



## Submission of SF424 Application to Grants.gov

### Department Policy/Procedure

**Campus:** All

**Approved:** February 12, 2007

**Department:** All

**Next Review:** February 2009

#### Purpose

To outline the process for final submission of federal grant applications to federal agencies through Grants.gov.

#### Population Covered

All Principal Investigators associated with Swedish Health Services submitting research proposals through Swedish Research Center (SRC) to National Institutes of Health (NIH) or other federal agencies.

#### Responsible Persons

Grants and Contracts Analyst

#### Definitions

SRC: Swedish Research Center

AOR: Authorized Organizational Representative (a.k.a. "SO")

SO: Signing Official

GCA: Grants and Contracts Analyst

NIH: National Institutes of Health

#### Supplemental Information

N/A

### Content

The Applicant Organizational Representative (Swedish Medical Center) registered in Grants.gov is the only official with the authority to submit applications through Grants.gov. Investigators will work closely with the SRC GCA to determine that all the necessary steps have been accomplished prior to submitting an application.

Once the application has been reviewed and approved by SRC it is ready for the institution to submit on behalf of the PI.

SRC will submit the final version of the SF424 application to Grants.gov no later than 3 business days after receipt of final version from the PI.

Once submitted, applications undergo checks (validation) at Grants.gov and at NIH. Grants.gov checks will include ensuring no viruses are attached to the application and items such as the

DUNS number are correct. At NIH, the application is checked against business rules, e.g., inclusion of a Federal Wide Assurance (FWA) number if the human subjects field is marked 'yes,' and that the PI Commons ID is matching the Credential field of the SF424 application.

If there are no errors, NIH assembles the entire application for viewing by the applicant in eRA Commons. The submitting organization's business official (SRC) and scientist (Principal Investigator) have two days to view and validate the application in order for it to move forward to the Division of Receipt and Referral for processing.

## Steps

### **SRC submits grant application to Grants.gov**

1. AOR will log in to Grants.gov using their unique **Username** and **Password** that was established in the Register with Grants.gov process.
2. Once all required documents are properly completed and the application has been saved the "Submit" button will become active. SRC AOR will click the "Submit" button to submit the application to Grants.gov.
3. A confirmation page will appear asking for verification that this is the funding opportunity and Agency to which the application is being submitted.
4. AOR will review the provided application summary to confirm that the application will be submitted to the intended program.
5. AOR will click the "Yes" button if this information is correct and application is ready to submit.
6. The application package will be automatically uploaded to Grants.gov. A confirmation screen will appear once the upload is complete and a Grants.gov Tracking Number will be provided on this screen.
7. Print screen and place in the SRC contract file.
8. The tracking number will be needed when contacting Grants.gov Customer Support.

### **After SRC Submits Application via Grants.gov**

Once an application has been submitted via Grants.gov, several emails are generated by Grants.gov and sent to the AOR who submitted the grant application from SRC. This email will indicate the Grants.gov tracking number that was assigned to the submission.

1. **Submission Receipt:** An email indicating the application has been received by Grants.gov and is currently being validated.
2. **Submission Validation Receipt:** An email indicating the application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.
3. **Grantor Agency Retrieval Receipt:** An email indicating the application has been retrieved by the Grantor agency.
4. **Agency Tracking Number Assignment for Application:** An email indicating the application has been assigned an Agency Tracking Number.

5. If the AOR has not received a confirmation message from Grants.gov within 48 hours of submission, contact: Grants.gov Contact Center, Telephone: 1-800-518-4726, Email: support@grants.gov
  6. All emails referenced above will be saved by the AOR (GCA) and placed in the appropriate t: drive departmental grants application file, and printed for the SRC contract file. SRC will provide the PI with progress reports during this application receipt process.
  7. SRC can use Grants.gov to check the status of an application at any time. To check the status of an application, go to <https://apply.grants.gov/ApplicantLoginGetID>.
  8. If there are no errors, the application will be scheduled for download into the eRA system for agency validation. It is imperative that the email address provided in blocks 15 for the PI and 19 for the AOR/SO on the SF424 (R&R) Cover component be current and accurate. Once agency validation is completed, an agency notification (not Grants.gov) will be emailed to the PI and AOR/SO named in the application.
    - a. This email notification will inform the PI and AOR/SO that the application has been received and processed by the agency and will indicate whether any errors or warnings resulted during the validation process. The PI and AOR/SO will be invited to log on the eRA Commons, to view the assembled application or review the list of warnings/errors that were encountered during the validation process.
    - b. If there were no validation errors, this email notification will also inform the PI and AOR/SO of an agency accession number, which represents the “agency tracking number.” This number replaces the Grants.gov tracking number that was assigned when the application was first submitted. The Grants.gov system will indicate that the agency tracking number has been assigned, and will reflect both numbers. In subsequent interaction with the eRA Commons, however, it is the agency accession number that will be used to refer to the application, not the Grants.gov tracking number.
  9. The eRA system will make every effort to send an email to the PI and AOR/SO summarizing download and validation results. However, since email can be unreliable, applicants are strongly encouraged to periodically check on their application status in the Commons.
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## Expert Consultant

N/A

## Author

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## Regulatory Requirement

Grants.gov  
NIH

## References

Grants.gov Application Guide SF424 (R&R) Version 2, September 13, 2006,  
2.10 Submitting Your Application Via Grants.gov  
[http://grants1.nih.gov/grants/funding/424/SF424\\_RR\\_Guide\\_General\\_Ver2.doc#\\_Toc144091248](http://grants1.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_Toc144091248)

## Manual

**Additional Computer Search Words/Terms**

N/A

**Addendum (Addenda, if plural)**

N/A