

Procedures for Submitting a Grant at CWRU

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Rule #1: Know your funder because:

- ✦ Funders require different types of sign-off from the University.
- ✦ What the University requires varies by funder requirements.
- ✦ Knowing the requirements increases your chances of submitting a *complete* application, *on time*.
- ✦ Your knowledge can help Office of Sponsored Projects Administration (OSPA) provide effective support.

Common Anthropology Funders

- ★ National Science Foundation (NSF):
<http://www.nsf.gov/sbe/bcs/anthro/suppdiss.jsp>
- ★ National Institutes of Health (NIH)
<http://grants1.nih.gov>
- ★ Wenner-Gren Foundation:
<http://www.wennergren.org>
- ★ Social Science Research Council (SSRC):
<http://www.ssrc.org/>
- ★ Fulbright:
<http://www.cies.org/>

Template Materials

- ✦ OSPA has a pdf file of “commonly requested information”:

<http://ora.ra.cwru.edu/ospa/>

- ✦ Always verify institutional information prior to submission as this information may change

Preparing the proposal budget

- ★ Grants which are awarded to the University (e.g., NSF, NIH) must have the budget reviewed, approved, and signed by the university.
- ★ The College of Arts and Sciences (CAS) requires that the budget be submitted **THREE** business days in advance of submission.

IRB

- ✦ Approval is not typically part of proposal submission
- ✦ You may need evidence of current human subjects research certification

Other important
paperwork that funders
may require:

- ✦ Transcripts
- ✦ Faculty CV
- ✦ Recommendation letters

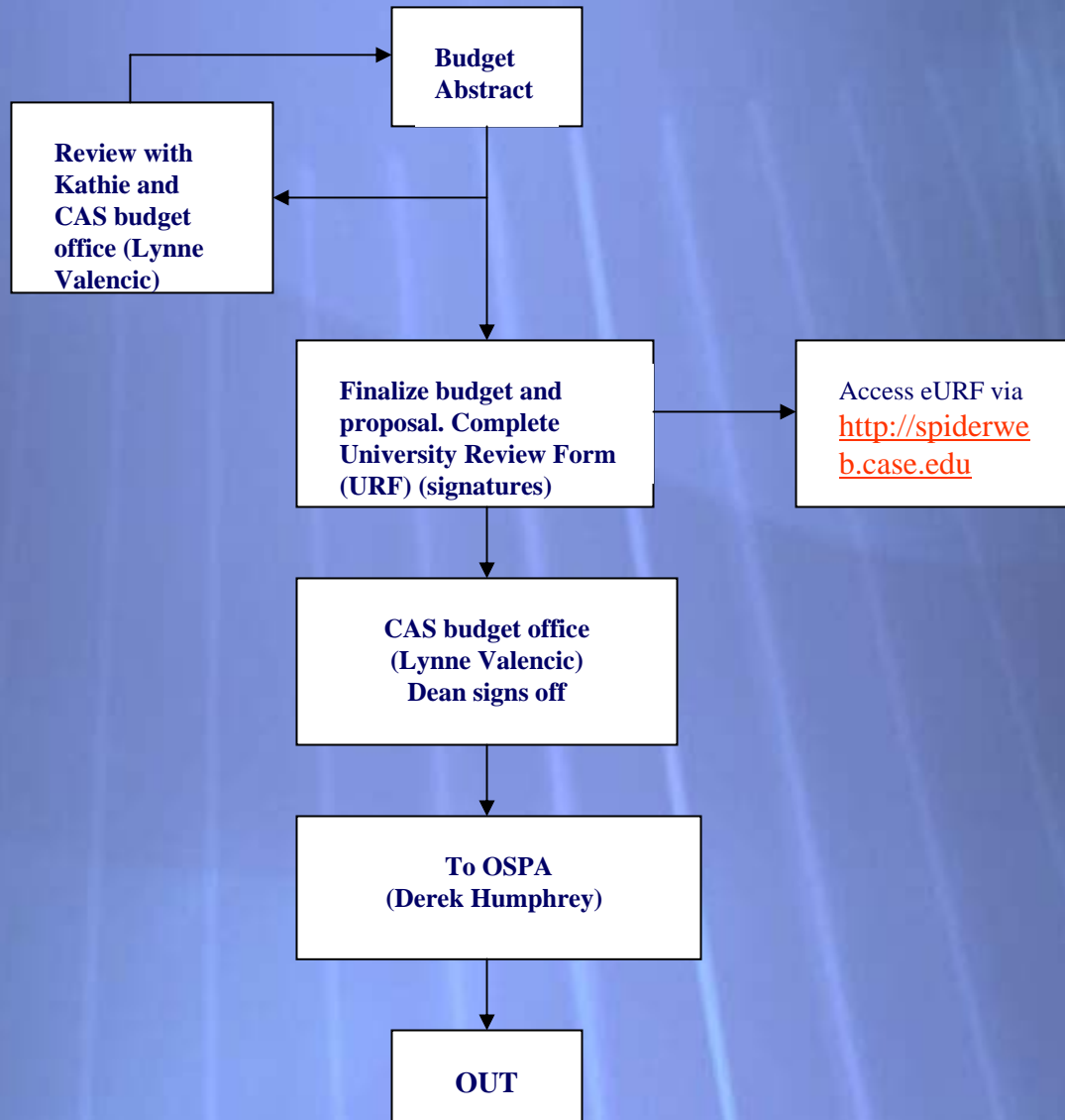
Overview of electronic submission process

Electronic Submission

- ✦ Routing proposals for signature at Case is now paperless.
- ✦ eURF – the form necessary to route your proposal for the required University signatures.
- ✦ Your proposal is attached to your review form.

