Grants.gov

Participant Guide
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• A unified interface for all agencies to announce their grant opportunities and for all grant applicants to find and apply for those opportunities.
• In addition to simplifying the grant application process, Grants.gov also creates avenues for consolidation and best practices within each grant-making agency.
• Applies to all federal programs, not just for funding Universities.
• Provides a standardized method for locating and transmitting applications to Federal sponsors.
• Applies to grants and cooperative agreements, not contracts.
• Inspired by Al Gore releases National Performance Review plan released in 1993 “to reinvent government to work better and cost less.”
• Consistent process for all federal granting agencies.
• Register for proposal submission in one place instead of with each of the 26 agencies.
• Secure and protected submission process.
• Saves >200,000,000 pieces of paper/year (estimated) and countless hours of human effort.
From the Office of Management and Budget website, the Public Law that created Grants.gov

“The purposes of P. L. 106-107 are to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering the services. P. L. 106-107 requires the Director of the Office of Management and Budget (OMB) to direct, coordinate, and assist Federal agencies in establishing a common application and reporting system, including electronic processes, and uniform administrative rules for Federal financial assistance programs across different Federal agencies.

Under joint leadership from OMB and a lead agency (the Department of Health and Human Services) agencies are working together to make it easier for States, local, and Tribal governments; universities; and non-profit organizations to administer Federal grant programs. The work is done under interagency work groups created in June 2000 to develop and recommend streamlining and simplification proposals to the Grants Management Committee of the Chief Financial Officers Council, and include the Pre-Award, Post-Award, and Audit Oversight Work Groups.”
• Helping the grant community learn more about available opportunities
• Facilitating interaction with the Federal government by eliminating the need to navigate Federal Register postings and hundreds of agency websites to find and apply for Federal grants
• Reducing training costs related to learning multiple disparate grant application systems, forms and data requirements
• Providing a secure and reliable source to apply for Federal grants
• Validating grant applicants via a 5-Step registration process which includes authenticating every user through a Credential Provider
• Allowing completion and uploading of grant applications by authenticated and authorized users
• Ensuring website stability and security thought Secure Socket Layer (SSL) technology to encrypt transactional data and communications over the internet
• Monitoring network traffic to identify unauthorized usage
Registration for the University of Minnesota ties our institution to the official DUNS #5559179960000. This is the University of Minnesota’s official DUNS number registered in SAM (System for Award Management, the Federal Government’s system that standardizes General Services Administration databases across all agencies).

The PI may have to obtain an account for the partnering federal agency’s electronic research administration system such as National Institutes of Health (NIH) or National Science Foundation (NSF).
The majority of the presentation will focus on the Grants.gov Adobe forms set since it is the current standard at the University of Minnesota.

Grants.gov applicant System-to-System provides applicants a web services interface for automated submission of completed grant applications and related services. The system allows applicants who submit grant applications frequently, to save time and resources by eliminating the need to reenter repetitious data into multiple individual application forms and therefore streamlines the application submission process.

The University is dedicated to implementing a system-to-system (S2S) in the future.

NIH reported on February 5, 2013 that 30% of all submissions in 2011 were handled by S2S.
The federal generic package, SF424, was the foundation of the Grants.gov form sets. In 2004, the 26 Federal agencies hammered out a modified version of the SF424 called the R&R (for Research and Related). There was early recognition that the SF424, as a standalone package, would not work for the research and related applications so they decided to propose the R&R Application, which consists of a form set with research specific elements. They developed associated instructions for completion of each data set.

One goal they set early on was to design the R&R application with the concept of auto-population and auto-calculating in mind. In developing the data set they imposed a rule where at least 2 or more agencies had to collect an element for inclusion in the dataset. They also said that the issuance of a package does not negate an agency’s obligation to put out agency specific guidance to applicants.

The form set and associated forms to be always decided by the sponsoring agency prior to public posting. Users cannot assume their agency will use the same set for each announcement.
The most commonly used set. It is the form set selected for use by NIH, NSF, National Aeronautics and Space Administration (NASA), and (National Institute of Food and Agriculture) NIFA, part of the United States Department of Agriculture, (USDA).

Stands for Standard Form 424 – Research and Related
Is a combination of separate forms focusing on the many aspects of a proposed grant?
Is used government-wide
- Based on overall needs of the agencies, not tailored to specific agencies, funding opportunities or grant programs
- Agency-specific forms are allowed where appropriate
The SF 424 set is the foundation of all the form sets Grants.gov uses. Initially referred to as the standard Federal generic form set, it has been further modified by some of the agencies to customize their packages. SF 424 short organizational form is an example of this customization.
It became apparent more data points needed to be collected then either form set provided. Grants.gov coined the phrase, “Family of Forms” as the umbrella area for agency specific forms that would meet this need. The Office of Management and Budget (OMB) oversees the development and implementation of forms. Once approved by OMB, agencies can use these sets in the creation of Grants.gov funding opportunities.
Funding Opportunity Numbers (FON) (also known as Funding Opportunity Announcements (FOA) is a number that a Federal Agency assigns to its grant announcement. FON are currently unique within the Grants.gov System (an enhancement is currently in the works that will allow duplicate funding opportunity numbers within the system but they must still be unique within an Agency/Sub Agency).

Agencies “construct” application packages using “components” of the SF 424 and SF 424 R&R for each FON. Each application package will include all of the forms required for that particular solicitation. You must use the application package that is specific to the solicitation you are responding to.

The Adobe file is rather like a manila file folder with the label already printed and a group of mandatory, blank, forms inside. When you download the correct folder from the Grants.gov website, it is like opening the folder, filling out all the forms, and closing the folder to submit to the Sponsor.
A listing of the 26 Federal Agencies that post Funding Opportunity Numbers can be found in the Appendix.

On April 12, 2013, there were 850 active NIH-issued FOAs, of which 762 (90%) were Program Announcements/PAR*s and 88 (10%) were RFAs.

*A PAR is a Program Announcement with special receipt, referral, and/or review considerations, as described in the PAR announcement.
Check from the Grants.gov homepage under Browse Agencies for a listing of how many opportunities are available that day to apply for. 11/13 there were an average of 1,600 open announcements.
Check the top headings for information on forms, support and resources. The right navigation bar highlights “What’s New”, Grants.gov Blog and informs the general public if they are looking for Financial Assistance they should visit USA.gov for more information.
The four tabs located on the center of the screen includes tabs:

- Newest Opportunities – Latest funding opportunities posted by funding agency
- Browse Categories – Categorizes different funding headings and reflects the number open grant opportunities on that date.
- Browse Agencies - Shows agencies with current postings and how many open grant opportunities are available at the date, on 10/9/13 the webpage showed 1632 available options for submission
- Browse Eligibilities – outlines eligibility by grouping
The Search Grants option is available on the top navigation bar of the main Grants.gov home page. All funding announcements by the 26 Federal agencies can be located through this link.

Grants.gov offers a step-by-step tutorial on YouTube at: http://www.youtube.com/watch?v=8HLFo0oVGQY&feature=youtube
The search screen is located on the left navigation bar under the Search Grants tab. Grants.gov provides several methods to search for announcements under the search tab.

Text is case sensitive. Check the appendix of this document for Grants.gov Search tips document.

To perform a basic search for a grant opportunity, complete at least one of the following fields: Keyword Search, Search by Funding Opportunity Number, OR Search by CFDA Number, and then click the Search button. Only open opportunities will be returned.
From the top on the Grants.gov home page is the option to sign up for Grants.gov email alerts. These alerts are sent when possible funding options are posted by agencies. Grants.gov provides several options for users to be notified of possible announcements. The link found on the top right hand corner is available from every screen in Grants.gov.
Adobe Reader software must be present to complete a Grants.gov package. Do not assume the most current version of the Reader will be compliant, check the Grants.gov webpage before downloading your package. This listing changes as new versions of Adobe are tested and approved, check: 
[www.grants.gov/web/grants/support/technical-support/recommended-software.html](http://www.grants.gov/web/grants/support/technical-support/recommended-software.html) for the most current listing.
Check your sponsor’s requirements for other software that might be needed to complete the Grants.gov package. NIH for example only accepts attachments in PDF format.

Note that all PDF attachments must be submitted as individual files. Although some software packages allow bundling of multiple PDFs into a single file, NIH’s eRA system for example cannot support “Bundling” or “Portfolio” features at this time. Use of these features may result in delays in the review of an application or an application not being reviewed so be sure to check what your sponsor will allow.

Grants.gov provides links to free PDF creation software*. Consult the vendor websites for more information:

www07.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html

*Grants.gov does not endorse any particular software.
Consider creating a checklist to facilitate communication and guarantee that the proposal comes together and is routed successfully to the sponsor. Communication is the key to the process, especially for Grants.gov Adobe proposals that are corrupted when opened at the same time by two separate users.

Make a Submission Plan

- Submission method, who is responsible
- Application preparation responsibilities
- Sharing applications in progress
- Internal review and approval process
- Internal deadlines
It may look like you are working online when you download the package, but it is not a web-based package and must be saved to a desk top.
In Grants.gov you can find an opportunity by selecting the Search Grants tab at the top navigation bar.

You can also find most opportunities from sponsor websites or even try a Google search with key words.
Step #2: Select application package

The other three tabs on the page provide additional information about this Grant Opportunity.
Step #3 allows the user another chance to review the funding announcement number to confirm the right opportunity is being selected.

Note that Grants.gov recommends all users to uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version.

Sponsors will sometimes update instructions close to submission date. Revisit your instructions before submitting your proposal to guarantee you have the timeliest guide.
Sponsors may add a requirement, change a form or modify an instruction. With this registration users guarantee timely notification of these amendments which may be key to a successful submission.
Remember when completing the package if the application guide and the funding opportunity instructions differ, the funding opportunity instructions given by the sponsor trump.
Check to make sure you have the correct application package.

Funding opportunity information on this page is automatically populated when the package is selected and is only editable by the sponsor.

SPA recommends not saving the package on a shared server because of corruption issues.
A header page is attached to every posted application package and is pre-filled from the actual announcement. It identifies which components are required (mandatory forms) and which are optional for this particular announcement.

Note the Opportunity Close Date; the Grants.gov system will not accept applications after this date even if a sponsor representative told you it could be processed in this format.
Use the “SAVE” button on the header page and not the Adobe commands to correctly save the package to the desktop.

The “Print” button will print all the FORMS in the associated package but not the added attachments.

To exit a form Select the “Save” button on the cover page to save the entire application.

Before submission for institutional review, use the “Check Package for Errors” button. The build in form check only examines fields required by Grants.gov. for errors. Your sponsor may have additional fields identified as mandatory, these fields will be identified in the instruction. Remember, sponsor requirements will not be caught by the Grants.gov error check. Some common errors are:

- All mandatory fields (yellow fields or fields with an asterisk next to them) have not been completed.
- Email field(s) are not formatted properly, (ex. name@domain.something) or the date fields have not been completed in their specific format (ex. mm/dd/yyyy).
- The congressional districts field on the SF-424 is not listed in numerical format.
- All forms that have data in them, (even optional forms) have not been moved over to the right.
- Save button was not clicked one last time, allowing the Submit button to become active.
SPA requires the “Check Package for Errors” audit is run before submission. Upon successful audit for errors the Save & Submit button will be darkened and allow for the Authorized Organizational Representative to submit the package to Grants.gov.
In the “Application Filing Name,” the University of Minnesota’s naming convention is PRF number, PI Name, and agency acronym should appear as one phrase.

