Council on Undergraduate Research

Learning Through Research

Electronic Grant Submission:

NSF FASTLANE & GRANTS.GOV

Mel Druelinger
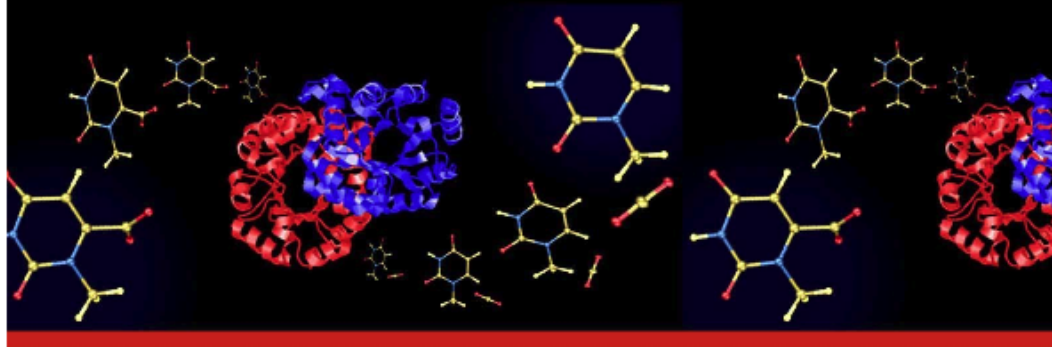Proposal Writing Institute
University of South Alabama
July 20, 2014

Two Government Electronic Portals

⅄ FASTLANE – NSF only

  – (www.nsf.gov)

⅄ GRANTS.GOV - used by all 26 Federal grant-making agencies

  – (www.grants.gov)

GRANTS.GOV

Grants.gov Application Guide

A Guide for Preparation and Submission of
NSF Applications via Grants.gov

National Science Foundation

March 3, 2009

Is your university/college registered? Are you registered?

- With Grants.gov and the eRA Commons for the NIH.

- University/colleges should allow at least 4-6 weeks to complete all registrations. Your organization will need a Data Universal Numbering System (DUNS) number, AND then register in the Central Contractor Registration (CCR) database, and THEN in eRA Commons.

- **Faculty members register with** eRA Commons: normally, your grants office does this…

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GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

*Please Note: If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Please choose one of the options below:

Organization Registration	**Individual Registration**
I want to Register on behalf of an Organization.	**I want to Register as an Individual on my own behalf.**
An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.	Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals.
	An individual cannot submit a grant application to a grant opportunity that is open to organizations.
Organization Registration Overview Tutorial (animated)	**Individual Registration Overview Tutorial** (animated)
Organization Registration User Guide	Individual Registration User Guide
Organization Registration Checklist	

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GRANTS POLICY COMMITTEE **E·GOV** **USA.gov** **Benefits.gov™**

Download Application Package and Instructions:

- **■** Each "application package" **(ie the electronic forms)** is specific to the chosen grant program deadline, and cannot be used for other grant programs.
- **■** Each of the 26 Federal agencies utilize different forms and instructions
- **■** Download the application package onto your computer

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APPLY FOR GRANTS

*IMPORTANT NOTICE: All applicants please read immediately

Provided below is an overview of the process to apply for grant opportunities. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Register for grant opportunities now.

Click here to "Get Registered".

Download a Grant Application Package

Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.

Click here to verify if your Adobe software version is compatible with Grants.gov.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

Complete the Grant Application Package Step

Now that you have downloaded an application package, complete the grant application offline. Save changes to your application as you go, Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

View a narrated tutorial on how to complete a grant application package using Adobe. If you're having problems completing the package, view our Frequently Asked Questions.

Submit the Completed Grant Application Package

If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username and password.

Submitting a Grant Application with Adobe Reader:

After you have entered all the necessary information, checked the package for errors and saved your package; click the "Save & Submit" button on the cover page, your application package will automatically be uploaded to Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Record the tracking number so that you may refer to it should you need to contact us for support.

If you're having problems completing the package, view our Frequently Asked Questions.

Track the Status of a Submitted Grant Application Package

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APPLICANT RESOURCES

There are several tools and documents available here to help you with Grants.gov.

FAQs	Download Software
User Guides	Glossary
Checklists	Stakeholder Webcast
Animated Tutorials	Related Links
Quarterly "Succeed" E-Newsletter	Exit Disclaimer
Webcast Archive	Troubleshooting Tips
Brochure/Presentation Request Forms	Additional Resources

Frequently Asked Questions – The most frequently asked questions about Grants.gov for applicants.

- Applicant FAQs
- Submit Application FAQs
- General FAQs
- Public Law 106–107 FAQs

User Guides – Instructions for Applicant Registration, Finding and Applying for Grants.

- Applicant User Guide – A detailed guide to registration, finding and applying for grant opportunities.
- Organization Registration User Guide – A detailed guide specifically focused on organization registration.
- Individual Registration User Guide – A detailed guide for individuals registering on their behalf.
- Find and Apply for Grant Opportunities – A detailed guide specifically focused on finding and applying for grants.
- Track Your Application Package – A detailed guide on what to expect after submitting an application package.
- Life of A Grants.gov Application Package – A diagram depicting the role of the Grantor, Grants.gov, and the applicant in regards to the life cycle of a grant application package.
- Grants.gov Customer Service Process – A diagram depicting the procedures the Grants.gov Contact Center follows when a customer calls for assistance.
- Grants.gov Overview Presentation – An overview of the Grants.gov initiative.
- Foreign Registrant Guide – Guidance for Grants.gov registration for those living and doing business outside of the United States.

