How to Apply for a Grant via Grants.gov

NOTE: Olin College is already the registered "Applicant" with Grants.gov. Therefore, faculty members do NOT need to register.

Following are the steps for applying for a grant via Grants.gov:

STEP 1: If you do not currently have it installed on your computer, download the most recent compatible version of Adobe Reader at http://www.grants.gov/help/download_software.jsp. This software is required to view application packages and enter information in the relevant forms.

STEP 2: Find the opportunity first by visiting http://www.grants.gov and clicking on the "Find Grant Opportunities" tab at the top left of the screen and using the search tools. The "Basic Search" function will allow you to use common identifiers such as the CFDA number as a search parameter.

Once you locate the opportunity, you will need to download the application package and any associated instructions or guidelines. Notify OSP of your intent to apply and provide the Announcement/Opportunity No.

STEP 3: Complete the application package offline according to the opportunity guidelines. User guides and animated tutorials are also available on many agency websites or at http://www.grants.gov/applicants/resources.jsp. You may even send the application package to your partners as an email attachment, if its size remains smaller than Olin's quota for individual emails.

Begin completing the application package by moving all required forms from the "Mandatory Documents" or "Optional Documents" boxes to the "Completed Documents" boxes, starting with the SF 424 form, using the => arrows. Then, input information and/or upload the required attachments into the yellow fields.

NOTE: The application package cannot be submitted until all yellow fields have been filled and/or all required attachments have been uploaded. If you have any difficulties with inputting or uploading information, please contact OSP.

Olin's Institutional Information sheet offers the information requested on the SF 424 form.

STEP 4: Save the final version of the application package by clicking on the "Save" button.

STEP 5: Check the application for errors by clicking on the "Check Package for Errors" button. If there are errors, correct them and save the application package again by clicking on the "Save" button.

STEP 6:   No later than five (5) business days prior to the sponsor deadline, prepare and submit to OSP the following:

- A completed Olin Proposal Transmittal Form, signed by the PI and all co-PIs/Senior Personnel.
- An <u>electronic</u> copy of the final Grants.gov application package with the exception of the technical section, which may be in draft form at this stage.
- Any additional forms or letters required by the sponsor.

After you submit your proposal package, OSP will review your proposal against the sponsor guidelines and route a paper copy for authorizing signatures.

STEP 7:   If the final technical section was submitted in draft form, please provide the final section no later than two (2) business days prior to sponsor deadline (in pdf format). OSP will then upload this section into the grants.gov package.

STEP 8:   Olin's Authorized Organizational Representative (AOR) will then submit the proposal by the sponsor due date and time. You will receive notification from OSP that your proposal has been submitted.

NOTE: If the application receives an error message from Grants.gov, the error(s) will need to be corrected and the application resubmitted by the sponsor deadline date. No additional time is granted by the sponsor to accommodate errors. OSP will attempt to make the necessary corrections but in some cases, the revision will need to be made by the PI. It is very important that you <u>remain</u> <u>available</u> during this period in order to answer any questions that may arise.