Grants Management Users’ Network

EGMS and Grants.gov

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AGENDA

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EGMS History

- 1996: Development of “in house” system (EGMS)
- 1997: First EGMS created proposal submitted to NIH
- 1999: EGMS to FastLane - system-to-system test case
- 2000-2005: UofM management decision to focus on other electronic systems until government direction became clearer. Worked on other compliance systems related to grants management, e.g. REPA, RSPP systems, ECRT and eResearch Central
- 2006: EGMS will have first system-to-system submission to Grants.gov
What is Grants.gov?

Grants.gov is a web-based portal that allows individuals to find and apply for funding from over 900 grant programs. There are no post-award functions at this time.

- Agency for International Development
- Dept of State
- Dept of Transportation
- Dept of Agriculture
- Dept of the Treasury
- Dept of Commerce
- Dept of Veterans Affairs
- Dept of Defense
- EPA
- Dept of Education
- Institute for Museum and Library Services
- Dept of Energy
- NASA
- DHHS (NIH, CDC, HRSA, AHRQ)
- National Archives and Records Admin
- Dept of Homeland Security
- National Endowment for the Arts
- HUD
- National Endowment for the Humanities
- Dept of the Interior
- NSF
- Dept of Justice
- Small Business Administration
- Dept of Labor
- Social Security Administration
- Corp for National & Community Service
Grants.gov
Find Opportunities – Key Facts


- No registration is required for faculty to find grant opportunities

- UMN is registered and SPA is the Authorized Organization Representative (AOR)

- Users will soon be able to search for Grants.gov funding opportunities directly in EGMS Proposal Prep
Grants.gov
Apply for Grants – Key facts

- No registration is required for faculty to apply
- UMN is registered and SPA is the Authorized Organization Representative (AOR)
- SPA submits application on behalf of PI & institution
- Application packages are downloaded and completed off line
- Read the solicitation carefully - Application receipt is the date AND time submitted to Grants.gov
Grants.gov
Transition through EGMS

- EGMS is building a system to system interface with Grants.gov that will be functioning in summer 2006.

- A “bridge” is being developed to assist the user during this transitional period (expect availability in Spring 2006)

- EGMS “bridge” generates a separate PDF document of each section of a proposal package (e.g. biosketches, abstracts, resource pages, budget justification notes, and other support pages)

- EGMS will also assist users by generating a PDF version of the proposal with all necessary 424 R&R components

- Users can use this PDF version to prepare their proposal off-line

- Use PureEdge only when needed to submit a proposal prior to system to system
How EGMS/SPA Can Help?

- EGMS/SPA will smooth the transition to electronic submission for the University of Minnesota community by offering training labs.
- EGMS proposals can be worked on by more than one person at a time.
- EGMS performs complex budget calculations automatically, e.g. current fringe benefit rates, modular budgets, etc.
- EGMS can be accessed at any location and any time you are connected to the internet.
**DOs/DON’Ts/Deadlines**

**DOs:**
- DO work with SPA and GA closely and start early
- DO save downloaded application package to a public drive for dept use
- DO bring paper copy and PRF to SPA at least three (3) days prior to sponsor deadline
- DO double check your print copy (attachments must be printed manually)

**DON’Ts:**
- DON’T wait until the last minute
- DON’T register yourself – the U of MN is already registered as an Authorized Organizational Representative (AOR) to submit
- DON’T install PureEdge unless you need to
- DON’T hesitate to contact our electronic proposal helpline (under development) or send questions to grantgov@umn.edu
New Forms: SF 424 (Research & Related)

- Consolidates agency forms

- SF 424 (R&R) – (KARI, INSERT LINK TO 2 PDF DOCS-SF424 p 1 &2. THEY ARE ATTACHED TO MY EMAIL)

- Some agencies require additional forms that are unique and specific

- SF 424 (R&R) Sample Forms:
  http://apply.grants.gov/agency/FormLinks?family=3
SF 424 (R&R) includes the following set of standard components which EGMS will generate:

- R&R Application/Cover Component
- R&R Project/Performance Site Locations(s) Component
- R&R Other Project Information Component
- R&R Budget Component
- R&R Personnel Data Component (NIH will not use)
- R&R Sub-award Budget Attachment Component
Timeline for U of MN Transition to use of Grants.gov

- EGMS Bridge – Spring 2006
- System-to-System – Late Summer
- Electronic Proposal Helpline (under development)
- Questions-Suggestions – send to grantgov@umn.edu
- Lab Sessions – March – Oct 2006
**Departmental Perspective**

**Technical Requirements**

- PC work best—Macs work with new Citrix server software
- SCANNER (for non-electronic documents)
- ADOBE ACROBAT SOFTWARE (NOT the free Reader! $55 through Digital Media Center) and must manipulate/manage Acrobat files
- PureEdge SOFTWARE (free)
- USE Internet Explorer (IE) AS BROWSER
- Departmental SERVER SPACE for shared files
- REMOTE LOGIN TO Departmental SERVER (e.g., from home, or while traveling)
- TIME for staff to become comfortable with needed technology
- If NIH, PI must REGISTER in eRA Commons prior to sending proposals through Grants.gov
Departmental Perspective

**Logistics**

- Define who will be the Grants.gov expert at the departmental level
- Develop timelines for completion dates of specific parts of the proposal (e.g., appendices must be .pdf & attached—not last minute)
- Develop file-naming conventions and file management systems (e.g., Jones 2006-06-01 Abstract; Jones 2006-06-01 Budget, etc.)
- Perform a test (up to submission) using documents with similar graphics, etc. to identify potential technical problems
- Identify who controls PureEdge “master” & attachments
  - e-mail final Pure-Edge document to SPA
  - deliver final hard copy of proposal to SPA
  - manage resubmission when rejected due to errors by either Grants.gov or funding agency
- PI must verify receipt by Grants.gov & funding agency and communicate issues to appropriate departmental staff or SPA
Summary

- EGMS and SPA are working together to help streamline electronic submission processes at U of MN and make the transition to Grants.gov easier for faculty and staff.

- Currently, SPA must receive a paper copy of the proposal and PRF of electronic submissions.

- SPA is working on ways to streamline this process and eliminate paper requirements in the future.

- Departments, faculty, SPA, & EGMS will work together to meet this new way of doing business
Resources

- SPA website - http://www.ospa.umn.edu/electronictools/e-proposals.html#grantsgov


- University of Minnesota E-mail for Grants.gov questions and suggestions - grantgov@umn.edu

- Electronic Proposal Helpline (under development)

- SPA/EGMS Labs/Training Sessions (March – October 2006)

- Agency Specific Guides

- Research News Online Articles