Minutes of the Grant Support group Meeting  
12/08/04

Scribe: Olga Wells

ELECTRONIC SUBMISSION PROCESSES

1. NSF Fastlane (Pam Garr)
   a. Introduction
   b. Process/Demo

   **NSF Presentation**
   https://www.fastlane.nsf.gov/fastlane.jsp

**NSF REGISTRATION:**
Link on Office of Sponsored Program Administration website  
(http://www.research.missouri.edu/ospa/index.htm)

NSF FastLane Registration - PI fills out

OR

Contact Paula Teel, Pam Garr or Lynn Hartmann

Special Notes:

- Craig David is the accountant for NSF
  - 882-9570
  - davidcr@missouri.edu
- When submitting an NSF Proposal – the only items needed by OSPA
  - Signed PSRS
  - Signed Financial Disclosure for PI, CoPI's & Senior Personnel
  - Copy of Guidelines or URL for guidelines
  - Internal Budget – if you have one.
  - We can download everything else we need.
  - NO need to provide a hard copy of the NSF proposal
- Last Minute Submissions (i.e. due at 5:00 pm and proposal not in OSPA office until 4:00)
  - NSF website can SLOW down, especially on BIG deadline dates –
    - If for some reason Fastlane was SLOW and it finally goes through AFTER 5:00 pm on a deadline date – it will be considered submitted LATE.
- Check TARGET DATES vs. DEADLINE DATES in guidelines –
  - At the NSF Regional conference it was stated “Target Dates are more flexible. It doesn’t mean they are not due on the target date – it means if you contact the Program Director, they will often let the PI change the date”. If the Program Director is NOT contacted PRIOR to the “Target Date”, then the DEADLINE date IS the Target Date.
  - DEADLINE Dates – no flexibility – 5:00 pm LOCAL time.
- In Fastlane – selecting Program Announcement –
  - MUST select a “deadline date” now – is used to default in – it doesn’t default in anymore.
- Letters of Intent – MUST be submitted in FASTLANE by OSPA Office
- Other processes in Fastlane:
  - Faculty can track the progress of their proposals
  - Postaward process some items through Fastlane such as change in PI
  - PI can submit Annual Reports through Fastlane.
Process to do a “Check” on a Proposal in NSF FASTLANE
(to insure that all required forms have been filled out by the PI)

Select Prepare Proposal

Principal Investigator (PI) Information

Name: Terry Demo
Organization: NSF 4102552000
Department: Division of Information Systems
Address: 4201 Wilson Boulevard
Arlington, VA 22230
Phone: (703) 292-1000
Fax: (703) 292-3600
Email: tdemo@nsf.gov

Country: US
Highlight the proposal you want to review –
Click “Check”

PI needs to do a “check” prior to allowing SRO access.

Note: An asterisk (*) indicates that the item listed will prevent submission

Current & Pending –
COMMON mistake by PI’s:
If a Current & Pending is NOT filled out on a PI or Co-PI – they often state that they “do not have any”. The NSF Guidelines specifically state the following:

Current and Pending Support
This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. The proposed project and all other projects or activities requiring a portion of time of the
PI and other senior personnel must be included, even if they receive no salary support from the project(s).
The Requested Amount should be more than $1. It is calculated from the budget forms.

The proposed duration for this proposal should be at least 1 month.

The requested starting date should be filled in.

The year the firm was founded should be filled in. The format is YYYY.

The number of employeesAvg for the previous 12 months should be filled in.

The number of employeesCurrent should be filled in.

The company officer's title should be filled in.

The company officer's phone number should be filled in.

The company president's name should be filled in.