Checklists

- Organization Registration Checklist – Registration guidance for any type of organization.
- E-Biz POC Registration Checklist – Registration guidance for your organization's E-Business Point of Contact (E-Biz POC).

Animated Tutorials – Learn more about specific topics by watching an animated overview.

- Grants.gov Overview – Watch an overview about Grants.gov.
- Grants.gov Eligibility – Determine whether you are eligible to apply for grants on Grants.gov.
- Finding Grant Opportunities on Grants.gov – Learn how to find grant opportunities and understand your search results.
- Organization Registration Overview – Watch an overview on how to register your organization with Grants.gov.
- Individual Registration Overview – Watch an overview on how to register with Grants.gov.
- Adobe Reader Application Overview – Watch an overview on how to apply using Adobe Reader.

Quarterly "Succeed" E-Newsletter

- Quarterly "Succeed" E-Newsletter – Subscribe to the Grants.gov mailing list and receive "Succeed" in your email inbox each quarter. View past issues of

Click here to receive our Quarterly "Succeed" e-newsletter

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Complete the Application Package

- Complete the grant application offline. Save changes to your application as you go, Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

- Complete forms listed in the "Mandatory Documents" AND "Optional Documents" boxes, and then move the completed files to the "….Completed Documents for Submission" box

Check for errors

- "Check Package for Errors" … YOU NEED TO DO THIS OVER AND OVER AGAIN until no more errors are listed (not all errors are listed at once)
- Click the "Save" button …RENAMING EACH VERSION

SUBMISSION

Only the AOR can submit your application to GRANTS.GOV

- AOR is "authorized organizational representative "…maybe same as "signing official." Grants.gov uses of the term "applicant" for your organization, not you.

- You must send the completed application to your AOR

DEADLINES

- A deadline of 5:00 PM EST, would mean 2:00 PM PST. HOWEVER, NSF uses the time zone of the of the submitting university/college (you may be somewhere else) - 5 pm on the receipt date.
	submit at least the day before due date
- Grants.gov, then the funding agency, will check for errors, viruses and completion.
- View the proposal within <u>2 </u>days. Fatal errors must be corrected within 5 business days after the submission deadline…THEN resubmit the entire grant application package.

What Happens After Submission?

⚲ Grants.gov, then the funding agency, will check for errors, viruses and completion

⚲ YOU MUST View the proposal within 2 days. Fatal errors must be corrected within 5 business days after the submission deadline…THEN resubmit the entire grant application package.

For NIH: Check Status in eCommons

1. Click the Status tab to view the PI Status.

2. Find application that shows "eSubmission Error" in the Application Status column.

3. Follow the link on the Application ID to see specific Error/Warning messages.

Thanks to
Ami Ahern-Rindell
Brad Stith and
NSF for contributions to this presentation

FASTLANE

Introduction to FastLane

Print contents of the Introduction to FastLane book.

FastLane is the National Science Foundation (NSF) online website through which we conduct our relationship to researchers and potential researchers, reviewers, and research administrators and their organizations.

In collaboration with NSF, more than 250,000 people use FastLane each year. See Activities Overview for a brief description of the many activities that researchers carry out in FastLane.

Most work in FastLane is carried out in the modules that are displayed in the menu at the top of the FastLane Home Page screen (Figure 1).

Figure 1   FastLane Home Page screen. The links to FastLane's modules are circled.

The FastLane modules are:

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FastLane NGIS Beta Site

FastLane
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. More About FastLane...

FastLane User Support

[7 AM to 9 PM Eastern Time • M-F]
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions
Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Links

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▸ Frequently Asked Questions About FastLane Proposal Preparation

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▸ Deadlines and Target Dates

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Proposals, Awards and Status

Log in for the following permission-based functions:

▸ Proposal Functions
- Letters of Intent
- Proposal Preparation
- Proposal Status
- Display Reference Status
- Revise Submitted Proposal Budget
- Proposal File Update

▸ Award and Reporting Functions
- Notifications and Requests
- Continuation Funding Status
- View/Print Award Documents
- Project Reports System
- Suplemental Funding Request

▸ Change PI Information

PI/Co-PI Log In

Last Name: [   ]

NSF ID: [   ]
Privacy Act

Password: [   ]

[Log In]

Forgot Password?
Lookup NSF ID

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name: [   ]

OAU NSF ID: [   ]
Privacy Act

OAU Password: [   ]

Proposal ID: [   ]

Proposal PIN: [   ]

Select One: ⦿ Proposal Preparation
○ Revised Proposal Budget
○ Proposal File Update

[Log In]

Log In by Award Number

Award Number: [   ]

OAU NSF ID: [   ]
Privacy Act

Award PIN: [   ]

Select One: ⦿ Project Report

[Log In]

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National Science Foundation
4201 Wilson Boulevard, Arlington, Virginia 22230, USA
Tel: 703-292-5111, FIRS: 800-877-8339 | TDD: 703-292-5090

Privacy and Security

FastLane NGIS Beta Site

Questions?
Are we having funding yet?

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