

MEMORANDUM

TO: Campus Community

FROM: Leslie P. Tolbert, Ph.D.  
Vice President for Research, Graduate Studies, and Economic  
Development

RE: Grants.gov Proposal Submission/Institutional Approval

DATE: February 20, 2006

Grants.gov, established in response to Public Law 106-107, is being used more frequently for submission of proposals to Federal sponsoring agencies. Sponsored Projects Services has completed proposal transmissions for the National Science Foundation (NSF), U.S. Department of Education, U.S. Department of Energy, the National Institutes of Health (NIH), the U.S. Geological Survey, and several others.

Over the next two years, the NIH, and other Federal sponsors, will move to even greater use of Grants.gov. For the NIH, the transition is expected to be total; all new, revised, and competing renewal applications will be transmitted through Grants.gov by October 1, 2007 ([http://era.nih.gov/ElectronicReceipt/files/Electronic\\_receipt\\_timeline\\_Ext.pdf](http://era.nih.gov/ElectronicReceipt/files/Electronic_receipt_timeline_Ext.pdf)).

This transition will result in a change in proposal preparation and submission for many of you. Some important things to note:

\* The PI and his/her administrative staff do not need to register for Grants.gov. A username/password combination is not required to search for funding opportunities or download application packages.

.

\* When application instructions refer to registration, they are talking about the institution, not the PI. The University of Arizona is registered for Grants.gov. This process does not need to be completed more than once.

.

\* The Authorized Organization Representative (AOR) role is reserved for VPR and Sponsored Projects Services staff authorized to approve proposals for the institution. An AOR completes the proposal file transmission to Grants.gov. The file upload constitutes institutional approval of the proposal.

.

\* The PI and his/her staff (if any) will be responsible for compiling proposal documents, completing the proposal file, and meeting institutional routing requirements.

.

- \* Sponsored Projects Services will transmit the proposal file to Grants.gov, but will always confirm with the PI or PI's designated representative before completing proposal submission.

.

\$ Please allow sufficient lead time to transmit your proposal; Sponsored Projects Services is recommending that the proposal file be ready 2-3 days prior to the deadline, to avoid delays due to unexpected transmission errors.

- \* Sponsored Projects Services will not be extending their hours to accommodate Eastern Standard Time Zone deadlines. Proposals must be ready for submission prior to 5:00 PM Mountain Standard Time (Tucson time).

- \* UA Colleges and Departments should begin discussions about developing internal procedures for the routing, review, and retention of electronic applications.

Sponsored Projects Services has set up a web site that will be updated with new Grants.gov information, as it becomes available:  
<http://www.sps.arizona.edu/Grants.gov/GrantsGov.htm>.

Grants.gov training classes will be scheduled on main campus and at AHSC throughout the next two years. If you would like to set up a special session for your unit or college, please contact Sponsored Projects at 626-6000.