

HARVARD MEDICAL SCHOOL
Sponsored Programs Administration (SPA)

GRANTS.GOV ELECTRONIC SUBMISSION PROCESS
Revision Date 9/19/06

IMPORTANT POINTS:

- New deadline for SPA proposal receipt: **7 business days prior to application due date**
- Application submission times assigned to PIs on first come, first served basis
- SPA submits final application to Grants.Gov electronically
- **Missed deadlines = no guarantee of on-time submission**

PROCESS STEPS:

1. PI uploads first application (finalized administrative documents and draft research plan) to SPA eCommons dropbox **7 business days prior** to funding agency due date
2. SPA reviews application; works with PI/Department to correct errors
3. SPA assigns PI a submission date and time for second (FINAL) application of no later than **2** days prior to agency due date
4. PI uploads second (FINAL) application to dropbox prior to assigned submission time
5. SPA submits application to Grants.Gov
6. Agency's electronic system (e.g., NIH eRA Commons, NSF Fastlane) retrieves application

DETAILED PROCESS:

1) PI/Department uploads first application package to SPA eCommons dropbox (instructions on SPA website – http://www.hms.harvard.edu/spa/grants_gov/dropbox.htm), and sends institutional documents to SPA representative.

Required for First Application:

- Agency documents – upload to SPA dropbox on HMS eCommons website
 - PureEdge application: SF 424 Research and Related (R&R)
 - R&R Project/Performance Sites
 - R&R Other Project Information
 - R&R Senior/Key Personnel
 - R&R Budget (including justification and subcontract budgets)
 - Agency-specific components (e.g., NIH 398 face page and checklist)
 - **Draft** research plan
- Institutional (HMS) documents – send (deliver, mail, e-mail or fax) to SPA representative
 - Funding Opportunity Announcement (FOA)
 - HMS-SPA Proposal Routing Form
 - Conflict of Interest forms for all key personnel at Harvard
 - Detailed budget for modular proposals
 - Signed letters of intent (or face pages) for subcontractors
 - Agency approval for NIH proposals over \$500,000 per year

- 2) Within 2 days of receipt, SPA reviews documents and communicates with PI/Department to resolve any issues.
 - PI makes corrections/changes to application, but does **not** resubmit the application to SPA. (The second upload of application to the eCommons dropbox will be the final, “ready for submission,” application.)
- 3) SPA assigns submission date and time for **final** application on a first come, first served basis.
 - Submission time will be **no later than 2 days prior to the funding agency deadline** to assure time for corrections in response to Grants.Gov and agency system errors.
- 4) Prior to established submission time, PI uploads complete and final PureEdge application into SPA dropbox. (This is the second and FINAL application upload.)
- 5) SPA retrieves final application from dropbox and submits to Grants.Gov.
 - Grants.Gov sends e-mail to SPA signatory, indicating success or failure of submission.
 - If failure occurs due to missing or incorrect data, PI corrects the application and uploads to dropbox. SPA resubmits to Grants.Gov. If system failure occurs, SPA will attempt to resolve problem.
- 6) Once Grants.Gov accepts application, agency system retrieves it and sends e-mail to PI and SPA signatory indicating success or errors and/or warnings for that system. (For NIH submissions **it is highly recommended that the PI log in to NIH eRA Commons to review the final grant image.**)
 - If successful, no action is necessary; application automatically moves on to processing for review. The system sends a confirmation e-mail to the PI and SPA signatory.
 - If there are data and/or formatting errors, PI corrects application and uploads to dropbox, SPA resubmits to Grants.gov. (Warnings do not need correction in order to successfully submit.) If system failure occurs, SPA will attempt to resolve problem.
 - **Applications that fail validation process after the agency due date for a reason other than Grants.Gov or agency system errors are subject to the agency’s late policy guidelines and may not be accepted.**

Please note these policies and procedures are subject to evolving requirements of federal funding agencies and may change at any time.