Implications of Electronic Submission

- ✦ your proposal must be *finished* before signatures can be obtained
- ✦ There are *new tools* and processes with which to become familiar
- ✦ The funder's deadline isn't the only *relevant timeframe* when planning proposal submission



New Tools

Identifying Funding
Opportunities using
[Grants.gov](https://www.grants.gov)

Grants.gov

- ✦ Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in Federal grants.
- ✦ Grants.gov leverages the power of the Web to streamline your grant acquisition process.
- ✦ All US government funders are moving to e-submission via the Grants.gov website, allowing online grant submission and tracking
- ✦ Check with your funder to determine when e-submission begins.

Grants.gov Registration

- ✦ If you go to the Grants.gov website, you will see that registration is required. *CWRU is already registered with grants.gov, so you don't need to complete this step. Disregard the statements about registering as an individual. If you are submitting a grant in your capacity as a faculty member or student at CWRU, this does not apply to you.*

Registration, cont'd

- ★ You *will* need to register with eRA Commons
- ★ The Commons is a Web interface that allows NIH and the grantee community to conduct their extramural research administration business electronically.

Registration, cont'd

- ✦ Most faculty are already registered with the Commons.
- ✦ If you are not already registered, you can *only* be registered by an Administrative Official or a Signatory Official at Case.
- ✦ An account can be established for you by your department administrator if she/he has been designated as an Administrative Official.
- ✦ Contact Derek Humphrey in the Office of Sponsored Programs if you have questions about Commons registration (derek.humphrey@case.edu).

Searching with Grants.gov

- ★ You may search by:
 - ★ Keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance number (CDFA)
 - ★ Agency
 - ★ Funding category (R01, R24, F31, etc.)
 - ★ Targeted searching is also possible. Click “advanced.”
- ★ Register for an email subscription by choosing the “Email subscription” submenu under “Find Grant Opportunities” on the Grants.gov homepage

Using Grants.gov to submit NIH Applications

- ✦ Beginning January 1, 2007, the NIH will require that *all* grants be submitted electronically

Accessing the necessary forms

- ★ You *will* need to download the PureEdge viewer in order to submit an application via Grants.gov

<http://www.grants.gov/DownloadViewer>

- ★ Next, access updates regarding electronic application submission, application instructions, and the forms that PureEdge will allow you to view and complete at:

<http://grants2.nih.gov/grants/funding/424/index.htm>

Submitting the Application

- ✦ Identify a grant opportunity on [Grants.gov](https://www.Grants.gov)
- ✦ Download and complete the application package. Be sure to save a local copy
- ✦ Complete the eURF and attach the electronic application
- ✦ The *University* will submit the application

Relevant Timeframes

- ✦ Grants.gov will require that proposals be submitted TEN business days before their deadline.
- ✦ Therefore, you must have the grant (budget, entire proposal, eURF) to the CAS budget office THIRTEEN business days before the deadline.

Tracking your Application

- ✦ Track the status of your submitted application at [Grants.gov](https://grants.gov) until you are notified via email that NIH has received it.
- ✦ Tracking requires a login and password, both of which can be obtained from OSPA

Next Steps

- ✦ Once the application is received, eRA software checks the application against NIH's business rules.
- ✦ NIH notifies both the PI (Principal Investigator) and SO (Signing Official) by email to check the eRA Commons for results of the NIH validations check. Application status can also be checked through eRA Commons.

Next Steps

- ✦ The PI and SO find out if the grant application passed or failed the rule check:
 - ✦ if it passed, review the application. If the application is accurate, the PI and SO must independently verify it in the eRA Commons. If it is not, they reject the application in the eRA Commons, make the necessary changes, and submit the entire corrected application via Grants.gov
 - ✦ if it failed, a list of the errors and warnings appears in eRA Commons. The responsible parties must fix the errors and submit the entire corrected application through Grants.gov.

Next Steps

- ✦ After verification, the eRA Commons saves the data and grant image, and NIH begins processing the application
- ✦ Applicants can track the progress of their application through the eRA Commons.

For More Information

- ★ This presentation was developed to provide a streamlined guide to using Grants.gov. If you need additional information, you may find these sources helpful:
- ★ <http://era.nih.gov/ElectronicReceipt/>
- ★ <http://www.grants.gov/>
- ★ <http://ora.ra.cwru.edu/OSPA/FYI/GrantsgovFacts.cfm>

Final words:

- ✦ Funders' requirements drive the application process
- ✦ Not all funders require University sign-off so verify what is required
- ✦ If University sign-off is required, pay attention to the timeline
- ✦ Grant submission plans should include learning the tools and processes important to successful submission

Final final words

- ✦ All of the above is subject to change
- ✦ We are all new at this!

GOOD LUCK!