Do not use any special characters (#, *, & for example) but the form does allow for spaces or use of the (_) option.
First a little housework

- Review instructions for what forms should be included.
- Subaward with proposal?

Research and check all the necessary optional documents. Mandatory forms must be completed before submitting the package to Grants.gov.

The package instructions will inform you on what if any optional forms are necessary for this announcement. Always check the individual instructions that are included with the announcement; sponsors may change their rules for each funding opportunity.
Each required field has “help” which can be accessed by hovering the mouse over the field.

Required fields are in yellow, highlighted in red, and noted with an asterisk. Optional fields are encircled in white. Agencies may select an optional field as mandatory on a specific mechanism; check the instructions that are included with the announcement.

If you enter invalid information in a required area, for example numbers in a alpha field, you will receive an error message.
Do not be alarmed with the red Error warning. Each time the package is saved without the check package for errors selected it reminds the user there are error to correct. Upon a successful check package for errors audit this warning will go away.
Exercise 1

Let’s locate and download a package for data entry.
Complete the cover page pages first

See annotated Adobe C SF 424 R&R package in the appendix for tips to completing this form.

University of Minnesota DUNS # is 555917996, for additional Institutional Information check the SPA webpage at: [http://www.ospa.umn.edu/manual/InstitutionalInformation.html](http://www.ospa.umn.edu/manual/InstitutionalInformation.html)

Item 5, Applicant Information:

Legal name:

- Regents of the University of Minnesota
- Department: Sponsored Projects Administration
- Address: 450 McNamara Alumni Center
- 200 Oak Street SE
- Minneapolis
- 55455-2070
Person to be contacted:

- Your Grant Administrator
- Address: same as above
- Phone number: 612-624-5599
- Fax number: 612-624-4743
- email: awards@umn.edu

EIN or TIN: 416007513
Item 15, Estimated Project Funding must match budget total.

Item 19, Authorized Representation select the name of a SPA manager, SPA will change if necessary.
If your application has more than 30 locations, the user will need to create an attachment of those institutions. The attachment will be presented in the same fashion as the original form.

For NIH, when there are more than 30 locations, it will require an attachment. This attachment is available at:

The feedback screen shows the time required to complete this package. This total is estimated based on user response (depending on the combination of components by form that are used by the agency), including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.
Item 1a, Human Assurance number: 00000312 only if applicable.

Item 2a, Animal Welfare Assurance number: A3456-01 only if applicable.

You must indicate “Yes” or “No” on items one through six. If you answer “Yes” to any of the questions, there is additional information you must include; check the sample application for what to include. Items seven through twelve are attachments; some are required by Grants.gov, but all may be required by a sponsor. Always check the sponsor's instructions for attachment format, data, and page limitations.
This form captures personal profile info on the PI, Key Personnel, and other Significant Contributors. Most data for the PI is pre-populated from the cover page form, however you may be required to add a Biographical Sketch, check your instructions. Some sponsors may require you to add something in the Credential field, for example the NIH eRA Commons Username or DoE Login ID. Some sponsors may have you attach Current & Pending Support on this form.

There are application fields not marked as mandatory on the federal-wide form but that are required. For example, the Credential field of the R&R Senior/Key Person Profile component MUST contain the PI’s assigned eRA Commons User ID for NIH to process the application submission.
Form 1 contains data on Personnel.

The Personnel section of the SF 424 R&R is separated into 2 sections:

A. Senior/Key Person

- Allows 8 named individuals.
  - Information on additional Senior/Key persons provided in .pdf attachment.
- Provide time in “person-months” units, not percent effort.
- PD/PI field must be completed.

B. Other Personnel

- Postdocs, Grad Students, Undergrads: Only number of personnel required (not specific names or responsibilities).
- More detail provided in Budget Justification.
- NIH recommends providing actual “Base Salary.”

University of Minnesota Personnel only are listed on this form. Effort is shown in Person Months, not percentage of effort.

SPA offers a table to assist users convert percentage of effort to Person Months at http://www.ospa.umn.edu/GrantGov/index.html#FAQ; the link is entitled “Percentage of Time & Effort to Person Months (PM) Interactive Conversion Table.”
R&R Budget form page 2:

- Item C, Equipment allows for itemization of up to 10 pieces of capitalized equipment. If more, include total dollars in line 11 and provide details in the attachment.
- Item D, Travel separates Domestic and Foreign travel, (NIH awards as a single category).
- Item E, Participant/Trainee Support Costs not used unless requested in FOA.
Form 3 contains the Other Direct Costs, Indirect Costs and the Budget Justification upload link. The Budget Justification attachment is one document created to cover the justification narrative for the entire proposal. The functionality of the form requires that it must be attached before you can add the next budget period.

To start work on the next budget period there is a button entitled, “Add Period” located on the bottom corner of the form.

Include tuition remission in Item F, Other Direct Costs.

Item F(5), Consortium Costs is not auto-populated.
Form 4, is a Cumulative Budget. Created by the Adobe form package, it summarizes data from the first 3 forms and can not be directly added to.
Provide one budget for each consortium grantee.

If more than 10 subawardees, check your instructions. NIH asks that users include details for additional subawardees in budget justification (Section K).

Important to remember that the budget pages for subawards are “extracted” by the action key entitled, “Click here to extract the R&R Subaward Budget Attachment.” These extracted budget forms are the only ones you can share with your subawards.
A few more words of wisdom from users:

- A 0 byte attachment is an invalid PDF.
- For word separation, use underscore when naming the attachments (e.g., My_Attached_File.pdf).
- Check with formatting requirements of sponsor (i.e., NIH requests no headers or footers).
- Avoid 2-column and “landscape” format.
- Do not use Portfolio or similar feature to bundle multiple files into a single PDF.
- Only use standard characters in file names: A through Z, a through z, and 0 through 9, Hyphen (-), underscore ( _ ).
- Hyperlinks are not allowed in the SF424 Research Plan documentation where PDFs are uploaded as part of the application.
- It is important that the submitted PDF be a “flat file” one that is not editable and does not have comments associated with it. If a PDF is submitted that has editable (fill-able) fields or uses comments, that data will be lost when the application image is created, resulting in errors that will prohibit the application from moving forward for consideration.

NIH provides PDF Guideline support on their webpage at:
Adobe Forms Functionality with Attachments

At the paperclip, attachments can be viewed, deleted, and printed but not added with Grants.gov Adobe forms.
Adobe functionality will warn when saving the package will damage the Grants.gov programming and corrupt the file. A corrupted file cannot be submitted to the sponsor, and the data will need to be totally re-entered into another package.
SPA Best Practices

Double check your application for common errors prior to submission:

- Is the Credential field required by sponsor? Is it completed?
- Keep attachment names short (less than 50 characters or better is recommended).
- Re-read announcements and ensure you have followed the funding opportunity’s specific announcements.
- Checking for errors does not include Sponsor’s errors, check your instructions.
Exercise #2

Let’s complete the Grants.gov package and submit it to SPA
With the federal requirements to submit electronic proposals through Grants.gov, more time is needed to process Grants.gov proposals in order to meet sponsor deadlines. The five day deadline allows for error checking at both Grants.gov and the federal agencies. SPA will not be using the entire five day lead time to process Grants.gov proposals but must process them such that there is time to allow for repeated submissions of the same proposal due to proposal errors or system delays and still meet the sponsor’s deadline.

Each federal agency has its own unique mechanism to review for errors and allow time to correct the final proposal prior to the deadline. On-time submission of applications is dependent on the receipt of "clean" proposals at Grants.gov by the federal agency deadline. "Clean" proposals are those which are considered error-free according to Grants.gov and agency validation rules.

SPA cannot continue fulfilling its fiduciary and regulatory obligations to review these proposals on behalf of the University, submit them with adequate time to allow for sponsor system delays and correction of errors before the required submission deadline. Last minute submissions to SPA jeopardize the University’s ability to submit proposals on time.
If it becomes apparent the 5 day deadline can not be met, an email must be sent to SPA management identifying:

- Why the deadline can not be met
- When submission of the proposal can be expected
- Contact name and number of responsible party
SPA will....

- SPA will do the standard administrative review.
- Work with GA to finalize electronic version.
- SPA submits to Grants.gov before deadline.
Submission process for Grants.gov
A glimpse of what the Authorized Organizational Representative (AOR) at SPA views at submission time.
More information on the Grants.gov statuses:

Received: indicates that Grants.gov has received the application and the application is awaiting validation.

Validating: indicates that Grants.gov validated the application and it is available for the agency to download.

Received by agency: indicates that the agency has confirmed receipt of the application.

Agency tracking number assigned: indicates that the agency has assigned an internal tracking number of your application. This is the last status that Grants.gov tracks. Updates beyond this point must be checked with the agency directly.

Rejected with errors: indicates that Grants.gov was unable to process the application because of errors. The PI and SPA will receive an email that includes information on how to address the errors.
Grants.gov generated emails that are delivered to the Principal Investigator and SPA.
Grants.gov has a feature that allows Principal Investigators to “track” their applications.

- The system will return a status with details for VALID tracking numbers only.
- Until status is available for valid tracking numbers, the following message will be returned by the system: Tracking number(s) entered currently being processed, please check back later.
- For invalid tracking numbers entered, the system will return the following message: The tracking number(s) entered are not valid. Please make sure you entered the correct tracking number(s).
Support after submission

- Grants.gov
  - email: support@grants.gov
  - phone: 800-318-4726
  - web: http://www.grants.gov/web/grants/support/general-support.html

- Your agency, check appendix for listing
The Department of Health and Human Services is the Grants.gov program’s managing partner, and allows access to the 26 federal grant-making agencies available through this convenient E-Government initiative. Below are the links to those agency websites. If you would like to learn more about grants specific to these agencies, use this link: http://www.grants.gov/search/agency.do

Agency for International Development (http://www.usaid.gov/)

The Agency for International Development is an independent federal government agency that provides economic and humanitarian assistance in more than 100 countries to ensure a better future for us all.

Corporation for National and Community Service (http://ww2.nationalservice.org/)

The Corporation for National and Community Service is the nation’s largest grant-maker supporting service and volunteering. Through Senior Corps, AmeriCorps and Learn and Serve America programs, the Corporation is a catalyst for change and offers every American a chance to contribute through service and volunteering.

Department of Agriculture (http://www.usda.gov/wps/portal/usda/usdahome)

Established in 1862, the Department of Agriculture serves all Americans through anti-hunger efforts, stewardship of nearly 200 million acres of national forest and rangelands, and through product safety and conservation efforts. The USDA opens markets for American farmers and ranchers and provides food for needy people around the world.

Department of Commerce (http://www.commerce.gov/)

The Department of Commerce fosters and promotes the nation’s economic development and technological advancement through vigilance in international trade policy, domestic business policy and growth, and promoting economic progress at all levels.

Department of Defense (http://www.defense.gov/)

The Department of Defense provides the military forces needed to deter war and protect the security of the United States through five major areas: peacekeeping and war-fighting efforts, Homeland Security, evacuation and humanitarian causes.

Department of Education (http://www.ed.gov/)

The Department of Education ensures equal access to education and promotes educational excellence through coordination, management and accountability in federal education programs. The Department works to supplement and complement educational efforts on all levels, encouraging increased involvement by the public, parents and students.
Department of Energy (http://energy.gov/)

The Department of Energy’s goal is to advance national, economic and energy security in the U.S.; to promote scientific and technological innovation in support of that goal; and to ensure environmental cleanup of the national nuclear weapons complex.

