



Cooperative State Research, Education, and Extension Service
Office of Extramural Programs

CSREES Grants Policy and Procedures Bulletin: CSREES GPPB 2008-02

Date: 10/15/2007

TO: CSREES Applicants and Recipients

SUBJECT: CSREES Expands Use of Grants.gov for Electronic Submission in Fiscal Year (FY) 2008

STATUTE, LEGISLATION, REGULATION, or OMB REFERENCE: 2 CFR 215; 7 CFR 3015; 7 CFR 3019; M-04-05, "Clarification of Passback Language to Grant-Making Agencies (1/7/04)"

APPLICABILITY: All CSREES Applicants and Recipients

EFFECTIVE DATE: 10/15/2007

BACKGROUND AND PURPOSE: The Cooperative State Research, Education, and Extension Service (CSREES) continues to fully support the President's Management Agenda Initiative on Expanded E-Government and P.L. 106-107 through the expanded use of Grants.gov for the submission of CSREES grant applications in fiscal year (FY) 2008. The purpose of this Grants Policy and Procedure Bulletin (GPP Bulletin) is to clarify how applications will be submitted during fiscal year (FY) 2008.

CSREES GPP Bulletins serve to clarify, supplement, and/or interpret Federal assistance legislation and regulations for CSREES applicants and recipients.

POLICY AND PROCEDURES: For FY 2008, CSREES is requiring *all* non-formula applications to be submitted electronically to CSREES via Grants.gov. For formula funded programs, CSREES conducted an electronic submission pilot in FY 2007 for the McIntire-Stennis Cooperative Forestry Research Program. The pilot was deemed a success, therefore, CSREES will ramp-up electronic submissions in FY 2008 by requiring electronic applications for the following formula programs: 1) McIntire-Stennis Cooperative Forestry Research Program, 2) Renewable Resources Extension Act Program, 3) Expanded Food and Nutrition Education Program, and 4) Animal Health and Disease Research (Section 1433) Program. Note that the procedures for the unnamed

formula programs remain unchanged as do the reporting requirements for all formula programs.

All electronically submitted applications are expected to be submitted electronically through Grants.gov. The Authorized Organizational Representatives (AORs) or Administrative Technical representatives (ATRs), as appropriate, or their designees are encouraged to ensure their institutions are properly registered and positioned to submit electronically through Grants.gov. The registration process should be completed well in advance of submission due dates and involves three principal steps:

- 1) Registering your organization;
 - a. Establishing a Data Universal Number System (DUNS) number
 - b. Registering in the Central Contractor Registry (CCR)
- 2) Registering an Authorized Organizational Representative (AOR); and
- 3) Getting the AOR authorized by the organization.

Additional information and checklists can be found on Grants.gov to guide institutions through this registration process.

All applications required to be submitted electronically are expected to be submitted electronically through Grants.gov. In the event that extenuating circumstances exist in which an applicant needs to submit a paper application, a waiver request must be received 10 business days prior to the application deadline. Requests for waivers must include adequate documentation that the applicant lacked access to electronic resources and no reasonable means was available to submit the application electronically. Requests for approval of a deviation from the CSREES electronic submission requirement must be forwarded to the cognizant CSREES program contact identified in the Request for Application(s) (RFA) for consideration at least 10 business days prior to the application deadline. The waiver request must be approved prior to submission of the paper application and prior to the application deadline.

Further questions may be addressed to Melanie Krizmanich at mkrizmanich@csrees.usda.gov (202-401-1762) or Erin Daly at edaly@csrees.usda.gov (202-401-3319) of the Policy Section.

AUTHORIZING OFFICIAL:

/S/

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