Electronic Proposal Submission Systems
Session Outline

• Institutional expectations
• Review sponsor submission systems and requirements
  – Grants.gov
  – NSF’s FastLane
  – Others
• Resources
Institutional Expectations

• Internal approvals via NUgrant prior to submission
• Sponsor sites are separate transaction
• Sponsor submission must match reviewed and approved version
• Institution is official “applicant”
  – Board of Regents of the University of Nebraska for the University of Nebraska-Lincoln
Grants.gov

• Concept originated in 1999
• Established as E-Grants Initiative in 2002
• Single source for federal grant opportunities (FOAs)
• Federal agencies expected to utilize Grants.gov for applications
Electronic Submission Step by Step

1. Prepare
2. Find
3. Apply
4. Route
5. Submit
Grants.gov – Prepare

• Start Early
• Get familiar with Grants.gov
• No registration required (UNL is registered)
• Update PI profiles in sponsor systems
• Configure computer

Note: Begin a record in NUgrant and notify your Grants Coordinator as soon as you start an application!
Computer Configuration for Grants.gov

• Verify computer meets minimum requirements
• Test compatibility – Grants.gov test package
• Utilize Grants.gov Download Software page
Grants.gov – Find

• Select Find Grant Opportunities
• Search grant opportunities
  – Select search option
  – Grant opportunities searches *case sensitive*
• Select an opportunity
  – Enter email for opportunity updates
  – Download application instructions
  – Download application package

Note: Do NOT reuse grant application packages. Download a new package each time you apply.
Grants.gov – Apply

• Complete application package
  – Don’t reuse old package
• Save frequently
• Check Package for Errors when complete
• Save & Submit only used by OSP

All YELLOW FIELDS must be Completed
Application Instructions

• Possibly several sets of instructions
  – General Grants.gov guides
  – Specific sponsor solicitation instructions for completing Grants.gov package
  – Instructions for preparing proposal (formatting, content, narrative guidelines, etc.)

• Conform to all instructions
Application Package

• Grants.gov “Package” is one electronic file
• Downloaded to individual computer
• Package in pdf
• One person work on the file at a time
• Forms to complete within package
• Links for file upload into package
Application Package

• Agencies “construct” packages for each FOA using multiple form options
• Forms have data fields and sections to upload attachments
• Every application package will have:
  – **A Header Page** - menu/jump page to get to forms
  – **SF424/424R&R** cover page
Application Package Attachments

• All attachments pdf unless instructed otherwise
• Do not add security to pdf files
• NIH – no headers or footers on any pages
• pdf conversion programs available at Grants.gov Download Software page
Completing the Package - Header Page

• **Buttons across the top** – do not use Save & Submit or Print

• **Top section**
  – Pre-populated from the FOA – cannot change it
  – Confirm Opportunity Number matches FOA
  – Ensure Opportunity Open/Close dates current
Completing the Package - Header Page

Check that the agency, opportunity number, and version are correct and current. Do not use a form outside Opportunity Open/Close Dates

The Application Filing Name is an OSP name for tracking the submission. See next slide.
Completing the Package - Header Page

**Application Filing Name** - identification name used by OSP to track application with Grant.gov. Not the same as Project Title in NUgrant routing form or Descriptive Title on Form 424.

Naming format:
- PI’s last name
- 3-4 letter sponsor abbreviation (examples: NIH, USDA, NASA)
- NUgrant number

Example: Smith NIH 32577
Mandatory and Optional Documents (Forms)

- **Mandatory Documents** - must all be in “for Submission” column before Save & Submit button active
- **Optional Documents** - may be required by sponsor
Completing the Package - Header Page

Mandatory & Optional Documents sections

All forms that will be used must be moved to the right. To open, click on name to highlight, move document by clicking on the arrow boxes.
Forms - SF 424

• Similar to Face Page for any application
• Provides general UNL information
• Provides application-specific information (type, title, etc.)
• Complete this form first
  • Information pre-populates other forms
Forms - SF 424
Forms - SF 424

Box 1: Type of Submission – use “application” unless instructed to use Pre-application by the FOA. Only use Changed/Corrected Application when correcting an application that failed system validations at the sponsor level. This is NOT a resubmission.

Box 2: Date Submitted – OSP will enter the date this application is submitted. In the Applicant Identifier field enter the PI last name, sponsor initials and NUgrant number.

Box 3: Date Received by State and State Applicant Identifier – leave these fields blank.

Box 4: Federal Identifier –

<table>
<thead>
<tr>
<th>Type</th>
<th>What to enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Changed/corrected</td>
<td>Grants.gov tracking number previously assigned</td>
</tr>
<tr>
<td>Resubmission</td>
<td>Sponsor proposal ID # previously assigned</td>
</tr>
</tbody>
</table>
The official applicant on all proposals is the Board of Regents.
Box 5. Application information (cont.)
On all versions of the forms, use the name of the Grant Coordinator (GC) for your unit as the contact person.

