



INSTITUTE FOR RESEARCH IN
ELECTRONICS
& **APPLIED PHYSICS**

IREAP INSTRUCTIONS FOR SUBMITTING GRANTS.GOV PROPOSALS

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Most agencies are now requesting that proposals be submitted to them through grants.gov. It is strongly encouraged by IREAP that the PI contact Margaret Hess at least 3 weeks prior to the agency submittal date so that your proposal may be placed in IREAP's proposal queue. This gives IREAP staff and the PI two weeks to prepare and route the proposal; it allows the third week for ORAA and grants.gov to submit the proposal to the agency.

ORAA strongly encourages that the PI have the signed routing form and the proposal in ORAA'S office AND the final grants.gov file uploaded to ORAA's website no later than 5 working days prior to the submission deadline. The proposal goes from ORAA, to grants.gov, and then to the agency. If you cut it too close, you may miss your deadline. The PI must be available to answer any questions that ORAA may receive from grants.gov. (NIH proposals require 7 working days.)

We have found that submitting proposals to grants.gov is a real adventure. It is imperative that the PI have definite starting and ending dates for the proposal because, from experience, we have found that when the dates are changed, the data in the budget forms are lost and all the forms must be started from the beginning. Other parts of the proposal are also affected by changing the dates.

To access, complete, and submit applications on grants.gov, you must use the Adobe Reader 9.0 or later, which can be downloaded from Adobe.com.

Unlike other systems, **only one person can work on the grants.gov file at a time.** I have found that the easiest procedure is:

1. PI contacts the agency to find out if the proposal is to be submitted through grants.gov.
2. PI gives Margaret and Dottie the CFDA number and the Funding Opportunity Number for his proposal.
3. PI logs on to <http://www.grants.gov> webpage and downloads the instructions for that proposal by typing in the CFDA number. (The application is a package of forms that have to be completed and is NOT web based.) PI prints out the instruction package for his use and reads it carefully because no two packages are the same. The instructions are unique to each proposal.

4. Dottie saves the applications package to her computer with a new file name BEFORE entering info into the file. Dottie prints out the forms and the instruction package for Margaret (and a copy for herself).
5. Dottie and Margaret enter the administrative information (administrative forms, budget, budget justification, etc.) to the file.
6. Dottie saves the file and emails the file back to the PI.
7. PI adds his parts of the proposal (abstract, proposal description, curriculum vitae, current and pending, attachments, etc.) to the file. **Save** the file after every input.
8. ***Before routing begins***, PI uploads the ***final* saved** version of the proposal file to ORAA at <http://www.umresearch.umd.edu/ORAA/esubmission/upload/>.

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NOTE: * Once the proposal is sent to ORAA, that's it -- no more changes can be made.*

9. PI gives printed copy of entire proposal to Margaret for copying.
10. PI signs routing form and begins routing the proposal.
11. ORAA submits the finished pdf file of the proposal package to grants.gov.
12. Grants.gov submits the file proposal package to the agency.

Useful Information for Cover Page – The applicant is always the University of Maryland and the PI's address is always IREAP's address.

Applicant/Institution:	University of Maryland 3112 Lee Building College Park, MD 20742-5141
Business Contact in ORAA:	Jennifer Swift Contract Administrator Phone: 301-405-6269 FAX: 301-314-9569 Email: oraa@umd.edu
Mailing Address of PI:	IREAP University of Maryland Bldg. 223, Paint Branch Drive College Park, MD 20742-3511 FAX: 301-314-9437