An SRRS Phase 1 Topic Number must be selected. (*)

Small Business Concern Item 1 must be answered. (*)

Small Business Concern Item 2 must be answered. (*)

Small Business Concern Item 3 must be answered. (*)

Small Business Concern Item 4 must be answered. (*)

Small Business Concern Item 5 must be answered. (*)

Small Business Concern Item 6 must be answered. (*)

Small Business Concern Item 7 must be answered. (*)

Small Business Concern Item 8 must be answered. (*)

Small Business Concern Item 9 must be answered. (*)

Current and Pending Support Section

Persons for whom there is no current and pending support form:

Jerry Demo

Detail of current and pending support forms passed.
NOTE: G&C Administrators used to receive an e-mail from Fastlane when a PI gave "view" or "view and edit" SRO access – we do NOT receive this e-mail anymore. We only receive an automatic e-mail from Fastlane when “Allow SRO to view, edit and submit proposal”. Please let the PI's know that they need to send us an e-mail or call us when they give “view” or “view & edit” access only.

If a PI would like to give an admin, office support, etc access to his/her proposal to enter information for him/her, a PIN number can be assigned. The PI selects “Proposal PIN”
PI enters in a PIN number
The admin, office support, etc. would go into Fastlane & at this screen under “Other Authorized Users Log In” – you would log in using your information, the PIN # the PI gives to you and the Temp Proposal ID assigned by Fastlane. Note: Co-PI's can access the proposal without the PIN number.
2. e-grants (Sheryl Koenig)
   a. Introduction
   b. Process/Demo

**US Department of Education Electronic Submission**
**e-grants.gov**

- Click on the “Continue” button at the bottom of the page.
- Click on “e-application” tab.
- Register if you have not already done so. Answers are usually “Yes”, “No”, “No”. Fill out the requested information. For User Type, choose “Discretionary/Other Formula Grants.” You will be emailed a password. You can use this name and password for all proposals through e-grants.
- To see “packages” for applications, you can click on the “Add” button on your start page or on the “Packages” tab.
- Choose the appropriate package.
- Click on the underlined title. Those which have due dates which are passed will not have underlined titles.
- The package will appear on your start page.
- Click on the title to show the package contents.
- On the right side of the page, you can click on the “Application Package” to download the Application Kit (guidelines).
- A list of the forms required for that RFP will be listed. Each form will have a picture in front which shows the status of the form.
- Click on the form name. Fill in the required info. There may be more than one part to a form.
- Click on the “Save” button to save info. When the form is done, click on the box at the bottom by “Form Completed.”
- The icon in front of the form will reflect the “Completed” status.
- On the right side of the page are links to instructions for the various forms.
- If you click on the printer icon, you’ll see a print preview. You can then print them using the “Print” function on the Internet browser.
- Sections such as the narrative require you to upload a document in MS Word (.doc), Rich Text Format (.rtf) or Adobe (.pdf) format.
- Do not click the “Submit” button. Leave that for OSPA.

There are two ways to share the information with your OSPA Administrator.

1. Click on the “User Privileges” link on the right side of the page. Add the user name for the Administrator. You can then click/unclick those functions needed for review.
2. The easiest way to allow the Administrator to review the proposal is to provide him/her with your user name and password. If you choose this option, be sure to use a password that is okay to share.

- Provide the Administrator with the signed PSRS and either a digital and/or paper copy of the proposal.
- Note the submission deadline. It will be for Washington, DC time, so you’ll have it have it in an hour earlier our time.

After the Administrator review the application and finds it acceptable, he/she will notify the authorized official that it is ready for submission. The authorized official will click on the “Submit” button and fill in the requested info pertaining to the authorization process. She will then hit another “Submit” button. The system will generate a confirmation web page and will also allow her to print out the completed 424 form (including the info regarding the authorized official). This 424 form must then be signed and faxed to the Application Control Center within 3 days.
3. RAMS proposalCENTRAL (Paula Teel)
   a. Introduction
   b. Process/Demo
RAMS proposalCENTRAL Application System

http://v2.ramscompany.com/

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**proposalCENTRAL Member Organizations**

