

## Grants.gov Electronic Submission Tips

### General Grants.gov Tips:

- **It is imperative to submit early.** Final ready-to-submit electronic applications received after URA's electronic submission deadline will be placed at the end of the submission queue at URA with no guarantee that it will be submitted prior to the deadline, or if submitted that it will pass through the Grants.gov and NIH validation process error-free.
- **Very Important:** Read the agency User Guide (if applicable) and most importantly, **READ and follow the specific guidance found in the FOA** (FOA=Funding Opportunity Announcement, e.g., **RFA, PA, or Solicitation**). This guidance will take you through the application package step-by-step.
- *Immediately* save the package to your **desktop** before working on the application (this is so you are not entering information while the package is open in your web browser with the potential of losing data you have entered). It is highly advisable that you always work on the package that is saved to your local machine (not on shared drives, zip disks, jump drives, flash drives, etc.).
- You must complete **all** required budget fields for one budget period before moving on to the next (document will not allow you to move forward).
- Watch your spacing when copying and pasting—especially with email addresses—make sure you have not included unnecessary spaces before or after essential text.
- Applications are reviewed in hard copy; please also provide hard copy of FOA (RFA, PA, or Solicitation).
- Please email final reviewed and ready-to-submit application to URA (only if it is too large for email servers, bring it to URA on a CD or flash drive).
- Note that budgets in G.g calculate effort in calendar months rather than on a percentage basis.

### Grant Application Package Guidance

- Grant Application Package (first screen you see when you open a package)
  - Application Filing Name = Project title (note: enter as much as possible—it gets cut off about half way into the field)
- SF 424 (R&R)
  - We recommend you start working on the 424 (R&R) first because **following pages pre-fill from it**.
  - When submitting a 'changed/corrected application' (box 1) for a 'new' application (box 8), the 'Federal Identifier' box activates (turns yellow), type N/A (box 4).
- R&R Other Project Information
  - Certain answers may activate (turn yellow) additional boxes.
- R&R Senior Key Person Profile
  - Allows for the entry of the contact PD/PI and additional Key persons, or Other Significant Contributors.
- R&R Project/Performance Site Location(s)
  - Organization name = The University of Chicago
  - Street = Lab address; County = Cook
  - Allows entry of 1 primary location and up to 8 additional sites, if necessary (use 'next site' button to add sites). If more than 8 additional sites, upload attachment in same format, and continue listing sites (additional formatted documents are available at <http://grants2.nih.gov/grants/funding/424/index.htm>).