

OSR Update on Electronic Research Administration (eRA)

January 2006

This periodic communication will help bring you up to date with the myriad of new electronic systems that are being deployed by our funding sponsors. The last OSR eRA Update mentioned that NIH would transition to Grants.gov for new and competing renewal applications. This edition of the OSR eRA Update will bring you more news on federal electronic submissions. Within a short time, the C&G website "UCSF Procedures/Policies>Electronic Proposals" will be updated to give you valuable links to the various federal agency systems as well as links to some of the non-profit foundations' electronic systems.

Electronic Submission through Grants.gov

Grants.gov is the central portal that the federal government is implementing for grant submissions from all the Federal grant-making agencies. When fully implemented, Grants.gov is intended to be THE single access point for grant programs offered by the 26 Federal grant-making agencies.

Grants.gov has two main components:

Find - search for funding opportunities and their corresponding application packages (if available)

Apply – download application packages, complete applications locally

Basics of Grants.gov

- Administrators/PIs/Staff: **do not** create an account with Grants.gov. Only one account holder per institution is allowed, and at UCSF OSR is serving as the account holder. While the Grants.gov helpdesk may tell you that you need an account, be assured, **you do not need one** – UCSF is the only account holder.
- UCSF already has an assigned Data Universal Number System (DUNS) Number (094878337) and is in the Central Contractor Registry (CCR). **Do not re-register the institution.**
- You must download and install the free PureEdge Viewer in order to open and work on application packages. The software should be installed for all staff who will be working directly on the submission and technical assistance from your Computer Support Staff may be required. Staff who will only be contributing documents such as PDF files will not require the software.
- Macintosh users: PureEdge will only work on a Mac when executed using a software emulator/virtual PC or using the NIH—provided Citrix server (<http://www.grants.gov/MacSupport>). Email Pat Clausen to get the correct Citrix files to be downloaded.
- Each application package will have agency-specific mandatory forms, so each time you apply you must download the current package for the specific funding opportunity.
- Review of applications will continue to occur in hard copy format. PIs must submit a printed proposal copy to C&G for review along with the signed OSR Approval Form. PIs forward the completed and checked final PureEdge application package via email attachment to OSR (Note: specific information on the email address for submittal of applications to OSR will follow shortly). If the package is too large to attach to an email message, please deliver it on a CD. C&G then submits the application via Grants.gov.
- **Start early!** Get the completed package to C&G as early as possible. Our experience so far is that the process is slow and can take up to 10 days just for the completion of the submission process.

NIH and AHRQ shifting to Electronic Grant Application Process via Grants.gov

The National Institutes of Health (NIH) and the Agency for Healthcare Research and Quality (AHRQ) are converting to the SF424 Research and Related (R&R) grant application forms, and are transitioning to full grant submissions via Grants.gov by May 2007 (NIH NOT-OD-05-067).

Target schedule for submission dates and mechanisms that require submission through Grants.gov:

January 25, 2006 —Academic Research Enhancement Awards (AREA) (R15)

February 27, 2006 –NIH Director's Pioneer Award
(<http://nihroadmap.nih.gov/pioneer/ApplicationInstructions.aspx>)

April 7, 2006 —AHRQ Support for Dissertation Research Grants (R36)

April 15, 2006 — NIH and AHRQ Conference Grants (R13/U13)

June 1, 2006 —Small Grant Programs (R03) & Exploratory/Development Research Grant Awards (R21)

October 1, 2006 —Research Project Grant Program (R01)

The individual designated as the PI on the application must also be registered in the Commons for NIH and AHRQ. The PI must hold a PI account *and* be affiliated with the applicant organization. It is recommended that this registration process be completed at least four weeks prior to the submittal date of any Grants.gov submission. (email Pat.Clausen@ucsf.edu to initiate account set-up)

HRSA's Grant Application Process.

HRSA is also beginning implementation of Grants.gov. HRSA will no longer accept applications for grant opportunities in paper form for grant opportunities posted after January 1, 2006. (Please refer to specific funding opportunity announcement posted on Grants.gov for specific instructions).

Applicants submitting new and competing continuations and a selected number of non-competing continuation applications will be required to submit electronically through Grants.gov for all opportunities posted after the January 1, 2006 date.

Project Directors (principal investigators) must self-register in the HRSA system using the "Other Employee" role. (<https://grants.hrsa.gov/webexternal/Registration.asp>)

NSF Grant Application Process

NSF is transitioning to Grants.gov for new and competing renewal applications. For Grants.gov submission, NSF will also use the SF424 (R&R) forms. PIs must have an NSF FastLane account (email Pat.Clausen@ucsf.edu) for account set-up. Be sure to check the specific Program Announcement carefully to determine if the application should be submitted through FastLane or Grants.gov. Progress reports will continue to be submitted through FastLane.

NIH eRA Commons

- **Update on NIH electronic SNAP (eSNAP):** All PIs on campus with NIH non-competing continuation applications are encouraged to use eSNAP system. The NIH Commons has an Assistant role that can be assigned to Department administrative staff to assist the PI in entering data in the eSNAP progress report and the PI's personal profile. The OSR Research Administration Program (RAP) is providing periodic workshops to train new users. All department Research Services Analysts should consider attending the training as their PI's SNAP non-competing progress reports become due. The next workshops scheduled are as follows:
 - January 11, 1:30 pm – 3:30
 - February 14, 10 am – noon
 - March 14, 10 am – noon. Email pat.clausen@ucsf.edu to sign up.

Reminders:

1. Jeff Colley replaces Pat Clausen as the AO on the Org Info screen
 2. The revised UCSF eSNAP User Guide can be downloaded from the C&G website: <http://www.research.ucsf.edu/cg/nihnews/cgNIHcommons.asp>
- Registered PIs are automatically notified by e-mail when Progress Reports are due. You can also check for upcoming progress reports from the NIH website: http://era.nih.gov/userreports/pr_due.cfm (In the query choose 577508 for UCSF)
 - As previously announced no-cost extensions for FDP grants are now submitted by C&G using the NIH Commons.
 - **Close-out process:** Final Progress Reports and Final Invention Statements can now be submitted by the PI via the Commons. When the PI submits the Final Invention Statement via the Commons, Joan Kaiser, Director of Contracts & Grants, will be notified to authorize it.
 - **Just-in-time (JIT):** Plans will be announced shortly on how UCSF will implement this feature.

Questions on eRA development should be directed to Pat Clausen at 502-7247 or
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