- **ACCT**
- **ALC**
- **American Lung Association**
- **Arthritis Foundation**
- **Association for Cure & Treatment of Cancer**
- **Cancer Research and Prevention Foundation**
- **Cystic Fibrosis Foundation**
- **Florida Department of Health**
- **Fetal Alcohol Spectrum Disorders Center for Excellence**
- **Foundation for Northrop Grumman Health Solutions**
- **Inter背 Line**
- **LANCE Armstrong Foundation**
- **Northrop Grumman Health Solutions**
- **Paralyzed Veterans of America**
- **PVA**
- **USIDNE**
- **Concern Foun**
- **Funding Cancer Research Worldwide**
- **American Cancer Society**
- **JDRF**
- **Juvenile Diabetes Research Foundation International**

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INSTRUCTIONS FOR SUBMITTING A PROPOSAL AT RAMS PROPOSALCENTRAL

1. Website http://v2.ramscompany.com
2. PI needs to register

PROPOSAL PREPARATION – FOLLOW PROGRAM ANNOUNCEMENT
1. complete proposal package online
2. click “Access” to add users (you can give anyone who is registered view and/or edit access)
3. save as indicated on each panel/screen
4. click on “validate” to check proposal
5. correct any errors listed after validation (proposal can not be submitted until validated)
6. Print copy and make copies as applicable

SUBMISSION PREPARATION
7. click on “access”
8. go to “proposal access user selector”
9. add email address of OSPA Grants & Contracts Administrator for permission to view
10. add grantsdc@missouri.edu for Administrator Permission (this allows your proposal to be submitted by OSPA)
4. DOE IIPS (Pam Garr)
   a. Introduction
   b. Process/Demo

DOE IIPS Submission Guidelines

1. PI follows guidelines for forms to fill out – list of essentials that an application must contain:
   a. Face Page
   b. Budget Page(s)
   c. Project Description
   d. Biographical Sketches
   e. Facilities & Resources
   f. Bibliography of Literature
   g. Current & Pending
   h. Pre-award Assurances & Certifications **Up Front**
      i. Assurance of Compliance Form
      ii. Certifications regarding lobbying (if applies) – filled out if there is lobbying involved
      iii. Disclosure of Lobbying Activities (if applies) – filled out if there is lobbying involved
      iv. Simpson-Craig Amendment Representation Form
      v. EPACT Representation Form – not filled out because UMC is NOT a company.

2. Electronic File(s) should be sent to GCA (depending upon how the guidelines state – all one or separate)
   a. All one file
   OR
   b. Separate Files

3. Try to get:
   a. Hard Copy of Budget/Budget Justification
      i. Should come to GCA in format it is suppose to be in (forms off of website)
      ii. Dona or Mike should already be on Face Page when GCA receives it.

4. **MUST HAVE: BAA # to submit through IIPS** (whether it is a New Proposal or a Supplement – if a supplement – find out if BAA is still open)
5. grants.gov (Paula Teel)
   a. Introduction
   b. Process/Demo

Grants.gov

The PI:
- does not register or need to logon in any way.
- Skips the tab labeled “Get Started”
- Can search for grant opportunities under “Find Grant Opportunities” tab

