



# Things to Know About Electronic Submission



Grantsmanship  
Workshop



# Electronic Submission

In Fiscal Year (FY) 2007, CSREES required electronic application submission via Grants.gov for *all* grant programs.



**CSREES**  
**INTEGRATED**  
**PROGRAMS**

# Electronic Submission

CSREES is continuing to develop applicant resources to aid in the preparation of electronic applications.

Check Website: [www.csrees.usda.gov](http://www.csrees.usda.gov)

Link to: “[Application Information](#)”



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## Cooperative State Research, Education, and Extension Service



*CSREES advances knowledge for agriculture, the environment, human health and well-being, and communities through national program leadership and federal assistance.*

### In the News

More



FY 2009 President's Budget Proposal for CSREES available



4-H designates two new Programs of Distinction



National Research Council report recommends a significant broadening of the National Plant Genome Initiative's mission



Partners Video Magazine focuses on bio-based fuels to power a thirsty nation

### Funding Opportunities

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## Funding Opportunities

### Grant Application Information

This page includes basic information useful for potential grant applicants. To keep abreast of up to the minute changes in application-related procedures or policies, see our [Application News and Updates](#) page.

#### How and where do I apply?

Electronically via [Grants.gov](#).

#### Related Resources:

- [Electronic Application Information](#)
- [Electronic Application Guide](#)
- [Electronic FAQs](#)

#### When are applications due?

By 5 p.m. ET on the date indicated in the [Request for Applications](#) (RFA).

#### Related Resource:

- Our [Funding Opportunity](#) page allows filtering by Due Date.

#### Am I eligible?

Review eligibility information in each [Program Requests for Application](#) (RFA).

#### Related Resource:

- Our [Funding Opportunities](#) page allows filtering by Eligibility Group.

#### Where can I get help?

Our Help Desk.

- [electronic@csrees.usda.gov](mailto:electronic@csrees.usda.gov)
- 202-401-5048 (7:00 am - 5 p.m. ET)

#### Related Resource:

- [Help for applying for CSREES Grants](#)

**Note:** CSREES is requiring that all non-formula applications be submitted electronically to CSREES via [Grants.gov](#). **Paper applications** will only be accepted under extenuating circumstances. For further information about this policy visit the [Business with CSREES](#) page.

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## Funding Opportunities

### Electronic Application Information

Below are helpful resources for applying electronically for CSREES grants. They were chosen or developed based on feedback from applicants or our experience interacting with them. These resources are not exhaustive; other related information can be found in the Electronic Submission Questions section of our CSREES Frequently Asked Questions - Applying for a Grant page. If these resources fail to address your issues or problems, [please give us feedback](#).

- [News/ Updates](#)  
Information for grant applicants.
- [Grant Opportunity E-mail Notifications](#)  
Information on how to optimize the Grants.gov email notification service for CSREES funding opportunities.
- [Attachment Policy](#)  
Agency policy regarding the attachment of documents to electronic applications.
- [Application Checklist](#)  
A checklist of the key steps in completing a grant application.
- [CSREES Grants.gov Application Guide](#)  
A sample of the application guide that is posted on Grants.gov with all CSREES funding opportunities.
- [CSREES Sample Application Package](#)  
A sample of the PureEdge application forms that are used by applicants on Grants.gov.
- [Electronic Submission Frequently Asked Questions](#)  
FAQs covering the electronic submission of CSREES grant applications.
- [Finding Help about Applying for a CSREES Grant](#)  
People to contact for grant application-related questions.
- [Suggested Templates - CSREES RFAs may require grant applicants to submit the information listed below. Applicants are encouraged to use CSREES-provided templates to](#)

# How to Begin...

Identify available programs

Relevance, eligibility, deadline dates

Confirm with your grant coordinator that your institution is registered with [Grants.gov](https://www.grants.gov)

Obtain institutional instructions for submitting you electronic application

# How to Begin...

## Request for Applications (RFA)

Part IV – Application and Submission Information

Download electronic application for funding opportunity as directed by the RFA

## Funding Opportunities Pages

<http://www.csrees.usda.gov/fo/funding.cfm>

Select live link associated with “Funding Opportunity Number”





You are here: [Home](#) / [Funding Opportunities](#) / National Research Initiative Competitive Grants Program

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Search input field with a 'Go' button

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▶ International

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▶ Pest Management

▶ Plants & Plant Products

▶ Technology & Engineering

# Funding Opportunities

Request for Application (RFA) | Apply: [Electronic](#) | [Abstracts of Funded Projects](#)

<b>Solicitation Date (Opening)</b>	September 10, 2007
<b>Letter of Intent Due Date</b>	None
<b>Estimated Total Program Funding</b>	\$181,000,000.00
<b>Range of Awards</b>	\$5,000.00 to \$1,500,000.00
<b>Percent of Applications Funded Last Fiscal Year</b>	17%
<b>Cost Sharing Requirements</b>	For equipment grants and for integrated proposals. See RFA for details.
<b>For More Information Contact</b>	<a href="#">Mark Poth</a>
<b>Funding Opportunity Number</b>	<a href="#">USDA-CSREES-NRI-001030</a>
<b>CFDA Number</b>	10.206
<b>Contact for Electronic Access Problems</b>	<a href="mailto:webcomments@csrees.usda.gov">webcomments@csrees.usda.gov</a>

