Utilize training resources **well before** the deadline (see Grants.gov resources on OCGA’s Grants.gov web page.)

- Download PureEdge software **before** you actually need it. [http://www.grants.gov/DownloadViewer](http://www.grants.gov/DownloadViewer). You may need to coordinate this with your IT staff.

- Download the agency-specific Grants.gov application and instructions of your choice and begin reviewing both **early** (More information in section titled “How to Find a Funding Opportunity in Grants.gov”).

The Grant Application Package Page
VERIFY INFORMATION

Verify that the information shown in the Grant Application Package screen corresponds to the funding opportunity for which you wish to apply. Grants.gov auto-populates the following information:

- Opportunity Title
- Offering Agency
- CFDA Number*
- CFDA Description*
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

*Many FOAs include multiple CFDA (Catalog for Domestic Assistance) numbers. When this is the case, the CFDA Number and CFDA Description fields will appear blank in the Grants.gov Grant Application Package screen shown above, and possibly in some CFDA fields on the forms. The appropriate CFDA number will be automatically assigned once the application is assigned to the appropriate agency awarding component.

COMPLETE THE APPLICATION FILING NAME FIELD

Enter a name for the application. This field is used solely by UCLA for tracking the application through Grants.gov. OCGA recommends including the PI’s name (as shown below) because the numerous emails sent by Grants.gov once an application has been submitted reference the information in this field; the PI’s name makes it easier for OCGA to match the emails with the submitted application.
The Form Sets

The documents in Grants.gov that are common to most federal agencies are the SF 424, SF 424 R&R or the SF 424 R&R Version 2*, cover page and budget pages. The SF 424, SF 424 R&R and SF 424 R&R Version 2 form sets are very similar – just a few fields differ. Recently an agency has utilized a “424-S” which is a truncated version of the 424 and 424 R&R. Its use, however, seems to be rare.

All agencies also include their OWN form sets. Any documents that are to be uploaded must be completed in accordance with the agency-specific program guidelines (e.g., font type, size, margins, page limitations, etc.) and uploaded in the format requested by the agency.

*Version 2 form sets are unique to NIH. If an application is using version 2 forms, the Competition Field ID on the application cover page will read “VERSION -2 -FORMS”. For more information on NIH, see the NIH-specific Grants.gov tips.

Opening and completing the documents

Open and complete all of the documents listed in the Mandatory Documents box. Complete the SF424 or SF 424 R&R form first. Data entered in this document populates other mandatory and optional documents where applicable.

To open a document:
1) Click the document name in the Mandatory Documents box to highlight it (as indicated above).
2) Click Open Form.
3) When a form or document has been completed, close the form and click the document to highlight it, then click the => button. This moves the document to the Mandatory Completed Documents for Submission box (shown on right).

To return any document from the Mandatory Completed Documents for Submission box to the Mandatory Documents box, highlight it and click the <= button. This moves it back to the Mandatory Documents Box.

NOTE: DOCUMENTS CAN BE OPENED AND EDITED FROM EITHER THE MANDATORY DOCUMENTS OR MANDATORY COMPLETED DOCUMENTS FOR SUBMISSION BOX.

Opening and Completing Optional Documents

These documents can be used to provide additional information for the application or may be required for specific types of grant activities. They are opened and completed as described above.
The Forms

Form 424/424 R&R Cover Page:

- Mandatory fields are highlighted in yellow before you enter information. After you enter information and tab to the next field, the highlighting disappears. If you delete the information but fail to enter new information in a mandatory field, the field does not return to its highlighted state unless you run an error check.

- All fields highlighted in yellow must be completed, even if it means you enter a “0” or “N/A” in the field. Some fields may not be yellow (mandatory) fields for Grants.gov, but mandatory for the agency. Always read and follow the agency guidelines.

- Some mandatory fields are completed only when you upload an attachment. Please follow the agency-specific instructions for the required information. The field will show the filename of the uploaded information. Use filenames that describe the material and do not include empty spaces in the filename. Use underscores if there are spaces to the file name.

- Remember to TAB through fields as to not miss any mandatory fields.

- Refer to the OCGA “Commonly Needed Information” as needed to complete fields such as DUNS number, Tax ID number, etc. (http://www.research.ucla.edu/ocga/sr2/cni.htm)

Section 5 – Applicant Information:

- Legal name is, “Regents of the University of California” except for NSF applications. For NSF only, the legal name is, “University of California - Los Angeles”.
- Department is Office of Contract and Grant Administration.
- Division is: Univ. of Calif, Los Angeles (must abbreviate due to field space limitations).
- Address is OCGA’s address.
- Person to be contacted is your OCGA Officer or Analyst and their contact information.

Section 7 – Type of Applicant
Select “F - State Controlled Institution of Higher Education” from the drop-down menu. If using Version 2 forms, the selection is “H”.

Section 15 – Project Director/ Principal Investigator Contact Information:
These fields will be populated by information entered in Section 5 above. Change to reflect PI’s information.
Section 16: Estimated Project Funding

a. Total estimated project funding includes F&A.
b. Total Federal & Non Federal amount will be the same as in field “a” unless there is mandatory cost-sharing.
c. Estimated Program Income: If none, put “0” in the field.