Department of Health and Human Services (http://www.hhs.gov/)

The Department of Health and Human Services is the federal government’s principal agency for protecting the health of all Americans and providing essential human services, especially to those who are least able to help themselves.

Department of Homeland Security (http://www.dhs.gov/index.shtm)

The Department of Homeland Security has three primary missions: Prevent terrorist attacks within the United States, reduce America’s vulnerability to terrorism and minimize the damage from potential attacks and natural disasters.

Department of Housing and Urban Development (http://portal.hud.gov/hudportal/HUD)

The Department of Housing and Urban Development’s mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD fulfills this mission through high ethical standards, management and accountability, and by forming partnerships with community organizations.

Department of the Interior (http://www.doi.gov/index.cfm)

The Department of the Interior protects and provides access to the Nation’s natural and cultural heritage, including responsibilities to Indian tribes and island communities. Departmental goals include resource protection and usage, overseeing recreational opportunities, serving communities and excellence in management.

Department of Justice (http://www.justice.gov/)

The Department of Justice enforces the law and defends the interest of the United States, ensuring public safety against threats foreign and domestic; providing federal leadership in preventing and controlling crime; seeking just punishment for those guilty of unlawful pursuits; and ensuring fair and impartial administration of justice for all Americans.

Department of Labor (http://www.dol.gov/)

The Department of Labor fosters and promotes the welfare of job seekers, wage earners and retirees by improving their working conditions, advancing their opportunities, protecting their retirement and health benefits and generally protecting worker rights and monitoring national economic measures.
Department of State (http://www.state.gov/)

The Department of State strives to create a more secure, democratic and prosperous world for the benefit of the American people and the international community.

Department of Transportation (http://www.dot.gov/)

The Department of Transportation’s mission is to ensure fast, safe, efficient, accessible and convenient transportation that meets vital national interests and enhances the quality of life of the American people, today and into the future.

Department of the Treasury (http://www.treasury.gov/Pages/default.aspx)

The Department of Treasury is a steward of United States economic and financial systems, and promotes conditions for prosperity and stability in the U.S., and encourages prosperity and stability in the rest of the world.

Department of Veterans Affairs (http://www.va.gov/)

The Department of Veterans Affairs strives for excellence in patient care and veteran’s benefits for its constituents through high quality, prompt and seamless service to United States veterans.

Environmental Protection Agency (http://www.epa.gov/)

The mission of the Environmental Protection Agency is to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

Institute of Museum and Library Services (http://www.imls.gov/)

The Institute of Museum and Library Services is the primary source of federal support for the nation’s 122,000 libraries and 17,500 museums. The Institute serves as a leader in providing services to enhance learning, sustain cultural heritage and increase civic participation.

National Aeronautics and Space Administration (http://www.nasa.gov/)

The National Aeronautics and Space Administration serves as the nation’s forefront of such exploration and continues to pioneer in aeronautics, exploration systems, science and space operations.

National Archives and Records Administration (http://www.archives.gov/)

The National Archives and Records Administration enables people to inspect the record of what the federal government has done, enables officials and agencies to review their actions and helps citizens hold them accountable.

National Endowment for the Arts (http://www.nea.gov/)
The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts; bringing the arts to all Americans and providing leadership in arts education. The Endowment is the largest national source of funds for the arts.

National Endowment for the Humanities (http://www.neh.gov/)

The National Endowment for the Humanities is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation and public programs in the humanities.

National Science Foundation (http://www.nsf.gov/)

The National Science Foundation is an independent federal agency created to promote the progress of science, to advance the national health, prosperity, and welfare and to secure the national defense. The NSF annually funds approximately 20 percent of basic, federally-supported college and university research.

Small Business Administration (http://www.sba.gov/)

The Small Business Administration maintains and strengthens the nation’s economy by aiding, counseling, assisting and protecting the interests of small businesses and by helping families and businesses recover from national disasters.

Social Security Administration (http://www.ssa.gov/)

The Social Security Administration advances the economic security of the nation’s people through compassionate and vigilant leadership in shaping and managing America’s Social Security programs.
# Grant Application Package

<table>
<thead>
<tr>
<th>Opportunity Title:</th>
<th>Sample Research Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offering Agency:</td>
<td>National Institutes of Health</td>
</tr>
<tr>
<td>CFDA Number:</td>
<td></td>
</tr>
<tr>
<td>CFDA Description:</td>
<td></td>
</tr>
<tr>
<td>Opportunity Number:</td>
<td>PA-xx-xxx</td>
</tr>
<tr>
<td>Competition ID:</td>
<td>FORMS-C</td>
</tr>
<tr>
<td>Opportunity Open Date:</td>
<td>09/08/2013</td>
</tr>
<tr>
<td>Opportunity Close Date:</td>
<td>09/07/2014</td>
</tr>
<tr>
<td>Agency Contact:</td>
<td>eRA Commons Help Desk Monday to Friday 7 am to 8 pm ET E-mail: <a href="mailto:helpdesk@od.nih.gov">helpdesk@od.nih.gov</a> Phone: 1-866-504-9552</td>
</tr>
</tbody>
</table>

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

| Application Filing Name: | For applicant use and tracking in Grants.gov only. Agency has no visibility to this Filing Name. |

## Select Forms to Complete

### Mandatory
- SF424 (R & R)  
- PHS 398 Research Plan  
- PHS 398 Cover Page Supplement  
- Research and Related Senior/Key Person Profile (Expanded)  
- Research And Related Other Project Information  
- Project/Performance Site Location(s)

### Optional
- R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT  
- Planned Enrollment Report  
- PHS 398 Cumulative Inclusion Enrollment Report  
- PHS 398 Modular Budget  
- Research & Related Budget  

Instructions

Show Instructions >>

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.
14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: ___________________  First Name: ___________________  Middle Name: ___________________
Last Name: ___________________  PD/PI first/last name should match name on file for Commons ID provided in the Credential field of the R&R Senior/Key Person Profile (Expanded) form.
Position/Title: ___________________
Organization Name: ___________________
Department: ___________________
Street1: ___________________
Street2: ___________________
City: ___________________
County / Parish: ___________________
State: ___________________
USA: UNITED STATES  Province: ___________________
Country: ___________________
ZIP / Postal Code: ___________________
Phone Number: ___________________
Fax Number: ___________________
Email: ___________________

15. ESTIMATED PROJECT FUNDING

Manually enter estimated project funding amounts.

- Total Federal Funds Requested: ___________________
- Total Non-Federal Funds: ___________________
- Total Federal & Non-Federal Funds: ___________________
- Estimated Program Income: ___________________

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

- a. YES  □  THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: ____________________
  DATE: ____________________
- b. NO  □  PROGRAM IS NOT COVERED BY E.O. 12372; OR  □  PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

FORMS-C Change: Field label expanded to clarify 'SFLLL'.

19. Authorized Representative

Prefix: ___________________  First Name: ___________________  Middle Name: ___________________
Last Name: ___________________
Position/Title: ___________________
Organization: ___________________
Department: ___________________
Street1: ___________________
Street2: ___________________
City: ___________________
County / Parish: ___________________
State: ___________________
USA: UNITED STATES  Province: ___________________
Country: ___________________
ZIP / Postal Code: ___________________
Phone Number: ___________________
Fax Number: ___________________
Email: ___________________

Signature of Authorized Representative: ___________________
Date Signed: ___________________

Completed on submission to Grants.gov

Authorized Organization Representative (AOR) in Grants.gov must have signature authority for the organization.
The electronic signature of the submitting AOR is recorded with submission.
In eRA Commons this individual is called a Signing Official (SO).

20. Pre-application

FORMS-C Change: New attachment. Agencies no longer need to use separate Cover Letter form.

21. Cover Letter Attachment

Cover Letter will be posted as a separate document in Commons and is not part of the assembled application image. See Application Guide for suggested cover letter format.
Project/Performance Site Location(s)

Project/Performance Site Primary Location

Organization Name: [ ] DO NOT check box. NIH only accepts applications from registered organizations.

DUNS Number: [ ] DUNS required and enforced by NIH.

* Street1:

Street2:

* City: County:

* State:

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: * Project/Performance Site Congressional District:

---

Project/Performance Site Location 1

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: * Project/Performance Site Congressional District:

---

Can collect data for 300 locations prior to using Additional Location(s) attachment.

FORMS-C Change: Expanded to collect data for 300 sites; previously only collected data for 30.

Additional Location(s) [ ] Add Attachment  [ ] Delete Attachment  [ ] View Attachment
1. Are Human Subjects Involved?  
   If YES to Human Subjects?  
   1.a. If yes, is the Project Exempt from Federal regulations?  
   1.b. If no, is the IRB review Pending?  
   IRB Approval Date:  
   Human Subject Assurance Number:  
   If Human Subjects = Yes, additional attachments are required in the PHS 398 Research Plan or equivalent form.  
   If Human Subjects = Yes, the Human Subject Assurance Number or the text 'None' must be provided.

2. Are Vertebrate Animals Used?  
   2.a. If YES to Vertebrate Animals  
   Is the IACUC review Pending?  
   IACUC Approval Date:  
   Animal Welfare Assurance Number:  
   If Vertebrate Animals = Yes, additional attachments are required in the PHS 398 Research Plan or equivalent form.  
   If Vertebrate Animals = Yes, the Animal Welfare Assurance Number or the text 'None' must be provided.

3. Is proprietary/privileged information included in the application?  
   4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment?  
   4.b. If yes, please explain:  
   4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?  
   4.d. If yes, please explain:  
   5. Is the research performance site designated, or eligible to be designated, as a historic place?  
   6. Does this project involve activities outside of the United States or partnerships with international collaborators?  
   6.a. If yes, identify countries:  
   6.b. Optional Explanation:  
   7. Project Summary/Abstract  
   8. Project Narrative  
   9. Bibliography & References Cited  
   10. Facilities & Other Resources  
   11. Equipment  
   12. Other Attachments  
   Only provide Other Attachments when requested in the FOA.
### RESEARCH & RELATED Senior/Key Person Profile (Expanded)

#### PROFILE - Project Director/Principal Investigator

- **Prefix:**
- **First Name:**
- **Middle Name:**
- **Last Name:**
- **Suffix:**
- **Position/Title:**
- **Department:**
- **Organization Name:**
  - **Organization Name required by NIH. PD/PI Organization Name is pre-populated from SF 424 (R&R) cover.**
  - **Division:**
- **Street1:**
- **Street2:**
- **City:**
  - **County/Parish:**
- **State:**
- **Country:**
  - **USA: UNITED STATES**
- **Phone Number:**
- **Fax Number:**
- **E-Mail:**
- **Valid eRA Commons username required by NIH. Contact PD/PI must be affiliated in Commons with applicant organization. Commons account designated on this form should not have both the PI and SO roles (if PD/PI also serves as SO, use a separate account for SO functions).**

#### Other Project Role Category:

- **Project Role:**
  - **PD/PI**
  - **Project Role will default to PD/PI and must remain PD/PI (do not edit).**
  - **Degree Type:**
  - **Degree Year:**
  - **Attach Biographical Sketch for each person. Limited to 4 pages. Format and samples: http://grants.nih.gov/grants/funding/424/index.htm.**
  - **Attach Current & Pending Support**
    - **Only provide Current & Pending Support if specifically requested in FOA. May be requested later in pre-award process as Just-In-Time data.**

#### Attach Biographical Sketch

- **Organization Name:**
  - **Organization Name required by NIH for all Sr/Key entries. This information is used by NIH staff to determine potential review conflicts of interest.**
- **Street1:**
- **Street2:**
- **City:**
  - **County/Parish:**
- **State:**
- **Country:**
  - **USA: UNITED STATES**
- **Phone Number:**
- **Fax Number:**
- **E-Mail:**
  - **For multiple PD/PI applications, you must use the PD/PI role and provide the eRA Commons username in the Credential field for all PD/PIs. If multiple PD/PIs are included, the Multiple PD/PI Leadership Plan on the PHS 398 Research Plan form is required.**

#### Other Project Role Category:

- **Project Role:**
- **Degree Type:**
- **Degree Year:**

#### Attach Biographical Sketch

- **Attach Current & Pending Support**
  - **Add Attachment**
  - **Delete Attachment**
  - **View Attachment**

#### Next Person

To ensure proper performance of this form, after adding 20 additional Senior/Key Persons; please save your application, close the Adobe Reader, and reopen it.