- Nonprofits with 501(c)(3) IRS status, other than Institutions of Higher Ed
- Nonprofits without 501(c)(3) IRS status, other than Institutions of Higher Ed
- Other or Additional Information (See below)
- Private Institutions of Higher Ed
- Small Business
- State Agricultural Experiment Stations
- State Controlled Institutions of Higher Ed
- State Governments

**More Information on Eligibility**

For research applications: Federal agencies, national laboratories, other research institutions

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# Required Application Elements

Applications **MUST** contain all materials described in the:

RFA: Part IV – Application and Submission Information

CSREES Grants.gov Application Guide

[Home](#) » [Applicants](#) » [Search Opportunities](#) »

## SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

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.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
10.206	USDA-CSREES-NRI-000141			CSREES	<a href="#">download</a>

### APPLICANTS

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[Basic Search](#)
[Browse by Category](#)
[Browse by Agency](#)
[Advanced Search](#)
[Email Subscription](#)
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[Track My Application](#)
[Applicant Help](#)
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## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 10.206: Grants for Agricultural Research\_Competitive Research Grants

**Opportunity Number:** USDA-CSREES-NRI-000141: National Research Initiative Competitive Grants Program

**Agency:** CSREES

**Opening Date:** 09/14/2006

**Closing Date:** 08/14/2007

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Submit

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

1. [Download Application Instructions](#)

2. [Download Application Package](#)

# Attachment Requirements

All attachments **MUST** be submitted in Portable Document Format (PDF)

Check all documents after conversion to PDF

Attachments must be converted prior to attachment in the electronic application package

Close Form

Next

Print Page

About

### RESEARCH & RELATED Other Project Information

1. \* Are Human Subjects Involved?  Yes  No

1.a If YES to Human Subjects  
Is the IRB review Pending?  Yes  No

IRB Approval Date:

6. \* Project Summary/Abstract

7. \* Project Narrative

8. Bibliography & References Cited

9. Facilities & Other Resources

10. Equipment

11. Other Attachments

environmental impact statement (EIS) been performed?  Yes  No

4.d. If yes, please explain:

5.a. \* Does this project involve activities outside the U.S. or partnership with International Collaborators?  Yes  No

5.b. If yes, identify countries:

5.c. Optional Explanation:

6. \* Project Summary/Abstract

7. \* Project Narrative

8. Bibliography & References Cited

9. Facilities & Other Resources

Submit Save Print Cancel Check Package for Errors



# Grant Application Package

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

National Research Initiative Competitive Grants Program  
CSRE  
10.20  
Gran  
USDA  
09/14  
08/14  
CSRE  
Phon  
elect

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

SAVE FORM: Specify Filename

Save in: Electronic Application

File name: My Electronic File

Save as type: InternetForms Document

Buttons: Save, Cancel

I will be submitting application on behalf of a federal government, academia, or other type of organization.

\* Application Filing Name: [Redacted]

- Mandatory Documents**
- SF424 (R&R)
  - Research & Related Other Project Information
  - Research & Related Senior/Key Person Profile (Expanded)
  - Research & Related Personal Data
  - Research & Related Budget
  - CSREES Supplemental Information

Move Form to Submission List =>

Move Form to Documents List <=

- Mandatory Completed Documents for Submission**
- [Empty list box]

Open Form

Open Form

Submit Save Print Cancel Check Package for Errors



# Grant Application Package

Opportunity Title: **National Research Initiative Competitive Grants Program**

Offering Agency: **CSREES**

CFDA Number:

CFDA Description:

Opportunity Number:

Competition ID:

Opportunity Open:

Opportunity Close:

Agency Contact:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

This opportunity listed is not the one you want to apply, close this application by clicking on the top of this screen. You will see the correct Federal funding opportunity and then click on its application and then

**Information**

A total of 83 error(s) found. Only one error can be displayed at a time.

The last error was found in the form titled "Submission". The field is: Enter Application Filing Name. This field is required.

(For Helpdesk: error at SubmissionDef.SubmissionTitle)

OK

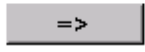
I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

### Mandatory Documents

- SF424 (R&R)
- Research & Related Other Project Information
- Research & Related Senior/Key Person Profile (Expanded)
- Research & Related Personal Data
- Research & Related Budget
- CSREES Supplemental Information

Move Form to Submission List



Move Form to Documents List



Open Form

### Mandatory Completed Documents for Submission

Open Form



[Home](#) > [Apply for Grants](#) > Confirmation

## CONFIRMATION

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following steps:

1. Go to <http://www.grants.gov>
2. Click on the "Applicants" link at the top of the Grants.gov home page
3. Login to the system using your AOR user id and password
4. Click on the "Application Status" link at the left of your screen.

