

**NEW YORK UNIVERSITY
OFFICE OF SPONSORED PROGRAMS
PROCEDURE: END-USER GUIDE TO GRANTS.GOV**

INTRODUCTION

GRANTS.GOV is the single cross-agency, web-based US government portal for accessing federal **GRANT** programs (not contracts). It provides 1) information on all grant opportunities and 2) a mechanism to obtain and complete the forms related to a specific opportunity and then transmit the forms to the sponsoring agency.

Principal Investigators, departmental administrators, and anyone assisting with the preparation of grant proposals need to become familiar with using **GRANTS.GOV**. The following is an overview of the **GRANTS.GOV** system. More detailed guidance is available through the **GRANTS.GOV** web site, which provides a user guide, tutorials, and demonstrations: <http://www.GRANTS.GOV/help/help/jsp>.

NOTE: Grants.gov is in transition to the use of Adobe forms. OSP will keep you informed as this change is implemented.

GETTING STARTED

Prior to preparing and submitting a grant application, you must install the **PureEdge Viewer** software on your computer. PureEdge works best on Windows-based computers. If you are going to be using a Mac operating system, please contact your OSP projects officer for guidance.

1. From the **GRANTS.GOV** Main Page, <http://www.GRANTS.GOV/>, click on the tab at the top labeled "Get Started."

Note: NYU is already a registered institution. You, as individuals, do **NOT** need to register with the Central Contract Registry. You do **NOT** need to be an AOR. You do **NOT** need an MPIN. **All NYU submissions must use the NYU DUNS number, 041968306, or the application will be rejected by the system.**

2. In the upper-left corner of the Get Started page, you will see four roles identified. All faculty and staff should select the role: "Grant Researchers."
3. In the upper-left hand corner click on **Apply for Grants**, then click *Download PureEdge Viewer*. Follow instructions to download and install the software. Make sure you have installed the version of Adobe currently available on the grants.gov website.
4. The PureEdge Viewer should be downloaded onto the computer of each person who will be involved in preparing or reviewing proposals.

OBTAINING AN APPLICATION AND ITS SPECIFIC INSTRUCTIONS

1. You will first need to locate the specific application package for the grant opportunity to which you wish to apply. Find the link that will take you to the appropriate site to download the application package to your computer.

2. From the **GRANTS.GOV** Main Page, <http://www.GRANTS.GOV/>, click on the tab on the upper left labeled "Find Grant Opportunities."
3. Select one of the search options. From **BASIC SEARCH** the easiest option is entering the CFDA (Catalog of Federal Domestic Assistance) number from the announcement to which you are responding. The CFDA number is unique to each program. If you don't know the CFDA number, you can also search for key words, such as "NIH Shared Instrumentation" or "NSF IGERT."
4. Click on the Opportunity Title for the program to which you want to apply. Make note of the CFDA number or solicitation number (also known as Funding Opportunity Number). The next screen has three button options: *synopsis of the funding opportunity*; *full announcement of the funding opportunity*; and *how to apply*.
5. Clicking on *full announcement of the funding opportunity* will give you the entire announcement, which often contains information about completing the application package. Name and save this file to your computer for future reference and use.
6. Click the *how to apply* button to get the selected application package for download. Download the application and its instructions by selecting the corresponding download link. Name and save these files to your computer.
7. The download page on **GRANTS.GOV** gives you the option to enter your e-mail address for automatic notification of any changes to this opportunity. This is useful if the agency changes the deadline or any other information relating to the submission of proposals.

COMPLETING AN APPLICATION PACKAGE

1. An application package consists of a combination of mandatory and optional documents. Mandatory fields in the documents are yellow and must be completed.
2. *It is critical that you read the application instructions given with each application package.* We have found that, on occasion, the instructions ask for specific components of a proposal to be uploaded into a section of a form other than the section designated on the form.
3. Grant Application Package cover (see below). Please leave the Application Filing Name field blank for OSP to complete unless the instructions mandate specific information or where NYU is a subordinate collaborator (subcontractor) and the prime applicant gives you specific instructions.
4. Complete the forms. Open each form and complete according to instructions. NYU-specific information for the SF 424 R&R is shown on the SF 424 R&R sample, below. Some forms have multiple pages – check to see if there is a "Next" or "Previous" button near the top of the screen.
5. After a form is completed, click on the *Close* button within the form. Move each completed form from the column on the left to the column on the right by highlighting the form and clicking on the right-facing arrow. Click on the Save button at the top of the Grant Application Package cover. You must click on *Save* each time you add information to a form to preserve that information.
6. Uploading text files into the forms. Generally, all text files must be in PDF format. It is strongly recommended that you use Adobe (full package) rather than a freeware PDF converter.