**FORMS-C Change:** Expanded to collect data for 100 Sr/Key entries; previously only collected data for 40.

---

Page 7 of 19

FORMS-C Series (Footer not part of forms) Updated August 2013
**Total Salary, Wages and Fringe Benefits (A+B)**

- **Optional Person**
  - Total Funds Requested: [ ]
  - Fringe Benefits (B)
  - Salary (A)
  - Funds Requested: [ ]

- **Other Personnel**
  - Total Number of Other Personnel: [ ]
  - Total Number of Other Personnel: [ ]
  - Total Funds Requested for All Other Personnel: [ ]
  - Fringe Benefits (B)
  - Salary (A)
  - Funds Requested: [ ]

---

**Additional Senior Key Personnel**

- [ ]

---

**Research & Related Budget - Budget Period 1**

- [ ]

---

**Organizational DUNS**

- [ ]

---

**Notes:**

- If more than 8Sr./Key, use attachment and enter total funds requested for additional Sr/Key persons.
Once equipment data is entered, you will be able to add up to 9 more rows to this section for a total of 10 equipment items.

Only complete this section if requested to do so in the FOA.

<table>
<thead>
<tr>
<th>Number of Participants/Trainees</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Other</td>
<td></td>
</tr>
<tr>
<td>4. Subsistence</td>
<td></td>
</tr>
<tr>
<td>3. Travel</td>
<td></td>
</tr>
<tr>
<td>2. Subsidies</td>
<td></td>
</tr>
<tr>
<td>1. Tuition/Fees/Health Insurance</td>
<td></td>
</tr>
</tbody>
</table>

**E. Participant/Trainee Support Costs**

**F. Total Travel Cost**

**G. Total Equipment**

Include the items under Materials & supplies in the attachment. If your organization allows a lower limit, you can allow entries less than $5000. If your organization allows a lower limit, you can allow entries less than $5000.

**H. Additional Equipment**

Include the items under Materials & supplies in the attachment. If your organization allows a lower limit, you can allow entries less than $5000. If your organization allows a lower limit, you can allow entries less than $5000.

**I. Equipment Item**

For Section C change, 

Additional Equipment: 

*Equipment Item* 

*Equipment Item* 

$5,000

<table>
<thead>
<tr>
<th>Funds Requested ($)</th>
<th>Equipment Description</th>
<th>Equipment Item</th>
<th>Equipment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### F. Other Direct Costs

1. Materials and Supplies
2. Publication Costs
3. Consultant Services
4. ADP/Computer Services
5. Subawards/Consortium/Contractual Costs
6. Equipment or Facility Rental/User Fees
7. Alterations and Renovations
8.  
9.  
10.  

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
</table>

**Next Period button will appear after all required fields in the current budget period (including the Budget Justification) are filled out.**

Subaward/Consortium/Contractual Costs is not pre-populated. Include both Direct and Indirect costs.

### G. Direct Costs

**Total Direct Costs (A thru F)**

### H. Indirect Costs

**Total Indirect Costs**

### I. Total Direct and Indirect Costs

**Total Direct and Indirect Institutional Costs (G + H)**

### J. Fee

**Funds Requested ($)**

### K. Budget Justification

(Only attach one file.) [Add Attachment] [Delete Attachment] [View Attachment]

---

**Cognizant Federal Agency**

(Agency Name, POC Name, and POC Phone Number)

---

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# RESEARCH & RELATED BUDGET - Cumulative Budget

Cumulative Budget is system generated based on budget period data provided.

<table>
<thead>
<tr>
<th>Section</th>
<th>Totals ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Senior/Key Person</td>
<td></td>
</tr>
<tr>
<td>B. Other Personnel</td>
<td></td>
</tr>
<tr>
<td>Total Number Other Personnel</td>
<td></td>
</tr>
<tr>
<td>Total Salary, Wages and Fringe Benefits (A+B)</td>
<td></td>
</tr>
<tr>
<td>C. Equipment</td>
<td></td>
</tr>
<tr>
<td>D. Travel</td>
<td></td>
</tr>
<tr>
<td>1. Domestic</td>
<td></td>
</tr>
<tr>
<td>2. Foreign</td>
<td></td>
</tr>
<tr>
<td>E. Participant/Trainee Support Costs</td>
<td></td>
</tr>
<tr>
<td>1. Tuition/Fees/Health Insurance</td>
<td></td>
</tr>
<tr>
<td>2. Stipends</td>
<td></td>
</tr>
<tr>
<td>3. Travel</td>
<td></td>
</tr>
<tr>
<td>4. Subsistence</td>
<td></td>
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<tr>
<td>5. Other</td>
<td></td>
</tr>
<tr>
<td>6. Number of Participants/Trainees</td>
<td></td>
</tr>
<tr>
<td>F. Other Direct Costs</td>
<td></td>
</tr>
<tr>
<td>1. Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td></td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td></td>
</tr>
<tr>
<td>4. ADP/Computer Services</td>
<td></td>
</tr>
<tr>
<td>5. Subawards/Consortium/Contractual Costs</td>
<td></td>
</tr>
<tr>
<td>6. Equipment or Facility Rental/User Fees</td>
<td></td>
</tr>
<tr>
<td>7. Alterations and Renovations</td>
<td></td>
</tr>
<tr>
<td>8. Other 1</td>
<td></td>
</tr>
<tr>
<td>9. Other 2</td>
<td></td>
</tr>
<tr>
<td>10. Other 3</td>
<td></td>
</tr>
<tr>
<td>G. Direct Costs (A thru F)</td>
<td></td>
</tr>
<tr>
<td>H. Indirect Costs</td>
<td></td>
</tr>
<tr>
<td>I. Total Direct and Indirect Costs (G + H)</td>
<td></td>
</tr>
<tr>
<td>J. Fee</td>
<td></td>
</tr>
</tbody>
</table>
R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

Instructions: On this form, you will attach the R&R Subaward Budget files for your grant application. Complete the subawardee budget(s) in accordance with the R&R budget instructions. Please remember that any files you attach must be a PDF document.

Click here to extract the R&R Subaward Budget Attachment

FORMS-C Change: Extracts updated R&R Budget form.

Important: Please attach your subawardee budget file(s) with the file name of the subawardee organization. Each file name must be unique.

| 1) Please attach Attachment 1 | Add Attachment | Delete Attachment | View Attachment |
| 2) Please attach Attachment 2 | Add Attachment | Delete Attachment | View Attachment |
| 3) Please attach Attachment 3 | Add Attachment | Delete Attachment | View Attachment |
| 4) Please attach Attachment 4 | Add Attachment | Delete Attachment | View Attachment |
| 5) Please attach Attachment 5 | Add Attachment | Delete Attachment | View Attachment |
| 6) Please attach Attachment 6 | Add Attachment | Delete Attachment | View Attachment |
| 7) Please attach Attachment 7 | Add Attachment | Delete Attachment | View Attachment |
| 8) Please attach Attachment 8 | Add Attachment | Delete Attachment | View Attachment |
| 9) Please attach Attachment 9 | Add Attachment | Delete Attachment | View Attachment |
| 10) Please attach Attachment 10 | Add Attachment | Delete Attachment | View Attachment |
| 11) Please attach Attachment 11 | Add Attachment | Delete Attachment | View Attachment |
| 12) Please attach Attachment 12 | Add Attachment | Delete Attachment | View Attachment |

If submitting an application with >30 subaward budgets, budgets 31 and above should be converted to PDF and included as part of the Budget Justification of the parent budget in Section K of the R&R Budget form. This form should only be used in conjunction with the R&R Budget form.

The sum of all subaward budgets (e.g., those attached separately on this form and those provided as part of the budget justification), must be included in Line F.5 Subawards/Consortium/Contractual Costs of the parent budget.

When submitting subaward budgets that are not active for all periods of the project, fill out the subaward R&R Budget form and include only the number of periods for which the subaward is active. The budget period start/end dates reflected in each period of the subaward should match the project budget period start/end dates that correspond to the active periods.

Do not include the Subaward Budget Attachment form with applications that use the PHS 398 Modular Budget form.

Common use scenarios:

1. Applicant extracts and sends the R&R Budget form to the subaward organization for completion.
2. Subaward organization completes form and returns it to the applicant organization.
3. Applicant attaches the completed form within project application package.

OR

1. Applicant requests budget information from subaward organization, extracts R&R Budget form, completes it with provided information and attaches it to the project application package.
PHS 398 Cover Page Supplement

1. Project Director / Principal Investigator (PD/PI)

   Prefix: __________________________
   *First Name: _____________________
   Middle Name: ____________________
   *Last Name: _____________________
   Suffix: __________________________

Section is pre-populated from SF 424 (R&R) cover form.

2. Human Subjects

   Clinical Trial?  ☐ No  ☐ Yes
   *Agency-Defined Phase III Clinical Trial?  ☐ No  ☐ Yes

3. *Disclosure Permission Statement

   If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)?

   ☐ Yes  ☐ No

4. *Program Income

   *Is program income anticipated during the periods for which the grant support is requested?  ☐ Yes  ☐ No

   If you checked "yes" above (indicating that program income is anticipated), then use the form below to reflect the amount and source(s). Otherwise, leave this section blank.

   *Budget Period  *Anticipated Amount ($)  *Source(s)
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________
   __________________________  __________________________  __________________________

   The number of program income budget periods must be less than or equal to the number of periods included in the budget form.
5. Human Embryonic Stem Cells

*Does the proposed project involve human embryonic stem cells?

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: http://stemcells.nih.gov/research/registry. Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used.

**Cell Line(s):**  
☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

Error if provided human embryonic stem cell lines are not listed at http://stemcells.nih.gov/research/registry at time of submission.

FORMS-C Change: Expanded to collect data for 200 Cell Lines; previously only collected data for 20.