Contact your GC early in the proposal preparation process!

<table>
<thead>
<tr>
<th>GC</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Becker</td>
<td>402-472-3601</td>
<td><a href="mailto:nbecker1@unl.edu">nbecker1@unl.edu</a></td>
</tr>
<tr>
<td>Jess Bowen</td>
<td>402-472-6174</td>
<td><a href="mailto:jbowen3@unl.edu">jbowen3@unl.edu</a></td>
</tr>
<tr>
<td>Jenn Fitchett</td>
<td>402-472-2247</td>
<td><a href="mailto:jfitchett2@unl.edu">jfitchett2@unl.edu</a></td>
</tr>
<tr>
<td>Suzan Lund</td>
<td>402-472-1930</td>
<td><a href="mailto:slund2@unl.edu">slund2@unl.edu</a></td>
</tr>
<tr>
<td>Jenn Rutt</td>
<td>402-472-4322</td>
<td><a href="mailto:jrutt3@unl.edu">jrutt3@unl.edu</a></td>
</tr>
</tbody>
</table>
Box 6. Employer Identification (EIN or TIN) - Use the same main number on all versions of the form: 47-0049123

For DHHS agencies such as NIH use 147-0049123-A8

Box 7. Type of Applicant - This is a drop-down menu. Items vary from form to form. No matter what options you are offered, always use: Public/State-Controlled Institution of Higher Education
Forms - SF 424

• **Box 8: Type of Application** – Enter the type of application being submitted. For example, it could be New, a Resubmission, a Revision, etc. Details about each type of application are available in the instructions

• **Boxes 9 & 10** will pre-populate based on the FOA
Box 11. Name of the project - Put the name of the project you want sponsor to use. This is different from the Applicant Filing Name that is on the first page of the Adobe forms package.
Box 12. Proposed Project (dates) - For Start Date and Ending Date, enter the entire planned project period. Be sure you enter the correct dates. These dates autofill in the budget forms.

Box 13. Congressional Districts - All University of Nebraska-Lincoln proposals will use NE-001.
Box 15. **Project Director/Principal Investigator** – Complete the PI Name, Title and Dept information. The organization address and zip will be populated by information entered in Box 5 of the SF 424. Replace these with the PI’s specific information. Be sure to include the PI email address.

**Forms - SF 424**
Box 15: Estimated Project Funding has four fields:

a. **Total Federal Funds Requested**: Enter the federal funds requested for this application.

b. **Total Non-Federal Funds**: Enter any required cost sharing.

c. **Total Federal & Non-Federal Funds**: Enter all funds needed for this project, including required cost sharing.

d. **Estimated Program Income**: If you estimate this project will generate program income, enter the anticipated amount.

All 4 boxes must be filled, even if zeros.
Box 16. **Review by state executive order** – Nebraska doesn’t have a state review process. Our answer is always in the No section.

<table>
<thead>
<tr>
<th>a. YES</th>
<th>□ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DATE:</td>
</tr>
<tr>
<td>b. NO</td>
<td>☒ PROGRAM IS NOT COVERED BY E.O. 12372; OR</td>
</tr>
<tr>
<td></td>
<td>□ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</td>
</tr>
</tbody>
</table>

**Forms - SF 424**
17. **Signing this application** – The box must be checked in order for the application to be submitted.

18. **SFLLL or other Explanatory Documentation** – Only used if Lobbying form required or instructions require additional attachments and indicate to upload them here.
Box 19. Authorized Representative - Enter data for Section 19 as shown. Jeanne Wicks is UNL’s authorized official. OSP’s group email should be used for this section: unlosp@unl.edu

- Prefix: [Dropdown]
- First Name: Jeanne
- Last Name: Wicks
- Position/Title: Director
- Organization: Board of Regents, Univ of Nebraska, Univ of Nebraska-Lincoln
- Department: Sponsored Programs
- Division: 
- Street1: 312 North 14th Street
- Street2: Alexander Building West
- City: Lincoln
- State: NE: Nebraska
- Country: USA: UNITED STATES
- ZIP / Postal Code: 68588-0430
- Phone Number: 402-472-3171
- Fax Number: 402-472-9323
- Email: unlosp@unl.edu

* Signature of Authorized Representative: Completed on submission to Grants.gov

* Date Signed: Completed on submission to Grants.gov
Box 20: Pre-application - If you were instructed to select Pre-Application in Box 1, follow sponsor specific instructions on what to attach here. Usually, it will be the pre-application (pre-proposal) document (pdf).

Fill out the 424 form and then add the document here. Use a pdf file or read instructions for other options.
The Primary Location is usually University of Nebraska-Lincoln. You can use the general UNL address, 14th and R Streets, OSP’s address, or your department location.

