Grants.gov Notes, Tips & Tricks

<u>Helpful Links:</u>
UNL Office of Sponsored Programs:
http://research.unl.edu/sponsoredprograms/

UNL Institutional Info for Proposals:
http://research.unl.edu/sponsoredprograms/proposal-preparation-frequently-used-information/

Sponsored Programs Staff Directory:
http://research.unl.edu/sponsoredprograms/staff-directory/

<u>Session Objectives:</u>
- Describe how Grants.gov and application packages work
- Find and download from Grants.gov
    - Agency solicitation/instructions
    - Application package
- Complete application package
    - Navigate the components
    - Fill in fields
    - Upload documents

<u>What is Grants.gov? and Preparing the Package:</u>
- Multiple purpose concept
    - Use to find all federal agency assistance announcements (grants and coop agreements)
    - Link to proposal instructions and packages, as appropriate
    - Provides resources you may need to utilize Grants.gov application packages
    - Provides agencies with the resources they need to build the packages that are used for submission
- Like a post office
    - "Packaging" materials and instructions obtained there
        - Must be sure to get correct package
        - Properly prepare according to <u>all</u> instructions
        - Allow time for complete delivery
    - Prepared packages sent <u>through</u> Grants.gov
    - Package checked for basic validations/requirements, then forwarded to recipient agency
    - Agency intake site may have additional validations or checks
    - Package remains at agency (unless their checks discover errors) – there is nothing at Grants.gov to retrieve, change or delete

---

<u>Finding the Funding Opportunity and Application Package on Grants.gov:</u>
- All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov
- You do not have to register with Grants.gov to find or download grant opportunities or access resources under the Applicants and other tabs
- Search Grants tab leads to multiple search options
- Funding Opportunity page includes several tabs that provide details
- Package tab is where you find the link to download the instructions and application (labeled "Select Package")
    - The download page provides basic information about the funding opportunity.
    - Before downloading, you can enter email address for future updates to the specific funding opportunity. OSP recommends this. Sometimes packages change between the time you download them and the time of submission.
    - You can opt out of receiving update emails by checking the box next to "No, I do not wish to provide my email address"
    - After you enter your email or check the box, click the Submit button to get to the download links for instructions and application package
- The document provided under the Download Instructions link may not be all the instructions necessary to properly complete package – if unsure, contact your OSP Grants Coordinator.
- Download Package gets you the PDF package that will ultimately be submitted. The package is individual file.
- If you have difficulty locating a Funding Opportunity on Grants.gov, you can also do a Google or Agency website search – Grants.gov packages can only be downloaded through the Grants.gov website

---

<u>First "Jump" Page Key Points:</u>
- Top section
    - Critical to check info to ensure using proper package
    - Pre-populated with funding opportunity information
    - Opportunity close date must not have passed
- Buttons
    - Top of package first page
        - Print – only gives you form pages, not attached page info
        - Cancel – leave the package without saving
    - Middle of package first page
        - Save – use this button to save your entries not the Adobe program save button – it updates the error check
        - Save & Submit – becomes available when all package required fields are complete – used by OSP to submit the package – authorized official login and password required to submit so you won't be able to submit even if you accidentally hit this button
        - Check Package for Errors – gets a list of required form fields that are not complete
- Submit on personal behalf – AVOID THIS CHECKBOX

- Application Filing Name
    - OSP uses this field to track package status emails
    - OSP format for this field: PI Last Name Agency Initials NUgrant Form # (e.g., Kent NIH 11111)
- Select Forms to Complete – Mandatory and Optional
    - Mandatory – required by agency and not removable
    - Optional – must be selected via checkbox to include in package, remove by unchecking the box
        - Not always "optional" but must choose one of the optional versions (e.g., different types of budgets)

Completing Cover Page (e.g., 424, R&R):
- Many formats of this form page – all contain key elements of the same institutional information (use links at top of these notes to find institutional information necessary)
- Complete this form first because it pre-populates other forms
- Applicant Identifier – same as Applicant Filing Name on "jump page"
    - PI Last Name Agency Initials NUgrant Form # (e.g., Kent NIH 11111)
- Person to be contacted on matters involving the application
    - Use OSP Grants Coordinator name and contact info in most instances
    - Use PI name and contact info when package has no other place to enter the PI name
- Executive Order 12372 – Nebraska doesn't have a state level review of applications
    - If funding opportunity specifically states the program is subject to EO 12372 – select option that includes the following language: "not been selected by the State for review"
    - All other times select "Program is not covered by EO 12372"
- Estimated funding
    - Always a place on cover page to show total funds requested of agency and funds contributed by others
    - Ensure the total federal funds requested match the budget total provided elsewhere in application
- REMINDER: OSP Grants Coordinators can assist in downloading packages and completing the basic institutional information for you

---

Various Grants.gov Packages – important concepts:
- Many sets of forms agencies can use when developing the package for a funding opportunity
- Varying level of complexity depending on forms and attachment fields required
- Must closely follow instructions for each type of application and set of forms
- You can test a package without doing any damage
    - Be sure to save a version with any critical information you do not want to lose
    - Package is an individual pdf file on your computer/server – you can save as many versions as you like

- o You do not have submit access so can't accidentally send
- For your reference, we viewed packages for the following agencies and funding opportunities (example(s) used may be for expired forms, so unavailable in an active record search at Grants.gov):
    - o NIJ – NIJ-2017-10740 – completed SF-424 cover page
    - o USAID – SOL-OAA-14-000106 – basic cover & attachment upload forms
    - o NEH – 20150624-LD – short form cover page
    - o NOAA – NOAA-OAR-SG-2014-2004033 – 424A budget
    - o USDA – USDA-NIFA-9008-004957 – R&R forms using fed-nonfed budget
    - o NIH (Parent R01) – PA-13-302 – R&R forms including option forms and use of one is required

---

OSP Process for Grants.gov Applications:

- Application preparation and submission steps virtually the same for all applications – start early
    - o Find funding opportunity and other instructions – read carefully
    - o Notify OSP of plans and request assistance, as needed
        - ▪ Elijah Luebbe is Proposal Budget Coordinator and can assist in budget development – his contact information is eluebbe2@unl.edu or 402-472-1871
    - o Start NUgrant record
    - o Route abstract, budget and budget justification drafts in NUgrant as soon as possible
    - o Prepare Grants.gov package and attachments
    - o Send Grants.gov package to OSP Grants Coordinator for review and feedback
    - o Once final, OSP Grants Coordinator submits
- Applications are submitted on behalf of the institution (UNL)
- OSP has institutional authority to submit
- IANR Finance and Personnel office has institutional authority to submit USDA Grants.gov packages for IANR faculty.
    - o However, if the USDA proposal is going through a VCR-approved center, OSP will review and submit. A list of those centers can be found at: http://research.unl.edu/sponsoredprograms/approved-unl-centers-or-initiatives-for-purposes-of-fa-cost-distribution/