6. Inventions and Patents  (For renewal applications only)

*Inventions and Patents:  Yes ☐ No ☐

If the answer is "Yes" then please answer the following:

*Previously Reported:  Yes ☐ No ☐

7. Change of Investigator / Change of Institution Questions

☐ Change of principal investigator / program director

Name of former principal investigator / program director:

Prefix: ___________________________

*First Name: _______________________

Middle Name: ____________________

*Last Name: _______________________

Suffix: ___________________________

☐ Change of Grantee Institution

*Name of former institution:

______________________________
### Direct Costs

- **Direct costs requested must be $250K or less per year to use Modular Budget form. Request in “modules” of $25K.**
- **Some grant programs have limits on Total Direct Costs. Check announcement.**

### Indirect Costs

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cognizant Agency (Agency Name, POC Name and Phone Number)**

**Indirect Cost Rate Agreement Date**

**Total Indirect Costs**

### Total Direct and Indirect Costs (A + B)

**Funds Requested ($)** 0.00

### Cumulative Budget Information

1. **Total Costs, Entire Project Period**
   - **Section A, Total Direct Cost less Consortium F&A for Entire Project Period**
     - $ 0.00
   - **Section A, Total Consortium F&A for Entire Project Period**
   - $ 0.00
   - **Section A, Total Direct Costs for Entire Project Period**
     - $ 0.00
   - **Section B, Total Indirect Costs for Entire Project Period**
   - $ 0.00
   - **Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period**
     - $ 0.00

2. **Budget Justifications**
   - Personnel Justification
   - Consortium Justification
   - Additional Narrative Justification

**Form allows for up to 5 Budget Periods.**

**PHS 398 Modular Budget**

OMB Number: 0925-0001

**Budget Period: 1**

Start Date: [ ]
End Date: [ ]

**Funds Requested ($)**

- **Direct Cost less Consortium F&A** 0.00
- **Consortium F&A**
- **Total Direct Costs** 0.00
**PHS 398 Research Plan**

Please attach applicable sections of the research plan, below.

<table>
<thead>
<tr>
<th>Section</th>
<th>Allowable Pages</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to Application</td>
<td>Limited to 1 page (except R25 Resubmission can be 3 pages.)</td>
<td>View Attachment</td>
</tr>
<tr>
<td>2. Specific Aims</td>
<td>Required attachment (except DP1, DP2 and X02). Limited to 1 page.</td>
<td>View Attachment</td>
</tr>
<tr>
<td>3. *Research Strategy</td>
<td>Adhere to page limits specified in Application Guide and/or FOA. Typically 6 or 12 pages; a small number of FOAs will specify 30</td>
<td>View Attachment</td>
</tr>
<tr>
<td>4. Progress Report Publication List</td>
<td></td>
<td>Add Attachment</td>
</tr>
<tr>
<td>Human Subjects Sections</td>
<td>Attachments typically required if Human Subjects= Yes on the Other Project Information form.</td>
<td></td>
</tr>
<tr>
<td>5. Protection of Human Subjects</td>
<td>Required for all apps. (except S10), if Human Subjects is Yes.</td>
<td></td>
</tr>
<tr>
<td>6. Inclusion of Women and Minorities</td>
<td>Required for all apps. (except S10), if Human Subjects is Yes and Exemption is not E4.</td>
<td></td>
</tr>
<tr>
<td>7. Inclusion of Children</td>
<td>Required for all apps. (except S10), if Human Subjects is Yes and Exemption is not E4.</td>
<td></td>
</tr>
</tbody>
</table>

### Other Research Plan Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Allowable Pages</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Vertebrate Animals</td>
<td>Required for all apps. (except S10), if Vertebrate Animals is Yes.</td>
<td>View Attachment</td>
</tr>
<tr>
<td>9. Select Agent Research</td>
<td></td>
<td>View Attachment</td>
</tr>
<tr>
<td>10. Multiple PD/PI Leadership Plan</td>
<td>Required if more than one PD/PI is specified on R&amp;R Sr./Key Person Profile</td>
<td></td>
</tr>
<tr>
<td>11. Consortium/Contractual Arrangements</td>
<td>Required for S11 applications.</td>
<td>View Attachment</td>
</tr>
<tr>
<td>12. Letters of Support</td>
<td>Required for S11 and R36 applications.</td>
<td></td>
</tr>
<tr>
<td>13. Resource Sharing Plan(s)</td>
<td></td>
<td>Add Attachment</td>
</tr>
</tbody>
</table>

### Appendix (if applicable)

<table>
<thead>
<tr>
<th>Section</th>
<th>Allowable Pages</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Appendix</td>
<td></td>
<td>Add Attachments</td>
</tr>
</tbody>
</table>

Allows for up to 10 appendices. See Application Guide and announcement for restrictions.

Appendices are stored separately in the eRA Grant Folder (not as part of the application image) and are accessible to appropriate Agency staff and peer reviewers.

DO NOT use Appendix attachments to circumvent page limits in other sections of the application. Such actions will be noted at time of review. See NIH Guide notice NOT-OD-11-080.
Grants.gov Frequently Asked Questions

Do I need to complete all of the fields on the search screen to find a grant?

No, you only need to complete one field to search for a grant, however, we suggest that you complete as many as possible.

How do I sign-up to receive email notifications of new grant postings from Grants.gov?

You can sign-up to receive email notifications about new grant opportunity email notifications from Grants.gov by clicking one of the subscription services available on the Find Grant Opportunities page. Once you have selected the option that best meets your search criteria, just complete the necessary fields on the sign-up screen.

Why must I download the application package?

Downloading the application package provides you the ability to complete the forms offline at your leisure and to distribute it around your organization to others who may assist you in preparing the application.

Can I decide where I want to save the application package on my computer?

Yes, during the download process you will be prompted to select where you want the application forms to be saved on your computer.

Why did I receive an error message when I entered something into a field on an application form?

You will receive an error message if you enter invalid or incomplete information in a field on an application form.

Why can't I enter my congressional district in "Question 14 a.)" in the Standard Form 424 Cover Sheet (SF-424 Cover Sheet)?

"Question 14 a.) " only allows an applicant to enter in the number for their district. If you are attempting to enter any letters or special characters (example: -, &, *, %, /, #), the box will not allow you to enter that information. Please use numbers for that box.

I've completed a form, but don't see a Save button at the top of the screen. Will I lose all of the information I entered when I exit the form?

An application package is similar to a file, made up of the cover page and (possibly) many forms. Data at the form level will be retained when you close a form. Although your data at the form level will be saved, your application package file WILL NOT be saved unless you actually save the file before closing it down.

The Submit button will not become active until the application has been completed and saved. After completing your application, you may also want to click the Check for Errors button to ensure there are no errors. Check to make sure there are no remaining yellow fields (indicating a mandatory field) on any
forms. If there are, you will need to complete those fields. Finally, make sure you have saved your application.

All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.

The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.

Click the Check for Errors button.

**What does the Check for Errors button do on the application?**

The Check for Errors button, on the application, finds errors that prevent your application from being processed. A Check for Errors button is available for use on the application. Click this button to be directed to where an error is located in the current application.

Some common errors are listed below.

- All mandatory fields (yellow fields or fields with an asterisk next to them) have not been completed.
- Email field(s) are not formatted properly, (ex. name@domain.something) or the date fields have not been completed in their specific format (ex. mm/dd/yyyy).
- The congressional districts field on the SF-424 is not listed in numerical format.
- All forms that have data in them, (even optional forms) have not been moved over to the right.
- Save button was not clicked one last time, allowing the Submit button to become active.

**Do I have to submit a complete application, or may I send it in parts?**

No, you must submit the complete application.

**What happens if I submit my application on the date that the application is due, but it is submitted after the agency's filing deadline time?**

Grants.gov will acknowledge the receipt of your application. Your application may or may not be accepted and processed by the federal agency, depending on the policy of that particular agency. To determine that policy, contact the agency directly with the contact information provided in the application instructions.

**How can I submit my application if there is a Grants.gov system outage on the day of the application deadline?**
If there is a system outage on the day of the application deadline, some agencies may specify to print your application and mail it to the address provided by the federal agency soliciting applications. However, you should refer to the competition notice of the grant for specific instructions and contact the agency directly to find out more information.

**How can I find my congressional district code?**

Finding your Congressional District Code information is quick and easy to do. Visit: Congressional Directory or http://www.house.gov/ to search for your Congressional District by entering your zip code + 4. If you do not know your zip code + 4 you may look it up by visiting: http://zip4.usps.com/zip4/welcome.jsp.

Congressional Code format - 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. Use 00-000 for programs/projects outside the US.

**How do I know that my application has been received by Grants.gov?**

Once Grants.gov has received your submission, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next two business days, 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. Once your submission is retrieved by the grantor agency, you will receive a third email. You can check the status of your application(s), anytime after submission, by using the "Track My Application" feature available from the left hand navigation. You may also check the status of a submission by logging into your Grants.gov account using the Applicant Login. After you login click on the "Check Application Status" link on the left hand menu.

**How do I know if the grantor agency has retrieved my application?**

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

**What do I do if I have not received grant receipt confirmation within two business days?**

If you do not receive a receipt confirmation AND either a validation confirmation or a rejection email message within two business days, please contact us. The Grants.gov contact center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov are in the following format: GRANTXXXXXXXX. Our Contact Center is open 24 hours a day, 7 days a week.
How will I know if my application is rejected by the Grants.gov system?

If your application is rejected you will need to address the errors and resubmit the application if the opportunity is still open for submission. Here are five common reasons an application may be rejected:

- The DUNS number of the submitter does not match the DUNS number on the application.
- A virus was detected in a file attachment.
- Attachments do not follow the proper naming convention: 50 characters or less, no spaces, no special characters ( -, &, *, %, /, #, \).
- The application was submitted after the deadline for receiving applications.
- The submitter does not have an authorized Grants.gov applicant registration.

Note: Your application will not be received by the agency of which you are applying for until the application is approved within the Grants.gov system.

What do I need in order to check the status of an application I submitted and the agency has downloaded the application?

If the agency assigns an agency-specific tracking number, you will receive an email regarding that number. This is the number you should use when speaking to the federal agency. If there is no agency-specific tracking number, retain your Grants.gov tracking number in order to refer to it once it has been downloaded by the agency. After the agency has downloaded the application, you will receive any future updates regarding your application from the federal agency. Please Note: Agencies may have their own system validation process. It is important to follow the agency's instructions for the funding opportunity to ensure you meet their system requirements for submittal. See "What to Expect After Submitting" Adobe PDF Document for more information.

Where do I get the tracking number for an application I submitted?

The tracking number for a submitted application will be provided in the confirmation email that you receive within two business days after you submit the application. In case you do not receive the confirmation email, you can also follow these steps to track your submitted application:

- Click on the Applicant Login link
- Login to the system using your AOR user ID and password
- Once logged in click on the Check Application Status link at the top left of your screen.

What do the application statuses mean?

The following are descriptions of the application statuses:
A status of "Received" indicates that Grants.gov has received the application, but the application is awaiting validation.

A status of "Validated" indicates that Grants.gov validated the application and it is available for the agency to download.

A status of "Received by Agency" indicates that the agency has confirmed receipt of the application package.

A status of "Agency Tracking Number Assigned" indicates that the agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.

A status of "Rejected with Errors" indicates that Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the error(s) and successfully resubmit the application. You will receive email notification with information on how to address the error(s).

When submitting an application, what is the difference between a submission receipt and a submission validation?

The difference between a submission receipt and submission validation is after an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received". This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated".

If the application is not validated, the application status is set to "Rejected". The system sends a rejection email notification to the applicant and the applicant must resubmit the application package. See "What to Expect After Submitting" Adobe PDF Document for more information.

At any time, you may check the status of your application under the Applicant section. If you have additional questions, the Grants.gov Contact Center can be reached by email at support@grants.gov or by telephone at 1-800-518-4726.