Do not check the individual applicant box.
Project/Performance Site Location(s)

If you have multiple sites, be careful to note which site you are viewing. Hit the Next Site button to add sites.

- **Organization Name:**
- **DUNS Number:**
- **Street1:**
- **Street2:**
- **City:**
- **State:**
- **Province:**
- **Country:** USA
- **ZIP / Postal Code:**
- **Project/Performance Site Congressional District:**

**Additional Location(s):**

Options:
- Delete Entry
- Add Attachment
- Delete Attachment
- View Attachment
If human subjects involved, enter UNL’s Federal Wide Assurance # which is 00002258

If animals will be used, enter UNL’s Animal Welfare Assurance # which is A3459-01
R&R Senior/Key Person Profile

PI’s address information will pre-populate from what you entered on the 424 cover page.

Required field for NIH applications.
Adding Other Key Personnel

You cannot click “Next Person” until all the information for the current person is entered, including uploading BioSketch.

If multiple profiles, be careful to note which individual’s info you are viewing.
**Research & Related Budget**

* DUNS #, Org name, Start Date and PI info prefilled based on SF424

Calculate effort in “Person Months”, not “Percent Effort”
Adding Additional Budget Years

You can’t click “Next Period” until all the information for the current period is entered.

Always check to see what budget year you are viewing.

Budget Justification must be added in first budget period to continue.
Cumulative Budget is Pre-populated from previous pages and should add up to the amount of funding you are requesting. (Must match box 15 of the SF424 R&R form exactly)
Cognizant Agency

In the budget forms, enter information about the Cognizant Agency — responsible for our indirect cost negotiations.

<table>
<thead>
<tr>
<th>Cognizant Federal Agency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Agency Name, POC Name, and POC Phone Number)</td>
<td></td>
</tr>
</tbody>
</table>

Total Indirect Costs

DHHS, Narendra B. Gandhi, (214) 767-3230
Subawards in Grants.gov applications

Required from subrecipient institution:

1) Letter of Intent signed by collaborator’s authorized official
   • Will accept signed 424 forms
   • Scanned copy acceptable

2) Detailed budget plus budget justification
   • Subrecipient provide Grants.gov R&R budget form, if required

3) Brief statement of work for collaborator’s work only

4) Other information needed by UNL PI to complete application
   • e.g., biosketch documents, text for consortium arrangements

OSP has forms for subrecipients, plus internal checklist

Note: We will always ask for detailed budget information even when our application is in the NIH modular format.
Subaward budget forms from Optional Documents

Click the middle box to create a budget file on your desktop.
The form looks just like the R & R budget form

Send downloaded form to your subawardee to complete and return, or fill it out for them using details they provide

You then add it back in as an attachment.
Grants.gov – Route

• Provide completed application to GC at least 4 business days before deadline
• Send via UNL DropBox
• GC will review completed application
Grants.gov – Submit

Grant Coordinator:
• provides feedback to PI/Liaison
  – Accepts updated or corrected files and uploads
  – Fixes application package forms, as appropriate
• gives another review
• Submits final application package to Grants.gov portal
Grants.gov – Submit

• Grants.gov performs cursory review and accepts or rejects application

• Grants.gov sends email notifications to OSP upon:
  • Initial receipt and assignment of Grants.gov number
  • Validation by Grants.gov
  • Sponsor retrieval of application

• Further communication will be between sponsoring agency and OSP/PI
Sponsor Error Messages

• Contact GC for guidance
• GC works with PI/Dept to find and correct errors
• GC submits changed/corrected Grants.gov package
• New Grants.gov number assigned by system
• NIH uses terms “warning” and “error”
  • errors stop submission
  • warnings caution regarding potential problem

Notes: NIH submissions go through Grants.gov to their system, the eRA Commons. You must log in and check Status to view “Warnings & Errors.”
NSF FastLane

• NSF proposals only
• Available to users starting early 1990’s
• Truly web-based, interactive, real-time system
• Multiple users able to work on an application
FastLane Step by Step – Prepare

• Start Early!
• Get familiar with FastLane
• Registration required for PIs and Co-PIs
  • Contact GC if registration needed
• Gather NSF ID #s from Co-PIs on project

Note: Begin a record in NUgrant and notify your Grants Coordinator as soon as you start an application!
FastLane Step by Step - Find

• Locate solicitation on NSF website www.nsf.gov
• Use link in Funding Opportunities box
  • Type Keyword or use Advanced Funding Search
  • Select desired program title from results
  • Click solicitation number under Program Guidelines
• Open solicitation as HTML, PDF, or TXT
• Read solicitation carefully prior to starting application
FastLane Step by Step - Apply

- PI update profile
- PI creates new proposal
- PI can give proposal PIN to allow assistants access
- Allow SRO access to View, Edit and Submit
- Upload files or enter directly into text boxes
Application Instructions

• Possibly several sets of instructions
  • General NSF guide
    • Proposal and Award Policy and Procedure Guide (PAPP)
    • General formatting instructions
  • Division-specific instructions
  • Specific solicitation

• Conform to all instructions
Application Instructions

• Prepare New Proposal in Proposal Preparation section
  • Create a Blank Proposal or copy
  • Complete the Cover page
• Upload required materials using FastLane navigation buttons
• Enter Budget manually – spreadsheet support does not work
• Use Go Back button rather than browser back
### FastLane Form Preparation Page

**Forms for Temp. Proposal #6691475**

To prepare a form, click on the appropriate button below.