Section 17: “Is application subject to review by State Executive Order 12372”:
Most of the time the answer will be “b- NO, Program is not covered by E.Q. 12372”; If a program is subject to State review, it will be stated so in the FOA.

Section 19 Authorized Representative
This is the same person as identified in Section 5.

Form 424/424 RR Research and Related Budget:

- Do not enter commas, periods or “00” in any number fields.
- Sections A and B: effort is reflected by person-months, not % effort. (See conversion table on OCGA’s Grants.gov web page.)
- Section H: indicate indirect costs as “F&A” followed by the base, e.g., “MDTC”, “TDC”, etc.
- Section H: the Cognizant Agency information is: DHHS, David S. Lowe, 415-437-7820.
- You MUST upload the budget justification before you can access an additional budget period. Tip: if the budget justification is not ready, upload any document so you can proceed to another budget period; be sure to remember to upload a real justification.
- Data for each budget period must be entered separately (data from one period does not automatically populate the same fields in the next period).
- Grants.gov will create the cumulative budget.

As you progress:

- When you’ve completed all the pages within a form, select the “Close Form” button to close it. Click the “save” button on the Grant Application Package page after completion of each form. An error message might appear. You may ignore this warning.
- When all the mandatory forms are completed, and the application saved, select the “Check Package for Errors” button. This will identify all mandatory fields that have not been completed. The error check looks for empty mandatory fields. It does not ensure that the information entered in the fields is valid or that required agency-specific information has been entered. Proof the forms for correct and accurate data. The error check process is time-consuming and tedious. Only one error at a time shows, and you cannot move to the next error until the first error is corrected.
Send the file to OCGA only when it is proofed and error-free.* OCGA cannot access forms online until the PureEdge file is sent to OCGA as an e-mail attachment or on a CD.

The application package to OCGA would include:
- Proofed, error-free application file for submission (via email or CD).
- DRAFT Goldenrod
- COI Forms (740/700U), if applicable
- Human/Animal Subjects Approval, if applicable
- Subaward documentation, if applicable

OCGA will review and submit applications in the order received. This process may take up to an hour for each proposal, assuming there are no technical problems. We encourage PIs/departments to send OCGA the application files in sufficient time to review and submit by the deadlines. Each submission requires separate handling and login.

Note: You cannot submit a Grants.gov application yourself – only an Authorized Representative (OCGA) can submit an application.

Upon OCGA’s submission of the proposal to Grants.gov, send to OCGA:
- Completed and fully authorized Goldenrod and any other university documents
- One hard copy of complete application

* Policy 910.1 – PI/Department Responsibility (http://www.adminvc.ucla.edu/appm/_entry_900.html)
  “…ensures that completed Goldenrod… and all required accompanying forms and/or documents are delivered to OCGA for final review and submission to the funding agency as soon as possible, but at least 3 working days prior to date proposal must be mailed to meet the agency deadline. If the "3 working days" deadline is not met, OCGA cannot accept responsibility for the timely delivery of the proposal to the agency”

Printing
- The Print button on the Grant Application Package page does not always print a complete, clean copy of application. You might get lots of wasted paper printed with meaningless data.
- It is best to print each page as you complete it by utilizing the “print page” button for each page (see below).
- The program does not print attachments uploaded. You must first open an attachment for viewing, then print.
How to Find a Funding Opportunity in Grants.gov

1. Assuming you have installed Pure Edge: In Grants.gov (http://www.grants.gov) go to the tabs at the top right of the web page and click on “Find Grant Opportunities”.

2. On the new page on the left side about halfway down the page is a link “Available Grant Application Packages” – this opens a PDF table sorted by agencies listing applications that can be submitted via Grants.gov. At this time only limited NIH programs are being submitted this way.

3. Choose the opportunity you want and record the FOA# (Program Announcement #) for that choice, close the PDF file, and click “Search for Grant Opportunities”.

Grants.gov provides organizations with the ability to search for grant opportunities. The Office of Federal Financial Management recently issued a policy directive requiring that all Federal agencies post grant opportunities online as of November 7.
4. Choose “Basic Search,” and Enter the FOA number in the appropriate field and choose “Start Search.” For this example, NIH FOA PA-06-056 is used.

5. A new page will appear. Click on the “Opportunity Title” link. This will open the summary page of the opportunity.

6. As you scroll to the bottom of the page to locate the button labeled “Apply for Grant Electronically,” you will have the opportunity to sign up for email announcements of any changes to this FOA. OCGA encourages you to sign up for the notices. Click on the “Apply for Grant Electronically” button.

7. Click on “Download” for application and instructions. This is located in the far right field of the table.

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.
Download the instructions and application by selecting the download links below. While the instructions files may open directly, you may save the files to your computer for future reference and use. You do not have access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions
2. Download Application Package

8. There are two links, one for the instructions and one for the application itself. Note that agency-specific program guidelines are inconsistent in terms of what type of information is provided. Some focus on grants.gov aspects only; some focus on the aspects of the program itself; some cover both. Make sure you've got all the documentation available for the particular program and agency to which you are responding.