Why am I not getting email notification from Grants.gov for my application submission, what can I do?
Email spam guards put in place by your internet service provider may prevent you from receiving email notifications from Grants.gov. Check your spam guard settings and or junk email box to make sure that a notification was not blocked or sent to the incorrect folder.
Grants.gov Terminology section

A-21: (Office of Management & Budget Circular) - Office of Management and Budget Circular A-21, Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions. This document establishes uniform regulations that the University must follow in regards to determining costs applicable to grants, contracts, and other agreements with educational institutions. Each Federal agency applies these laws in its own regulations that are listed in the Code of Federal Regulations (CFR) and explained in its policy handbook (if it has one). The OMB Circular is the backbone of agency regulations; the agency cannot impose regulations that are inconsistent with the Circular or impose additional requirements.

Acquisition Cost of Equipment - Net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient’s regular accounting practices.

Allocable - A cost that can be assigned to a project that meets a specific project objective based on relative benefits received. A cost may be allocable to a specific project but paid for by the University, depending on what the sponsor determines is allowable for a particular type of project.

Allowable - A cost that can be charged to a project per sponsor's guidelines. A cost may be allowable per sponsor's guidelines, but if it does not meet any specific project objectives, it is not allocable.

Adobe Reader - A free software that will allow you to access, complete and submit application packages electronically and securely through Grants.gov. Please be sure you have the compatible version installed.

Agency Enrollment Code - A federal grantor agency identifier within the Grants.gov system; which links grantor users to their participating grantor agency and enables the grantor agency “Super User” to assign rights and responsibilities to members of their agency. The agency enrollment code is required for grantor registration and is only given to members of a grantor agency responsible for managing opportunities, application review, generating reports and other grantor functions at Grants.gov. This is NOT required for applicants applying for grants.

Agency Specific Data Sets - Data that an agency collects in addition to data on any of the SF-424 series forms.

American Recovery and Reinvestment Act (ARRA) of 2009 - The economic stimulus package of $787 billion (Also known as the “Recovery Act”, was signed into law by the President on February 17, 2009; it is the economic stimulus package of $787 billion. “Making supplemental appropriations for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and State and local fiscal stabilization, for the fiscal year ending September 30, 2009, and for other purposes”.

Application Package - A group of specific forms and documents for a specific funding opportunity which are used to apply for a grant.
Grants.gov Terminology section

**Authorized Organization Representative (AOR)** - An AOR submits a grant on behalf of a company, organization, institution, or government. Only an AOR has the authority to sign and submit grant applications.

**Budget Period** - Internal funding period of an award - usually 12 months. The project period is divided into budget periods for budgetary and funding purposes.

**Catalog of Federal Domestic Assistance (CFDA)** - An online database of all federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.

**Catalog of Federal Domestic Assistance (CFDA) Number** - The identifying number that a federal program is assigned in the Catalog of Federal Domestic Assistance (CFDA).

**Central Contractor Registration (CCR)** - The Central Contractor Registry (CCR) is the primary vendor database for the U.S. federal government. CCR validates applicant information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The CCR stores your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications.

**Co-Investigator** – An individual involved with the principal investigator in the scientific development or execution of a project. The co-investigator may be employed by, or be affiliated with the applicant/grantee organization or another organization participating in the project under a consortium agreement. A co-investigator typically devotes a specified percentage of time to the project and is considered “key personnel”.

**Competing Proposal** - Proposal for funding that is not guaranteed and the application is pooled with other proposals for

**Competition ID** - A grantor selected ID that allows further distinction of the funding opportunity number which allows applications with the same funding opportunity number to be assigned unique identifiers.

**Congressional District** - One of a fixed number of districts into which a state is divided, each district electing one member to the national House of Representatives.

**Continuation Application** - An application for continued support on current projects already funded by the sponsor.

**Contract** - A procurement contract under an award or subaward, and a procurement subcontract under a recipient’s or subrecipient’s contract.

**Cookie** - A piece of information sent by a Web server to a Web browser that the browser software is expected to save and to send back to the server whenever the browser makes additional requests from the server. Depending on the type of Cookie used, and the browsers' settings, the browser may accept or not accept the Cookie, and may save the Cookie for either a short time or a long time.
**Cooperative Agreement** - An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the federal agency and the recipient in carrying out the activity contemplated by the award.

**Corrupted Grants.gov Proposal** - A proposal that cannot be transmitted to Grants.gov at submission by the signing official. This corruption can be cause by several factors and is not obvious until submission.

**Cost Sharing or Matching** - The portion of project or program costs not borne by the federal government.

**Data Universal Numbering System (DUNS)** - A unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

**Direct Costs** - Those costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (OMB Circular A-21).

**E-Business Point of Contact (E-Biz POC)** - An E-Business Point of Contact is responsible for the administration and management of grant activities in his/her organization. The E-Biz POC authorizes representatives of their organization (See: Authorized Organization Representative (AOR)) to submit grant applications through Grants.gov. An E-Biz POC must also register as an AOR to submit an application. At the University of Minnesota, this is the Sponsored Projects Office.

**Effort** - Work or the proportion of time spent on any activity and expressed as a percentage of total time.

**EGMS** - An internet-based proposal development and sponsored project management system.

**Entity Identification Number (EIN)** - A three-part coding scheme of 12 characters used in the Program Management System (PMS) to identify organizations and individuals. The first character identifies the recipient as an organization or an individual. The next nine characters are the Employer Identification Number. The last two characters are a suffix to provide distinction between organizational entities that are assigned a single EIN and those that have more than one.

**Equipment** - Valid equipment purchases include purchases of non-consumable items that cost $2500 or more and have a useful life of more than 1 year. If a piece of equipment is being fabricated, then the total cost of the materials needed to build the unit should be totaled to arrive at the cost of the unit. If the total is $2500 or more with a useful life of more than one year, list it as equipment.

**Facilities and Administrative Costs (F&A)** - Costs that are incurred by a grantee for common or joint objectives and cannot be identified specifically with a particular project or program. These costs are also known as "indirect costs."

**FastLane** - National Science Foundation's electronic project submission and management system.

**Fiscal Year** - A year of business activity other than the calendar year. At the University, the fiscal year begins July 1 and ends June 30 the following year. Fiscal years are associated with accounting and
budget year transactions. In many cases, the accounting and budget fiscal years are the same. Sponsored accounts, whether or not the grant year is the same as the University's fiscal year, will use a budget fiscal year of MY (multi-year).

**Funding Opportunity Number** - The number that a federal agency assigns to its grant announcement. (also known as FON).

**Funding Opportunity Announcements** - A publicly available document by which a Federal Agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, requests for applications, notices of funding availability, solicitations, or other names depending on the Agency and type of program.

**Grace Period** - This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity. It also represents the day (Closing Date + Grace Period) that applicants will no longer be able to download the application package. This value is entered by an agency when creating a grant opportunity and is not visible to grant applicants.

**Grant** - An award of financial assistance, the principal purpose of which is to transfer a thing of value from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). A grant is distinguished from a contract, which is used to acquire property or services for the federal government's direct benefit or use.

**Grant Administrator (GA)** – an individual who works in the Office of Sponsored Projects Administration (SPA) and is the administrative liaison between the sponsor and the department. The GA is responsible for reviewing proposals, communicating with the sponsor, reviewing Grants.gov proposals prior to submission by the SPA signing official, and negotiating and finalizing awards and subcontracts.

**Grants.gov** - A storefront web portal for use in electronic collection of data (forms and reports) for federal grant-making agencies through the Grants.gov site. (www.grants.gov). Grants.gov (http://www.grants.gov/) has been designated by the Office of Management and Budget as the single access point for all grant programs offered by 26 Federal grant-making agencies. It provides a single interface for agencies to announce their grant opportunities and for all applicants to find and apply for those opportunities.

**Grants.gov Tracking Number** - A number set used by Grants.gov which is used to identify each application it receives.

**Indirect Cost Rate or F&A Cost Rate** - A composite rate applied to sponsored projects as a percentage of the sponsored project's direct costs for the purpose of charging the sponsored project its share of the University's indirect/F&A costs. The Federally negotiated Indirect/F&A Cost Rates for research and other sponsored activities are developed by the University in accordance with OMB Circular A-21 and negotiated with the Department of Health and Human Services (DHHS), the University's Federal cognizant agency. Example: "The indirect costs for a project are computed by multiplying the direct costs by the indirect cost rate." The University uses the term "F&A cost rate" on its forms.

**Institutional Base Salary** - The annual compensation paid by an organization for an employee's appointment, whether that individual's time is spent on research, teaching, patient care, or other...
activities. Base salary excludes any income that an individual is permitted to earn outside of duties for the applicant/grantee organization.

**Key Personnel** - The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

**Mandatory Forms** - Mandatory forms are the forms that are required for the application. Please note that a mandatory form must be completed before the system will allow the applicant to submit the application package.

**Modular Budget** – Modular application form to be used for NIH proposals applications which direct costs of $250,000 or less per year. Totals are calculated by taking the total direct costs for the project, divided the total by the number of project years to find the average yearly cost, then rolling the average amount up to the nearest $25,000.

**MTDC: Modified Total Direct Cost** -The basis on which most UM indirect costs are calculated. This cost is calculated as total costs minus equipment, tuition, patient care costs, and the portion of a sub-contract in excess of $25,000.

**Non-Competitive Renewal** - For multiyear projects, sponsors may require annual applications for continued funding. These applications do not compete for funds.

**Optional forms**- Optional forms are the forms that can be used to provide additional support for an application, but are not required completing the application package.

**PDF** - A file format designed to enable printing and viewing of documents with all their formatting (typefaces, images, layout, etc.) appearing the same regardless of what operating system is used, so a PDF document should look the same on Windows, Macintosh, Linux, OS/2, etc.

**Person Months** -The metric for expressing the effort (amount of time) PD/PI(s), faculty and other senior/key personnel devote to a specific project. The effort is based on the type of appointment of the individual with the organization; e.g., calendar year, academic year, and/or summer term; and the organization's definition of such.

**Pre-application** - A statement in summary form of the intent of the applicant to request funds. It is used to determine the applicant's eligibility and how well the project can compete with other applications and eliminate proposals for which there is little or no chance for funding.

**Pre-Award Department Research Administrator** - Assists and advises the PI in locating and applying for external funding. This may include searching for funding opportunities, advising PIs on funding strategy, preparing budgets, editing budgets, editing proposal narratives, and working with SPA prior to the award being made.
**Principal Investigator (PI) or (PD/PI)** - Typically, a faculty member who submitted a proposal that was funded by an external sponsor may be referred to as the project director. The PI has primary responsibility for technical compliance, completion of programmatic work, and fiscal stewardship of sponsor funds.

**Program Director/Principal Investigator (PD/PI)** - The individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. The applicant organization may designate multiple individuals as program directors/principal investigators (PD/PIs) who share the authority and responsibility for leading and directing the project, intellectually and logistically. When multiple PD/PIs are named, each is responsible and accountable to the applicant organization, or as appropriate, to a collaborating organization for the proper conduct of the project or program including the submission of all required reports. The presence of more than one PD/PI on an application or award diminishes neither the responsibility nor the accountability of any individual PD/PI.

**Project Period** - The period established in the award document during which awarding agency sponsorship begins and ends.

**Proposal** - The written description of a project which is presented to a sponsor; the proposal includes cost estimates and other administrative details, in addition to a statement of work.

**PRF (Proposal Routing Form)** - An internal form used to route a proposal for review and approval.

**RFA (Request for Application)** - Announcements that indicate the availability of funds for a topic of interest to a sponsor. Proposals submitted in response to RFAs generally result in the award of a grant.

**RFP (Request for Proposal)** - Announcements that specify a research topic, methods to be used, product to be delivered, and appropriate applicants sought. Proposals submitted in response to RFPs generally result in the award of a contract.