Note that once the grantor agency has retrieved your application from Grants.gov, you will receive subsequent status updates. Grants.gov does not participate in making any award decisions.

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a submission or application within 48 hours, please contact us. The Grants.gov Contact Center can be reached by telephone at 1-800-518-4726. Always include your Grants.gov tracking number by Grants.gov look like GRANTXXXXXXXX. Contact Center hours of operation are 8:00 AM to 5:00 PM Eastern Standard Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT00077658
<b>CFDA Number :</b>	16.200
<b>CFDA Description :</b>	Grants for Agricultural Research_Competitive Research Grants
<b>Funding Opportunity Number :</b>	USDA-CSREES-NRI
<b>Funding Opportunity Description :</b>	NRI Test
<b>Agency Name :</b>	CSRE
<b>Application Name of this Submission :</b>	NRI Test application
<b>Date/Time of Receipt :</b>	2006.09.27 10:45 AM, EDT

If successful, applicant will receive message in their web browser.

Grants.gov Tracking Number is displayed.

It is suggested you Save and/or Print this response for your records.



From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Submission Receipt GRANT00077658

Sent: Wed 9/27/2006 10:50 AM

Your application has been received by Grants.gov and is currently being validated.  
Your submission was received at 27-Sep-06 10:45:36 AM EDT  
Type: GRANT  
Grants.gov Tracking Number: GRANT00077658

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 000000000INDV  
Application Name: NRI Test appliaction  
Opportunity Number: USDA-CSREES-NRI  
Opportunity Name: NRI Test  
AOR Name: USDA Tester

<https://apply.grants.gov/ApplicantLoginGetID>

Applicant will receive email notification of receipt of application by Grants.gov and is being validated by Grants.gov.

Thank you,  
Grants.gov Customer Support  
[www.support@grants.gov](http://www.support@grants.gov)  
800-518-4726(7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.  
<https://atapply.grants.gov/>



Sent: Mon 4/17/2006 9:17 AM

From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Submission Validation Receipt for Application GRANT00065691

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT  
Grants.gov Tracking Number:GRANT00065691

We will notify you via email when your application is ready to be retrieved by the Grantor agency.

Thank you.

Customer Support  
<http://www.grants.gov>  
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

<https://atapply.grants.gov>

Applicant will receive email notification that application has been validated by Grants.gov and is being made available to the agency to which it was submitted.



Sent: Mon 4/17/2006 9:22 AM

From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00065691

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT  
Grants.gov Tracking Number: GRANT00065691

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.

Customer Support  
<http://www.grants.gov>  
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.  
<https://atapply.grants.gov>

Applicant will receive email notification that application has been passed to Grants USDA.

From: support@grants.gov

Sent: Wed 9/27/2006 10:56 AM

To: Hitchcock, Jason

Cc:

Subject: Grants.gov Error Notice for Tracking Number GRANT00077658

Dear Applicant:

Your submission was received on 2006.09.27 10:45 AM, EDT. However it contained the following errors and cannot be forwarded to the granting agency.

The following errors were detected:

Error: 0 UNAUTHORIZED\_SUBMITTER\_ERROR FATAL You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click <https://apply.grants.gov/ApplicantLoginGetID>. For instructions on how to register with Grants.gov and for information on being designated as an AOR, click <https://apply.grants.gov/GrantsgovRegister>.

Please correct the above error(s) and resubmit your application to

Type: GRANT

Grants.gov Tracking Number: GRANT00077658

DUNS Number: 000000000INDV

Application Name: NRI Test appliaction

Opportunity Number: USDA-CSREES-NRI

Opportunity Name: NRI Test

AOR Name: USDA Tester

If you have further questions regarding this matter, please contact

Thank you,

Grants.gov Customer Support

support@grants.gov

800-518-4726 (7 a.m. - 9 p.m. ET)

Example of email notification of application error notice. This means application was NOT accepted by Grants.gov and thus not received by agency. Applicant must submit again.

# Administrative Review

After Grants.gov validation, applications will be allowed for administrative review for approval. *E-mail notification*

Reasons for “Not Approved”:

Submitted past deadline

Nonconformance to PDF requirements

Obvious formatting violations

Exceed budget limits

# Peer Review

Once applications are approved for agency admittance, applications will be reviewed for acceptance for Peer Review.

*E-mail notification*

Reasons for “Not Accepted”:

Does not address program priorities or program relevance

Additional formatting or budgetary violations

# Electronic Submission

## Common Applicant Errors:

Attachments not in PDF – 2.2%

No Conflict of Interest List – 2.8%

Not prepared to submit – Late Proposal



# Electronic Submission

## If You Encounter Problems:

Contact Grants.gov Customer Support

Toll Free: 1-800-518-4726

Business Hours: M-F 7:00 am – 9 pm ET

Email: [support@grants.gov](mailto:support@grants.gov)

Obtain a Grants.gov Case ID#

# Questions

If an applicant has not received an acknowledgment from CSREES within 30 days of the submission deadline, the applicant must contact the Agency contact immediately and ask for the application number assigned to the application.

Failure to do so may result in the application not being considered for funding by the peer review panel.