

Grants.gov Q&A

Updated 01/25/11

General Information

Q. Is Carnegie Mellon University registered in grants.gov

A. Yes

Q. Does the PI or Business Manager need to register in grants.gov?

A. No, only central administration needs to register (OSP).

Q. Do the PI and/or Business Manager register in the NIH Commons or NSF Fastlane system?

A. Yes, everyone who submits proposals needs to be registered in order to submit.

Q. Does the grants.gov file come preloaded with any information?

A. Not usually, besides the agency and CFDA number

Q. Who can submit grants.gov proposal in OSP? (If you are going to submit late, we recommend sending your email to everyone listed below.)

A.

Name	Phone	Email
Kristen Jackson	9527	kristenr@andrew.cmu.edu
Kim Basile	1161	kbasile@andrew.cmu.edu
Robert Kearns	5837	rk2a@andrew.cmu.edu
Diane McCrea	1419	dm8k@andrew.cmu.edu
Coreen Musser	1146	ca0i@andrew.cmu.edu

Q. Can we submit at 5pm?

A. No, your proposal will not be submitted on time. It takes approximately 30 minutes to submit each proposal. According to some sponsors, proposals are not considered “received” until it has passed sponsor validation, which is different, than grants.gov validation. They are providing some grace period in the beginning but we need to work on the assumption that this will not be allowed. Recommended submit period is 3 days.

Q. How are subcontracts proposed?

A. First, we need to distinguish Subcontracts from Collaborative proposals. For the sake of this question, we will talk about subcontracts. Most application packages contain a button to download a file to give to the subcontractor. The subcontractor will complete their budget and then email you back the file. This file will then be uploaded into your application.

Q. How do we complete Collaborative Proposals?

A. The first thing you need to do is read the application instructions. These are usually pretty detailed and provide great guidance. Collaborative Proposals are submitted separately while sharing the same project title. The statement of work will be required to list all collaborative institutions. You could also be required to send the lead institution a copy of the SF424 R&R and budget pages. This can be accomplished numerous ways but we had great success using Adobe Acrobat and printing using the Adobe Distiller. Budget pages can be different from agency to agency so please read the instructions.

Q. Are Collaborative proposals submitted differently from agency to agency?

A. Yes but the application instructions will detail the process.

Q. Are the required forms the same for each agency?

A. No, each grant making agency can have different forms. The application instructions should give guidance on all required forms.

Q. How can we view the submitted proposal?

A. This question is different from agency to agency. Example

NSF – You will log into Fastlane to view. The information will be transposed onto NSF forms.

NIH – You will log into the NIH Commons. The proposal will appear as submitted. With NIH, the SO and PI will need to login to the commons to verify and submit the proposal.

DOE – The proposal will be loaded into their IIPS system. As of today, only the OSP office can access.

Other Agencies – Remains to be seen but you can always print each page individually with the file.

Q. Are all files required to be in pdf format?

A. Yes (but we have seen one request for an .xls file. Please read your application instructions carefully)



Finding Grant Opportunities

Q. How can I get help in Finding Grant Opportunities?

A. The following link has been a great help:

<http://www07.grants.gov/section3/SearchingGrantOpportunities.pdf>

Q. What do I need to know to get started?

A. The CFDA number (Catalog of Federal Domestic Assistance), the CFDA Title (particular grant opportunity), and the Funding Opportunity Number for the grant package.



SF 424 Questions (Common Questions)

Q. Why are some fields shaded?

A. These fields are required items.

Section 5. (Application Information)?

Organizational DUNS	052184116
Legal Name	Carnegie Mellon University
Department	Your Department Name
Division	Blank
Street1	5000 Forbes Ave
Street2	Blank
City	Pittsburgh
County	Allegheny
State	PA
Province	Blank
Country	USA
Zip/Postal Code	15213-3589
Person to be contacted on matters involving this application:	Ms. Kristen Jackson , (Phone Number) 412.268.9527, (Fax Number) 412.268.6279, Email: kristenr@andrew.cmu.edu

Section 6. EMPLOYER IDENTIFICATION (EIN) or (TIN): 250969449

Section 7. TYPE OF APPLICANT: O: Private Institution of Higher Education

Section 12. AREAS AFFECTED BY PROJECT (Most Cases): Pittsburgh, Allegheny, PA

Section 14. CONGRESSIONAL DISTRICTS OF: If in Pittsburgh, PA-014. For others: <http://www.house.gov/writerep/>

Section 17. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372?: Unless otherwise stated, select:

b. NO PROGRAM IS NOT COVERED BY E.O. 12372

Section 19. Authorized Representative:

Name	Kristen Jackson
Position/Title	Senior Preaward Administrator
Organization	Carnegie Mellon University
Department	Office of Sponsored Programs
Division	Blank
Street1	5000 Forbes Ave
Street2	WH411
City	Pittsburgh
County	Allegheny
State	PA
Province	Blank
Country	USA
Zip	15213-3589
Phone Number	412.268.9527
Fax Number	412.268.6279
Email	kristenr@andrew.cmu.edu



Miscellaneous Form Questions and Answers to Commonly Requested Data

- Q. What do we enter in “Application Filing Name” on the front cover?
A. This field is used to identify the proposal and is open to you. OSP requests that you include the PI’s name. This assists us when the approximate 5 emails are sent from grants.gov and the agency. (Example: CMU_PIName_BriefTitle)
- Q. Do we need to complete the “Disclosure of Lobbying Activities (SF-LLL)?
A. This form is completed with N/A under the name unless Carnegie Mellon University’s Government Relations office has spoken with a government official concerning your proposal.
- Q. What is our Human Subjects Assurance Number?
A. FWA00004206 (For NIH applications, omit the ‘FWA’ from the number)
- Q. What is our Animal Welfare Assurance Number?
A. A3352-01
- Q. Under Research & Related Senior/Key Person Profile, what is “Credential, e.g., agency login?”
A. This is your login ID that has been established with a specific agency. e.g. NIH Commons User ID.



Budget Forms Questions

- Q. When completing the grants.gov budget pages, how do you add the next period?
- A. On the last budget page of period 1, there is a button labeled “Next Period.” After clicking this button, period 2 will show. Repeat for the required number of periods.
- Q. On the last budget period page, what goes into “Cognizant Federal Agency?”
- A. Office of Naval Research, Deborah K. Rafi, 703.696.5641
- Q. Why does the budget open to period 3?
- A. This is because the file was last saved on period 3. You need to navigate to the first page of period 3, then click on “Previous Period.”



NIH Questions

- Q. When submitting an NIH proposal, what is the difference between “Errors” and “Warning?”
- A. Errors will not allow your proposal to be reviewed by NIH. They must be fixed. Even though we should do everything possible to clear warnings, they will not hold up a proposal. There are cases when warnings can’t be cleared and the NIH helpdesk suggests that we submit as is.
- Q. How long do I have to correct “Errors” and “Warnings”?
- A. Beginning with due dates on or after January 25, 2011, NIH will eliminate the error correction window from the application submission process. The elimination of the error correction window does not affect the two-business-day application viewing window (i.e. the time an applicant has to view the electronic application image in eRA Commons upon NIH’s receipt of an error-free application). Applicants still will be able to view their application and reject and submit a corrected application *prior* to the submission deadline.