**Research** – Any investigative activity engaged in by University of Minnesota personnel using University facilities or resources regardless of funding source. The diligent and systematic inquiry or investigation into a subject in order to discover or revise facts, theories, applications, etc.

**Resubmission** - An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration. Applicants must make significant changes to the application and can only resubmit once the summary statement is available.

**Revision** - As defined in the Federal wide SF424 (R&R): An application that proposes a change in 1) the Federal Government’s financial obligations or contingent liability from an existing obligation, or 2) any other change in the terms and conditions of the existing award.

**Sponsor** – an external funding agency which enters into an agreement with the University to support research, instruction, public service, or other sponsored activities. Sponsors include private businesses, corporations, foundations and other not-for-profit organizations, other universities, and Federal, State and local governments.
**Sponsored Project** – An externally funded activity governed by specific terms and conditions. Sponsored projects must be separately budgeted and accounted for subject to terms of the sponsoring organization. Sponsored project activities include grants, contracts, or cooperative agreements for research, training, and other public service.

**SPA (Sponsored Projects Administration)** - The administrative office responsible for helping University of Minnesota employees acquire and manage sponsored funding for research, training, and public service projects.

**Standard Form 424 (SF-424) Series Forms** - Standard government-wide grant application forms including:
- SF-424 (Application for federal Assistance cover page);
- SF-424A (Budget Information Non-construction Programs);
- SF-424B (Assurances Non-construction Programs);
- SF-424C (Budget Information Construction Programs);
- SF-424D (Assurances Construction Programs);
- Plus named attachments including Project Narrative and Budget Narrative.

**Subaward** - An award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of award.

**Subrecipient** - The legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.

**Synopsis of Funding Opportunity** - Summary information extracted from or based on the funding opportunity announcement that is electronically posted at the government-wide website known as Grants.gov/Find. The posting at Grants.gov/FIND includes a direct link to the funding opportunity announcement or includes an uploaded copy of the funding opportunity announcement.

**Total Direct Costs** – The entire Project’s direct cost

**Total Project Costs** - The total allowable costs (both direct costs and facilities and administrative costs) incurred by the grantee to carry out a grant-supported project or activity.
A
AAALAC: American Association of Animal Laboratory Accreditation Council

AAAS: American Association for the Advancement of Science. See: http://www.aaas.org/

AAMC: American Association of Medical Colleges

AAU: Association of American Universities

ABRF: Association of Bimolecular Resource Facilities

ACM: Association of American Medical Colleges


ACO: Administrative Contracting Officer

ADA: Americans with Disabilities Act of 1990

AECA: Arms Export Control Act

AFAA: Air Force Audit Agency

AFARS: Army Federal Acquisition Regulation Supplement


AFRL: Air Force Research Laboratory


AHCPR: Agency for Health Care and Research

ANPRM: Advance Notice of Proposed Rulemaking

AOR: Authorized Organizational Representative

AP: Accounts Payable

AR: Accounts Receivable

ARO: Army Research Office. See: http://www.aro.ncren.net/

ARPA: Advanced Research Projects Agency

ASAP: Automated Standard Application for Payments
Research Acronyms and Abbreviations

ASSERT: Administrative Supplement for Education and Research Training (DOD)

ATP: Advance Technology Program

ATSDR: Agency for Toxic Substances and Disease Registry

AUTM: Association of University Technology Managers

B

BIS: Bureau of Industry and Security

C

CA: Certified Approvers

Career Award/Career Development Award (NIH/NSF): Award, which allows significant programmatic flexibility, to a senior investigator with a successful history with the agency, or a junior investigator with high research potential.

CAS: Cost Accounting Standards. Specific rules promulgated by the federal government to achieve consistent accounting practices for sponsored projects.

CASB: Cost Accounting Standards Board

CBD: Commerce Business Daily

CBO: Congressional Budget Office

CCH: Commerce Clearing House

CCL: Commerce Control List

CCR: Central Contractor Registration

CDA: Confidential Disclosure Agreement

CDC: Centers for Disease Control. See: http://www.cdc.gov/od/pgo/funding/funding.htm

CF: ChartField

CFDA: Catalog of Federal Domestic Assistance

CFO: Chief Financial Officer

CFR: Code of Federal Regulations
CFS: Committee on Fundamental Science
CICA: Competition in Contracting Act
CISE: Computer and Information Science and Engineering (NSF)
CLIN: Contract Line Item Number
CMIA: Cash Management Improvement Act
CNO: Chief of Naval Operations
CO: Contracting Officer
COI: Conflict of Interest
COGR: Council On Governmental Relations
CON#: Contract Number
COS: Committee on Science of the National Science and Technology Council
COS: Community of Science - database of funding opportunities and faculty profiles; See: Funding Databases
COSEPUP : Committee on Science, Engineering and Public Policy
CPS: Contract for Professional Services
CPSR: Contractor Procurement/Property System Review
CRAD:
CRADA: Cooperative Research and Development Agreement
CRIA: Confidential Research Information Act; complement to FOIA which exempts proprietary information held by university personnel if certain conditions are met.
CS: Cost Share
CUA: Confidentiality Agreements

D
DA: Department Administrator

DA: Department of the Army


DC: Direct Costs

DCE: Direct Cost Equivalent

DCAA: Defense Contract Audit Agency

DCASR's: Defense Contract Administration Services Regions

DDTC: Directorate of Defense Trade Controls

DEAR: Department of Energy Acquisition Regulations

DEC: Determination of Exceptional Circumstances


DFAR: Defense Federal Acquisition Regulation

DFARS: Defense Federal Acquisition Regulation Supplement

DHEW: Department of Health, Education, and Welfare

DHHS: Department of Health and Human Services

DIA: Defense Intelligence Agency

DIALOG: A Computer based search system using key words

DIPEC: Defense Industrial Plant Equipment Council

DIS: Defense Investigative Service

DNA: Defense Nuclear Agency

DOA: Department of Agriculture

DOC: Department of Commerce. See: http://www.doc.gov/

DOD: Department of Defense

DODGARS: DOD Grant and Agreement Regulations
Research Acronyms and Abbreviations

DOE: Department of Energy. See: http://www.doe.gov

DOL: Department of Labor. See: http://www.dol.gov/

DOT: Department of Transportation. See: http://www.dot.gov/

DRA: Department Research Administrator

DUA: Data Use Agreements

DURIP: Defense/University Research Instrumentation Program

**E**

EAA: Export Administration Act

EAR: Export Administration Regulations

EARS: Electronic Approval and Routing Systems

EC: Electronic Commerce (or e commerce)

ECRT: Effort Certification and Reporting Technology

EDGAR: Education Department General Administration

EDI: Electronic Data Interchange

EE: Expense Module

EEOC: Equal Employment Opportunity Commission

EFS: Enterprise Financial System, a.k.a. Peoplesoft

EFT: Electronic Funds Transfer

EGMS: Electronic Grants Management System

EO: Executive Order

EPO: Epidemiology Program Office

EPA: Environmental Protection Agency

ERA: Economic Regulatory Administration
Research Acronyms and Abbreviations

eRA: Electronic Research Administration
ERIC: Educational Resources Information Center. See: http://www.eric.ed.gov/
ETA: Employment and Training Administration
EVS: Equipment Visibility System

F
F&A: Facilities and Administrative (called Indirect costs at the UM)
FAA: Federal Aviation Administration
FAR: Federal Acquisition Regulation
FARS: Financial Accounting and Reporting System
FASA: Federal Acquisition Streamlining Act
FASAB: Federal Accounting Standards Advisory Board
FASEB: Federation of American Societies for Experimental Biology

FastLane: NSF’s program for ERA; electronic proposal submission is now functional through this system. (See http://www.fastlane.nsf.gov/)

FC-Search Foundation Center: Database of funding opportunities of US foundations; online through UM library electronic resources

FCC: Federal Communications Commission

FCOI: Financial Conflict of Interest

FCST: Federal Council for Science and Technology

FDA: Food and Drug Administration

FDP: Federal Demonstration Project

FECAI: Federal Electronic Commerce Acquisition Instructions

FEDIX: An on-line federal data base serving most federal agencies for on-line searches

FEMA: Federal Emergency Management Agency

FFATA: Federal Funding Accountability Transparency Act
FFMIA: Federal Financial Management Improvement Act

FHWA: Federal Highway Administration

FIC: John E. Fogarty International Center (NIH)

FICC: Federal Interagency Coordinating Council


FIPSE: Fund for Improvement of Postsecondary Education. See: http://www.ed.gov/about/offices/list/ope/fipse/

FIRST: Fostering Integrity in Research

FISAP: Fiscal Operations Report & Application to Participate

FMC: Federal Management Circular

FOA: Funding Opportunity Announcement

FOB: Free-on-board

FOIA: Freedom of Information Act

FR: Federal Register

FS&T: Federal Science and Technology Budget

FTC: Federal Trade Commission

FTS: Federal Telecommunications System

FY: Fiscal Year

G

GAAP: Generally Accepted Accounting Principles

GAO: General Accounting Office

GA: General Administration (Costs)

GAMS: Grants Application and Management System: a consortium of universities which is developing an eRA system.
GASB: Governmental Accounting Standards Board
GATT: General Agreement on Tariffs and Trade
GL: General Ledger
GMAA: Government Management Reform Act
GPC: Grants, Projects and Contracts Modules
GPG: Grant Proposal Guide (NSF)
GPO: Government Printing Office
GPRA: Government Performance and Results Act
GSA: General Services Administration
GUIRR: Government-University-Industry Research Roundtable
HRSA: Health Resources and Services Administration
HSA: Historical Salary Adjustment
IACUC: Institutional Animal Care and Use Committee
IBC: Institutional Biosafety Committee
ICANRD: Invested in Capital Assets - Net of Related Debt
ICC: Interstate Commerce Commission
IDC: Indirect Costs
IG: Inspector General
ICR: Indirect Cost Recovery
IDC: Indirect Cost
IGERT: Integrative Graduate Education and Research Training Program (NSF)
Research Acronyms and Abbreviations


IPA: Intergovernmental Personnel Act

IPR: Intellectual Property Rights

IR&D: Independent Research and Development

IRB: Institutional Review Board

IRIS: On-line search system for research opportunities developed by the University of Illinois (not available at UM)

ITAR: International Traffic in Arms Regulations

ITMRA: Information Technology Management Reform Act

J

JAG: Judge Advocate General

JCS: Joint Chiefs of Staff

L

LOI: Letter of Intention

LSA: Labor Surplus Area

M

MBDA: Minority Business Development Agency

MBE: Minority Business Enterprise

MOU: Memorandum of Understanding


MRI: Major Research Instrumentation (NSF)

MSBA: Minnesota State Arts Board

MSRA: Michigan Chapter of Society of Research Administrators

MTA: Material Transfer Agreement
MTDC: Modified Total Direct Costs

N

NACUBO: National Association of College and University Business Officers

NAS: National Academy of Sciences

NASA: National Aeronautics and Space Administration. See: http://www.nasa.gov/

NCATS: National Center for Advancing Translational Sciences (NIH)

NCBDDD: National Center on Birth Defects and Development Disabilities (NIH)

NCC: National Coordinating Committee

NCCAM: National Center for Complementary and Alternative Medicine (NIH)

NCCDPHP: National Center for Chronic Disease Prevention and Health Promotion (NIH)

NCEH: National Center for Environmental Health (NIH)

NCHS: National Center for Health Statistics (NIH)