<table>
<thead>
<tr>
<th>Form</th>
<th>Saved</th>
<th>Form</th>
<th>Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td>N/A</td>
<td>Project Summary</td>
<td>N/A</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>N/A</td>
<td>Project Description</td>
<td>N/A</td>
</tr>
<tr>
<td>References Cited</td>
<td>N/A</td>
<td>Biographical Sketches</td>
<td>N/A</td>
</tr>
<tr>
<td>Budgets (Including Justification)</td>
<td>N/A</td>
<td>Current and Pending Support</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Supplementary Documents**

- [GO] Mentoring Plan
- [GO] Other Supplementary Docs

**Single Copy Documents**

- [GO] PI/Co-PI Information
- [GO] Deviation Authorization (if applicable)
- [GO] List of Suggested Reviewers (optional)
- [GO] Additional Single Copy Documents

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1 Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

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*Go Back*
FastLane Summary Upload Page

Project Summary
Enter text for the Project Summary or click on "Transfer File" to upload a file.

Notice: Effective January 1, 2002, NSF's proposal preparation instructions were revised to require that the Project Summary clearly address two issues: (1) the intellectual merit of the proposed activity, and (2) the broader impacts resulting from the proposed activity. This change should be carefully considered by PIs when preparing proposals for submission to NSF. See the Project Summary Section of the Grant Proposal Guide (opens new window) for further instructions.

Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Save Text  Delete Text  Transfer File

Frequently Asked Questions About FastLane Proposal Preparation
FastLane System Comments (Opens new browser window)
Technical Support Service Request (Opens new browser window)
Help for Proposal Preparation (Opens new browser window)
Grant Proposal Guide

Done
## FastLane Budget Page

### A. Senior Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Calendar Months</th>
<th>Academic Months</th>
<th>Summer Months</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzan G. Lund</td>
<td>none</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Total Senior Personnel:** 1

---

### B. Other Personnel

<table>
<thead>
<tr>
<th>Number of Personnel</th>
<th>Type of Personnel</th>
<th>Calendar Months</th>
<th>Academic Months</th>
<th>Summer Months</th>
<th>Funds Requested By Proposer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Post Doctoral Scholars</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Other Professionals (Technicians, etc.)</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Graduate Students</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
</tbody>
</table>
FastLane Budget Page

Budget Year add for University of Nebraska-Lincoln - 0025650000

Select new year to add

If you want to copy the data FROM an existing year, please check the year you want copied below (optional)

- 1
- 2
- Un-Select

Go Back
Subawards in FastLane applications

- Same requirements from subrecipient institution as Grants.gov submissions
- Subrecipient may directly enter in FastLane if:
  - Co-PI status
  - using PIN
- Subrecipient total budget amount included in subaward line of UNL budget
FastLane – Route

• Finalize NUgrant routing form and Start Routing
• Complete application and allow GC access to submit at least 4 business days before deadline
• OSP notified by FastLane when submit access granted
• GC reviews completed application in FastLane
FastLane – Submit

Grant Coordinator:
• Provides feedback to PI/Liaison
  – Ensures updated or corrected files entered
  – Fixes forms, as appropriate
• Gives another review
• Submits final version when PI indicates ready
FastLane – Submit

• FastLane does validation check prior to submission
• PI/GC can easily see items missing
  • required items stop submission capability
  • optional items provide alert something may be needed
• All GCs have submit access, but AOR must electronically sign off within 5 business days of submission
Other Electronic Submission systems

Federal
- Department of Education – G5
- NASA – NSPIRES
- Department of Defense agencies have own web portals
  - DARPA
  - DTRA

Non-federal
- Homegrown online systems
- Submitting via email
Useful Links

• Grants.gov Home Page
  http://www.grants.gov

• Grants.gov Software Download Page
  http://www.grants.gov/help/download_software.jsp

• NIH Grants.gov Application Guide

• Department of Education G5
  https://www.g5.gov

• NSF FastLane
  http://www.fastlane.nsf.gov

• NASA Grants.gov Submission Instructions (Interim)

• NASA NSPIRES
  http://nspires.nasaprs.com