

Federal Electronic Grant Submission Resources

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GRANTS.GOV: The Federal Grant Resource

<http://www.grants.gov/index.jsp>

On Grants.gov, all of the information that you will need for electronic grant submission can be found under FOR APPLICANTS in the left margin. Under this heading you will see the “Find Grant Opportunities” and “Apply for Grants” resources. IGNORE “Get Registered”.

Find Grant Opportunities

You may search Grants.gov for federal Funding Opportunity Announcements (FOAs) in several ways.

http://www.grants.gov/applicants/find_grant_opportunities.jsp

A Grants.gov FOA search by topic or keyword is helpful if you are unsure of a funding agency for your proposal. If you have an Agency in mind, then a more effective approach is to use the search function on the specific Agency “funding opportunities” page.

Federal Agency List and List with Descriptions:

<http://www.grants.gov/search/agency.do>

http://www.grants.gov/aboutgrants/agencies_that_provide_grants.jsp

Browse All FOAs by Agency:

<http://www.grants.gov/search/agency.do>

Within these Agencies are many other Agencies, Administrations, Centers, Departments and Institutes that release FOAs. For example, the Department of Health and Human Services (HHS) includes 13 Agencies plus all the NIH Institutes. Most offer Research Funding Announcements (RFAs). NOTE: If you can write a proposal that fits and RFA, then do so because funding may be more likely.

<http://www.hhs.gov/about/index.html - agencies>

For all current HHS FOAs:

<http://www.grants.gov/search/search.do?mode=AGENCYSEARCH&agency=HHS>

NIH RFAs (Research Funding Announcements)

http://grants.nih.gov/grants/guide/search_results.htm?year=active&scope=rfa

NIH PAs (Program Announcements)

http://grants.nih.gov/grants/guide/search_results.htm?year=active&scope=pa

NIH GENERAL “Parent” FOAs FOR ALL ACTIVITY CODES (R01, R21, R15, R03 etc)

These allow for submission of grant applications that are not in response to a specific NIH PA or RFA. For NIH research proposals, you may find these most useful.

http://grants.nih.gov/grants/guide/parent_announcements.htm

National Science Foundation (NSF) FOAs:

<http://www.grants.gov/search/search.do?mode=AGENCYSEARCH&agency=NSF>

or at the NSF site

<http://www.nsf.gov/funding/>

Applying for Grants

Steps for electronic submission of grants can be seen at:

http://www.grants.gov/applicants/apply_for_grants.jsp

Other detailed electronic grant submission resources can be found at sites listed under the next heading below.

Viewing and working with electronic grant forms requires either *PureEdge Viewer* for PC or *IBM Workplace* for Mac. These should be downloaded from the Grants.gov resources page prior to attempting to download grant application packets. Also available on this page are pdf converter programs. If you do not have software on your computer that will convert word processor document files to pdf format, then you will need to utilize one of these. Eventually, a new Adobe-based grant forms program compatible with both PC and Mac will replace the *PureEdge Viewer* and will allow pdf conversion. All grant applications packets will require you to attach information in the form of pdf files.

http://www.grants.gov/resources/download_software.jsp

All federal grant application packets are downloaded from Grants.gov using the Funding Opportunity Number (FON) or the Catalog of Federal Domestic Assistance (CFDA) number. You will find these on the funding announcement. Grant application packets for funding announcements contain forms specific to that announcement. **Most all packets** contain SF424 R&R electronic form components plus agency-specific forms (such as PHS 398 for NIH grants).

Only a select number of NSF grants are submitted via Grants.gov, but all application packets can be downloaded from Grants.gov. For more information see the NSF Grants.gov Application Guide at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide

Or the NSF Grant Proposal Guide at:

http://www.nsf.gov/pubs/policydocs/papp/gpg_2.jsp#IID3

Grants.gov Contact Center

Toll-free: 1-800-518-4726

Hours : Mon-Fri, 7 a.m. to 9 p.m. EST

Email : support@grants.gov

Support for: PureEdge Forms, PureEdge for PC and IBM Workplace for Mac

OTHER ELECTRONIC GRANT SUBMISSION RESOURCES

Two applicant requirements for federal grant submission are handled through the Mercer University Grants and Contracts (G&C) Office:

1. Affiliation as a PI with the Mercer University Grants.gov account
2. Registration with the appropriate grant administration system OR updating of your institutional affiliation on your existing grant administration account.

These are accomplished by submitting the appropriate form to G&C:

<http://www2.mercer.edu/Grants/Pre-Award/era.htm>

Mercer University Grants & Contracts Procedures and Forms

For Mercer University G&C Procedures and the Mercer Proposal Transmittal Form:

<http://www2.mercer.edu/Grants/Pre-Award/for.htm>

Applications for NIH, CDC, AHRQ, FDA, SAMSHA, and VHA use the eRA Commons grant administration system. <https://commons.era.nih.gov/commons/>

NSF uses FastLane. <https://www.fastlane.nsf.gov/fastlane.jsp>

For other federal agencies please check the MU G&C site above or the federal agency website.

Training resources for NIH electronic grant submission:

<http://era.nih.gov/ElectronicReceipt/training.htm>

Includes a very helpful videocast and powerpoint of the Overview of the Electronic Grant Application Process plenary presentation from the Dec. 5, 2006 training session, contains an explanation of the SF424 R&R forms used by all federal agencies.

Electronic Application Instructions for NIH Grants (Version 2 useful for all federal grants):

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

NIH Application Submission Deadlines and Application Review and Award Schedules

<http://grants.nih.gov/grants/funding/submissionschedule.htm>

Tips to avoid Errors that prevent successful NIH electronic grant submission:

http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm

eRA Commons Help Desk

Phone: 301-402-7469 Toll Free: 866-504-9552

Email: commons@od.nih.gov

Hours : Mon-Fri, 7a.m. to 8 p.m. EST

Online Help Ticket: <http://ithelpdesk.nih.gov/eRA/>

Support for: Commons Registration, Application Status, Post-submission questions