NCHSTP: National Center for HIV, STD, and TB Prevention

NCI: National Cancer Institute (NIH)

NCID: National Center for Infectious Diseases (NIH)

NCIPC: National Center for Injury Prevention and Control

NCRR: National Center for Research Resources (NIH)

NCST: National Council of Science and Technology

NCURA: National Council of University Research Administrators

NEA: National Endowment for the Arts. See: http://arts.endow.gov/


NEI: National Eye Institute (NIH)

NHGRI: National Human Genome Research Institute (NIH)

NHLBI: National Heart, Lung, and Blood Institute (NIH)
Research Acronyms and Abbreviations

NIA: National Institute on Aging (NIH)
NIAAA: National Institute on Alcohol Abuse and Alcoholism (NIH)
NIAID: National Institute for Allergy and Infectious Diseases (NIH)
NIAMS: National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIH)
NIBIB: National Institute of Biomedical Imaging and Bioengineering (NIH)
NICHD: National Institute of Child Health and Human Development (NIH)
NIDA: National Institute on Drug Abuse (NIH)
NIDCD: National Institute on Deafness and Other Communicable Disorders (NIH)
NIDCR: National Institute of Dental and Craniofacial Research (NIH)
NIDDK: National Institute of Diabetes and Digestive and Kidney Diseases (NIH)
NIE: National Institute of Education
NIEHS: National Institute of Environmental Health Services (NIH)
NIGMS: National Institute of General Medical Sciences (NIH)
NIH Commons: NIH’s electronic strategy to accommodate ERA
NIJ: National Institute of Justice
NIMH: National Institute of Mental Health (NIH)
NIMHD: National Institute on Minority Health and Health Disparities (NIH)
NINDS: National Institute of Neurological Disorders and Stroke (NIH)
NINR: National Institute for Nursing Research (NIH)
NIOSH: National Institute of Occupational Safety and Health (NIH)
NIP: National Immunization Program (NIH)
NIST: National Institute of Standards and Technology
NLM: National Library of Medicine
Research Acronyms and Abbreviations

NLRB: National Labor Relations Board
NOGA: Notice of Grant Award
NOAA: National Oceanic and Atmospheric Administration
NPR: National Performance Review
NPRM: Notice of Proposed Rulemaking
NPS: National Park Service
NRC: National Research Council
NRC: Nuclear Regulatory Commission
NRL: Naval Research Laboratory
NSA: National Security Agency
NSB: National Science Board
NSC: National Security Council
NSF: National Science Foundation. Most up to date announcements at: http://www.nsf.gov/home/ebulletin/edaily.htm
NSF/STIS: An on-line search system of the National Science Foundation
NSP: Not Separately Priced
NSTC: National Science Technology Council
NTIS: National Technical Information Service
NTSB: National Transportation Safety Board

O

OAW: Office of Animal Welfare
OFAC: Office of Foreign Assets Control
OGC: Office of General Counsel
OCR: Office of Civil Rights
Research Acronyms and Abbreviations

OES : Office of Employment Security
OET: Office of Employment Training
OFCC: Office of Federal Contract Compliance
OFM: Office of Financial Management
OFR: Office of the Federal Register
OIG: Office of Inspector General
OIR: Office of Institutional Research
O&M: Operations and Maintenance Costs
OMB: Office of Management and Budget
OOE: Office of Organizational Effectiveness
OPM: Office of Personnel Management
OPRR: Office for Protection from Research Risks
ORA: Office of Research Administration
ORI: Office of Research Integrity
OSEP: Office of Special Education Programs
OSHA: Occupational Safety and Health Administration
OSP: Office of Sponsored Projects
OSTP: Office of Science and Technology Policy
OT: Office of Transportation
OTC: Office of Technology Commercialization
OVPR: Office of the VP of Research

P
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>PCAST</td>
<td>President's Committee of Advisors on Science and Technology</td>
</tr>
<tr>
<td>PCC</td>
<td>Policy Coordination Council</td>
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<tr>
<td>PCO</td>
<td>Procuring Contracting Officer</td>
</tr>
<tr>
<td>PDF</td>
<td>Portable Document Format</td>
</tr>
<tr>
<td>PETA</td>
<td>People for the Ethical Treatment of Animals</td>
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<tr>
<td>PHPPO</td>
<td>Public Health Practice Program Office (NIH)</td>
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<tr>
<td>PHS</td>
<td>Public Health Service</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>PMS</td>
<td>Payment Management System</td>
</tr>
<tr>
<td>PRD</td>
<td>Presidential Review Directive</td>
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<tr>
<td>PRF</td>
<td>Proposal Routing Form</td>
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<tr>
<td>PROG</td>
<td>Peer Review Oversight Group</td>
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<tr>
<td>PS</td>
<td>People Soft</td>
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<tr>
<td>PTO</td>
<td>Patent and Trademark Office</td>
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</table>

**R**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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</thead>
<tbody>
<tr>
<td>RCA</td>
<td>Research Collaboration Agreements</td>
</tr>
<tr>
<td>RCR</td>
<td>Responsible Conduct of Research</td>
</tr>
<tr>
<td>RDNA</td>
<td>Recombinant DNA Research</td>
</tr>
<tr>
<td>REO</td>
<td>Research Education and Oversight</td>
</tr>
<tr>
<td>REPA</td>
<td>Report of External Professional Activities</td>
</tr>
<tr>
<td>RFA</td>
<td>Request for Applications</td>
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<tr>
<td>RFP</td>
<td>Request for Proposal</td>
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<tr>
<td>RFQ</td>
<td>Request for Quotation</td>
</tr>
<tr>
<td>RIOP</td>
<td>Research Integrity and Oversight Programs</td>
</tr>
</tbody>
</table>
Research Acronyms and Abbreviations

RSPP: Research Subjects Protection Program

S

S&W: Salaries and Wages
S&W + B: Salaries and Wages plus Benefits
SAMHSA: Substance Abuse and Mental Health Administration (NIH)
SBIR: Small Business Innovative Research
SBA: Small Business Administration
SEOG: Supplemental Education Opportunity Grants
SF: Standard Form
SFR: Sponsored Financial Reporting
SOW: Statement of Work
SPA: Sponsored Project Administration
SPAS: Sponsored Project Administration System
SPECTRUM: Sponsored Projects Education Certification Training at the University of Minnesota
SPIN: On-line search system for research opportunities developed by the University of New York System; see Funding Databases
SRA: Society of Research Administrators
SRECNA: Statement of Revenues, Expenses, and Changes in Net Assets
STEP: Science, Technology and Economic Policy Board
STP: Science and Technology Policy
STTR: Small Business Technology Transfer

T

T&A: Time and attendance
TBSR: Total Business Systems Review
Research Acronyms and Abbreviations

TDC: Total Direct Costs

U

UBIT: Unrelated Business Income Tax

UCA: Utility Cost Adjustment

UFRA: Unfunded Research Agreement

UMSPR: University of Minnesota Sponsored Project Research

USA: United States Army

USAF: United States Air Force


USC: United States Code

USCG: United States Coast Guard


USDOJ: United States Department of Justice. See: http://www.usdoj.gov/

USIA: United States Information Agency (now integrated into the State Department). See: http://usinfo.state.gov/

USML: United States Munitions List

USN: United States Navy

NOTIFICATION 1: Submission Receipt Email
Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation.

This email also contains a tracking number for use while tracking the status of the submission as well as a “Track My Application” link, to use to see the progress of your submission (see “2. TRACKING A SUBMISSION” section below).

Example Submission Receipt Email

From: support@grants.gov
To: Nguyen, Cindy
Cc: 
Subject: GRANT0000073253 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 16-Apr-09 11:37:31 AM ET

Validation may take up to 2 business days. To check the status of your application please click here
https://edq7apply.grants.gov/apply/choosAppstatus.faces?tracking_num=GRANT0000073253

Type: GRANT
Grants.gov Tracking Number: GRANT0000073253

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: 0000000000000
AWO name: Cindy L Nguyen
Application Name: Cindy Test
Opportunity Number: AB39E-VERSIONING-TEST-ONLY
Opportunity Name: AB39E-VERSIONING-TEST-ONLY

https://edq7apply.grants.gov/apply/logincontrol.jsp?pots=./secured/applicantlogin.jsp?loginpage=/jsp/applicantLoginGetID.jsp

Thank you.
Grants.gov
if you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-816-4726 (M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
NOTIFICATION 2: Submission Validation Receipt Email

After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination.

Example Submission Validation Receipt Email

From: OS.Support@Grants.gov
To: Gundulpet, Rathna (HHS/ASRT)
Cc: 
Subject: GRANT000079765 Grants.gov Submission Validation Receipt for Application
Attachments:

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: GRANT000079765

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you,
Grants.gov

If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726 (M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
NOTIFICATION 3: Grantor Agency Retrieval Email

Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a third and final email from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system.

Example Grantor Agency Retrieval Email

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

Type: GRANT
Grants.gov Tracking Number: GRANT0000623

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

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-516-9726 | 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.

http://treapply.grants.gov
NOTIFICATION 4: Agency Assigned Tracking Number

If a grantor agency specific tracking number is assigned to your application package, you will receive an email from Grants.gov indicating that an agency specific tracking number has been assigned to your application package. The agency specific tracking number is not included in this email.

The grantor agency will send you an email containing their tracking number, this tracking number can only be used to track your application package within the grantor agency’s system. Questions pertaining to an application submission assigned an agency specific tracking number, should be addressed directly to the grantor agency. Grantor contact information can be found on the synopsis for the funding opportunity, and the cover page of the application.

* Please Note: To track your application within the Grants.gov system you must use the tracking number assigned to you by Grants.gov (the Grants.gov tracking number is sent in the submission receipt email).

**Example Agency Assigned Tracking Number**

<table>
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<tr>
<th>From:</th>
<th><a href="mailto:support@grants.gov">support@grants.gov</a> (<a href="mailto:support@grants.gov">support@grants.gov</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>Subhaswai, Raj</td>
</tr>
<tr>
<td>Cc:</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Grants.gov Agency Tracking Number Assignment for Application GRANT00000023</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
</tbody>
</table>

Your application has been reviewed by the Grantor agency and assigned an Agency Tracking Number.

You will need the Agency Tracking Number when corresponding with the Grantor agency about your application.

Use the Grants.gov Tracking Number at Grants.gov to check your application's status and to obtain your Agency Tracking Number.

Type: GRANT

Grants.gov Tracking Number: GRANT00000023

Thank you,

Grants.gov Customer Support
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.

[http://treapply.grants.gov](http://treapply.grants.gov)
Soon after you submit your application package and receive the submission confirmation page and receipt confirmation email (as mentioned above), with your Grants.gov tracking number and the "Track My Application" link: https://apply07.grants.gov/apply/checkApplStatus.faces, you (or any other member of your organization with the tracking number) will be able to check the status of your application without logging into Grants.gov.

To track the progress of your application, in the For Applicants section, select “Track My Application” from the left side navigation from the Grants.gov homepage. This will take you to the “Track My Application” screen.

“Track My Application” Screen
Once on the “Track My Application” screen, enter up to five Grants.gov tracking numbers, one per line and click the Track button.

After you enter your Grants.gov tracking number(s) on the “Track My Application” page, the results page will appear with a listing of the valid tracking numbers entered.

Information listed includes:
- CFDA Number
- Opportunity Number
- Competition ID
- Grants.gov Number
- Date/Time Received
- Status
- Status Date
- Agency Tracking #
- Submission Name
- Amount Requested

**Tracking Results Screen**