To apply for a grant:
1. Go to the tab labeled “Apply for Grants”
2. Click on “Step 1”
3. Enter the CFDA number, Funding Opportunity Number, or both.
4. Click on “Download Package”. You will be taken to the “Selected Grant Applications for Download” page.
5. Download the instructions and save on your computer. (This will be in Word format) Print if desired.
6. Go back to the “Selected Grant Applications for Download” page.
7. Click on “Download” under the word “Application.
8. Next page – click on “Download Application Package” at the bottom of the page. This may take a minute.
9. Click on the “Save” button at the top and save the file to your computer/server.
10. Someone should be the “Keeper of the File.”
11. Enter the name of the project.
12. The documents required for the RFP should be listed under “Mandatory Documents.”
13. To complete a document, click on the name of the document and then click on the “Open Form” button.
14. If the document is a form, it will open and you can fill in the info.
15. Click “Next” to go to the next page if that option is presented.
16. When done, click “Close Form” button.
17. Click “Save” button to save.
18. Some applications give you the opportunity to upload additional file(s).
   a. Click on “Add Optional Other Attachment”
   b. Click on the “Attach” button
   c. Choose your file, double click on it.
   d. Add as many files as you need to.
   e. Click on the “Done” button
   f. Click on the “Close Form” button
   g. Click on the “Save” button
20. When a document is completed, click on the name of it and then click on the right arrow. →
21. You can print most of the file by clicking the “Print” button, but attachments won’t print that way. Must open attachments to print them.
22. If an email is entered in the package and saved, the package can be attached to an email and sent to others for review. They should tell the “Keeper of the File” what changes should be made.
23. When the package is completed, email the package to the GCA and give the GCA the signed PSRS and any hard copies and supporting materials.

The Grants & Contracts Administrator can open the package without a password. Reviews all files. When ready for submission, the GCA forwards the file to the Authorized Organizational Representative.
6. Other electronic processes (Sheryl Koenig)
   a. Email
   b. New

**Electronic Files/Submissions**

As our sponsors move toward more digitalization and less paper, here are some things to consider for proposal submission regarding electronic files.

- OSPA must still submit the proposal, even if an authorized signature/endorsement isn’t required by the sponsor.
- The file copy for OSPA of the proposal can be submitted to your OSPA Administrator electronically instead of hard copy, if you wish. This is not a requirement, just an option. Be sure you furnish the final version. We will upload it into our electronic document storage file.
- Guidelines may be provided with a web site link. That web site link must be to the page the guidelines are on, not the home page or some other general site. Provide all information necessary to locate the correct guidelines for the project. Don’t make us guess where they are, we might guess wrong.
- Guidelines can also be provided by sending your OSPA Administrator a file through email. Be sure to specify the proposal number or project number in the message.
- If you think there is any chance the website for electronic submission might be a “new” one for your OSPA Administrator, contact him/her well ahead of submission time. Often the authorized official must register at the website. Some sponsors require this to be completed a couple weeks ahead of submission time. Also, notifying your Administrator of the site will enable him/her to review the site, reading the directions for the submission process. We will help the PI and/or Admin Assistants to determine the appropriate online submission process for that sponsor.
- If the proposal is to be submitted electronically, the only thing we HAVE to have in hard copy is the signed PSRS.
  - If the proposal is to be submitted as an attachment to an email, be sure to provide the email address to which it is to be forwarded. Specify the proposal number or project number in the message of your email when you send the file to your OSPA Administrator.
  - If the proposal is to be submitted as an attachment to an email, it is recommended that you put the entire proposal in one file to avoid separation. (Here’s a suggestion – if you convert your files to pdf format, it is easier to combine files with varying margins or from different programs – such as Word and Excel. This also has the added advantage of assuring that the sponsor won’t inadvertently change things in the file.)
  - If the proposal is to be submitted online, provide us with the information needed to review and submit the proposal. That might mean letting us know the user name and password.
  - Unless the proposal can be downloaded from the website (like NSF), provide us with an electronic copy via email or a paper copy of the proposal.
  - If the proposal has to be entered onto the web site and submitted all in one setting, call your OSPA Administrator to work out details.
- To avoid confusion, provide all electronic files to your OSPA Administrator at about the same time as you provide the signed PSRS and any hard copies.
  - The exception to this would be if the proposal/guidelines require a signed cover page, certification or assurance that contains legal language (terms and conditions). OSPA needs at least 7 full working days to review legal language and negotiate if necessary. In this case, provide the documents with the legal language in advance of the proposal files.
- Web sites have been known to crash when the online traffic gets heavy. Don’t wait until the last minute for an electronic filing. Note the submission deadline. They may be for a different time zone.