GRANTS.GOV process explained

Assembled from information contained in various RESADM-L e-mails on December 15, 2005

- PureEdge (viewer) must be downloaded to each computer on which an application will be prepared.

- The PI (or research administrator) downloads the application package specific to a solicitation. The application package contains all the mandatory and optional forms for the solicitation, and is viewed/edited using PureEdge.

- Files are saved in the application package and can be emailed back and forth between the PI and research administrator. The files are not uploaded until submission time.

- Once the proposal is ready to submit, you can print out all the forms and go into the attachment forms to view and print documents (project description, budget justification, etc). At present, there is no way to view or print an entire proposal – only piecemeal printing.

- Only an Authorized Organizational Representative (AOR) can submit the proposal (i.e., the sponsored programs office).

- When you click submit (after moving the forms in the PureEdge application package to "completed" and do a check), internet explorer takes you to the grants.gov AOR log in screen. After entering the username and password, the application package is uploaded into grants.gov.

- Once the sponsoring agency receives the application from grants.gov, it <u>may</u> be possible to see it and print it in their system (like Commons or FastLane), but at present it would seem the submitted application is not viewable in grants.gov. Note that only the individual AOR who submitted a particular proposal can view the proposal's status.

NIH's additional requirements

- In addition to the validation process from Grants.gov, both the PI and research administrator (AOR) must go into eRA Commons after a proposal is submitted to verify the application. This must be done within two business days of the application being downloaded and validated by the eRA Commons. The order of verification does not matter as long as both PI and AOR do it. One good reason for a PI to look at the NIH Commons after the grant arrives from Grants.gov (aside from the fact it is a required step) is to see the full application - paginated, with table of contents, with all the pieces together. Unfortunately, at present Grants.gov does not provide the ability to view and print the application as a single document.

- If Grants.gov or the Commons find any errors, the <u>errors must be corrected</u>, and the application re-submitted/validated/verified through Grants.gov <u>by the original deadline</u>, otherwise the proposal will be considered late and will not be forwarded for review. See page I-17 of the NIH Grants.gov guide for further information.