7. Error checking. On the cover page of the application package, locate the button labeled *Check Package for Errors*. Clicking this button will display the total number of **GRANTS.GOV** errors, one at a time. As you correct each error, click the button again for the next error. Correction of all errors at this stage **does not** mean that additional errors may not be found when the proposal is checked by the sponsoring agency.
8. When entire application package is completed, print out a copy for your files and a copy for the dean. Note that each form must be printed separately, and uploaded files must also be printed separately; you cannot print the entire application at one time.

REVIEW AND SUBMISSION

1. Send the entire electronic application to osp.proposals@nyu.edu **AND** to your projects officer as an email attachment. The email subject line should read: GG_yourname_deadline (in MMDDYY format). Note internal deadlines, below.
2. OSP will review the application as usual. If corrections/changes are required to attachments, OSP will notify the PI, who will need to make corrections to the original documents, upload them to the appropriate application form and re-send the complete file to OSP.
3. Note that **ONLY** OSP, as the Authorized Organizational Representative (AOR), can submit the proposal to **GRANTS.GOV**. Proposals will be submitted after OSP receives chair/dean approvals and after appropriate review and corrections have been made.

MEETING DEADLINES: OSP POLICY

Because the **GRANTS.GOV** system is far from foolproof, and based on experience in submitting proposals (particularly to NIH), we have instituted a policy on OSP deadlines for the receipt of proposals.

Notification: notify OSP well in advance but in no case fewer than five working days in advance of the posted deadline to allow your Projects Officer to review the program guidelines and identify and test the submission requirements. (Each agency implements proposal receipt through **GRANTS.GOV** differently.)

Proposal “shell” (all forms, budget, budget justification) must be received by OSP at Least 72 hours (three full business days) in advance of the posted deadline. This includes subcontractor documents. Five days is preferable.

Final proposal (all components in final form) must be received by OSP at least 24 hours in advance of the posted deadline (two full business days ahead of the

OSP cannot guarantee on-time receipt of your proposal unless these deadlines are met.

Not only will these deadlines allow OSP to review proposals properly, but it will allow us to cope with system failures and glitches. Recent experiences of other institutions, where proposals have been unduly delayed or not received by the sponsor as a

result of system failures, indicate that establishing and enforcing a deadline schedule may prevent NYU investigators from the same fate. Note that the **GRANTS.GOV** help desk closes at 5 pm, as do the help desks of the various agencies; our experiences and those of our colleagues have shown we cannot rely on them for speedy or accurate resolution of problems.

GRANTS.GOV deadlines vary – they may be at any time of day. *OSP, however, closes at 5 pm, so do not expect that proposals will be submitted after that time.*

In general, a deadline is met if a proposal is initially validated by **GRANTS.GOV** before the stated deadline date/time. The window for error correction is established by individual agencies. If resubmission through **GRANTS.GOV** requires that any errors must be corrected, this may impact whether the proposal is considered “received” before the deadline. In order to ensure timely receipt of your proposal, including needed corrections, submissions should be finalized 48 hours before the stated agency deadline. What constitutes meeting a deadline continues to evolve.

ACKNOWLEDGEMENT OF SUBMISSION/VALIDATION OF PROPOSALS

1. When proposals are submitted to **GRANTS.GOV**, several acknowledgements are generated by **GRANTS.GOV**:
 - a. Acknowledgment of receipt – this first message carries the **GRANTS.GOV** tracking number and the Application Filing Name, as well as the opportunity name and number, NYU’s DUNS number, and the AOR name (Richard L. Louth).
 - b. Validation by **GRANTS.GOV** – this message carries only the **GRANTS.GOV** tracking number and no other identifier.
 - c. Retrieval of the proposal by the grantor agency – this message carries only the **GRANTS.GOV** tracking number and no other identifier.
2. Agency acknowledgement of receipt of proposal – may include instructions about viewing the proposal on the agency’s site. In many cases, the only identifier is the **GRANTS.GOV** tracking number.
3. Agency validation – varies by agency.
 - a. A number of agencies perform validation of proposals against their own business rules. Where this occurs, the agency will send a message to OSP and, in some cases, to the PI.
 - b. Validation procedures and policies for individual agencies will be written up as OSP learns of them.

CORRECTIONS TO SUBMITTED PROPOSALS

1. If a proposal fails to pass validation in **GRANTS.GOV**, errors must be corrected and the entire the proposal must be resubmitted before the posted deadline.
2. If a proposal fails to pass validation when it is received by the sponsor, errors must be corrected and the entire the proposal must be resubmitted before the posted deadline. Note that the corrected proposal must go through both the **GRANTS.GOV** AND the sponsor validation again – before the deadline.

A FINAL NOTE

As we have stated, **GRANTS.GOV** is still in development and agencies may change their own guidelines. Information we provide about the system is subject to change. Please review application instructions carefully and check with OSP if you have any questions.