

Step 1: Prior to Submission

Keeping in mind the 3-Day Proposal Deadline, work with your College Grant Officer (CGO) or Grant Proposal Specialist (GPS) to ensure that your proposal is eligible for PI submission. Beginning October 8, 2019, a complete and final proposal, accompanied by a fully routed Internal Approval Form (IAF), must be received by the Research Administrator (RA) in OSPA by 9:00 am at least three (3) business days prior to the sponsor's deadline.

- Proposals using the SF 424 R&R application form are eligible for submission by PI.

APPLICATION FOR FEDERAL ASSISTANCE SF 424 R&R	2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
	3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
1. TYPE OF SUBMISSION <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	4. a. Federal Identifier <input type="text"/>	b. Agency Routing Number <input type="text"/>
		c. Previous Grants.gov Tracking ID <input type="text"/>

- Proposals using the Application for Federal Assistance SF-424 that meet the criteria below are not be eligible for submission by PI.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	* If Revision, select appropriate letter(s): <input type="text" value=""/> * Other (Specify) <input type="text" value=""/>

- A separate field is not identified for uploading the budget justification.
- All application components are uploaded as one complete package.

<input checked="" type="checkbox"/> SF424
1
2
3
<input checked="" type="checkbox"/> SF424A Budget
1
<input checked="" type="checkbox"/> SF424B
1
2
<input checked="" type="checkbox"/> Project Narrative Attachment
1

Project Narrative File(s)										
<input type="text" value="1"/>	<table border="0"> <tr> <td>Final</td> <td> </td> <td>Draft</td> </tr> <tr> <td>No final</td> <td> </td> <td>No draft</td> </tr> <tr> <td>--</td> <td> </td> <td>--</td> </tr> </table>	Final		Draft	No final		No draft	--		--
Final		Draft								
No final		No draft								
--		--								
	<input type="button" value="Add"/> <input type="button" value="Delete"/>									

- All application components are uploaded as separate documents utilizing the ‘Other Attachments’ form page.

<input checked="" type="checkbox"/>	SF424
	1
	2
	3
<input checked="" type="checkbox"/>	Project Abstract
	1
<input checked="" type="checkbox"/>	SF424B
	1
	2
<input checked="" type="checkbox"/>	Budget Narrative Attachment
	1
<input checked="" type="checkbox"/>	Project Narrative Attachment
	1
<input checked="" type="checkbox"/>	Other Attachments
	1
<input checked="" type="checkbox"/>	Lobbying Activities Disclosure
	1

Other Attachment File(s)	
<input type="text" value="1"/>	
	Final Draft
	No final No draft
	-- --
	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Step 2: Prepare your Proposal

Keeping in mind the 3-Day Proposal Deadline, work with your College Grant Officer (CGO) or Grant Proposal Specialist (GPS) to ensure that your proposal is eligible for PI submission. Beginning October 8, 2019, a complete and final proposal, accompanied by a fully routed Internal Approval Form (IAF), must be received by the Research Administrator (RA) in OSPA by 9:00 am at least three (3) business days prior to the sponsor’s deadline.

Step 3: Proposal Routing & Approval

Once your proposal is free of errors, a “routing chain” will be established. The OSPA Research Administrator for your area must approve the proposal before you can submit. If routing hasn’t been created, then:

1. Select the “Routing & Approval” link.

Proposal Management	
	Permissions
	Routing & Approval
	Electronic Submission
	Proposal History
	Export

2. Check the routing chain and edit as needed; it must always begin with the PI and end with your OSPA Research Administrator.

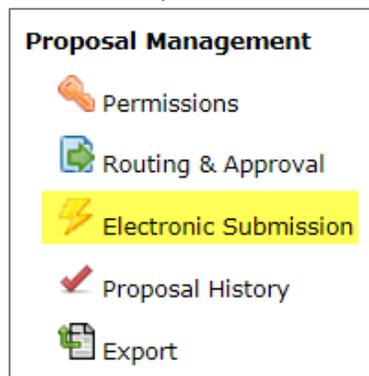


Step 4: Submitting

Important Note: Submission requires that the browser being utilized accept pop-ups from Cayuse. Please ensure that any pop-up blockers in use are set accordingly.

When ready to submit, do the following:

1. On the left-hand side navigation pane scroll down to Proposal Management and select the lightning bolt icon that says Electronic Submission. This will take you to the submission screen.



2. In the Electronic Submission screen click the Validate Proposal button to check for errors one last time. You should get the message that there are no errors. If you do receive an error message you will need to correct the error before you can submit.

Electronic Submission

Opportunity Details

Proposal Submission History

Electronic Submission

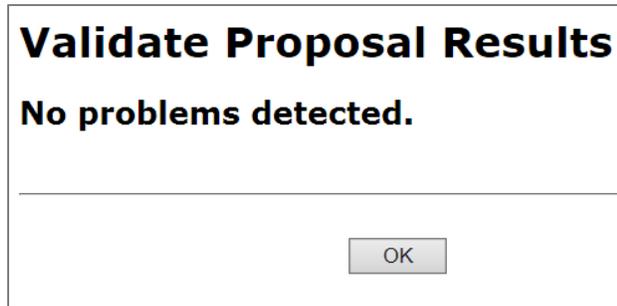
Submission Target	https://ws07.grants.gov:443/grantsws-applicant/ser
--------------------------	---

To submit this proposal electronically, press the button below. Please be prep
Your submission will be recorded in the Proposal Submission History above

(Run final validation checks - *recommended.*)

Submit to Grants.gov after validation

A pop-up screen will appear with validation results.



3. Check the box next to Submit to Grants.gov after Validation and click the Validate Proposal button again.

Electronic Submission

Opportunity Details

Proposal Submission History

Electronic Submission

Submission Target <https://ws07.grants.gov:443/grantsws-applicant/service>

To submit this proposal electronically, press the button below. Please be prepared. Your submission will be recorded in the Proposal Submission History above.

Validate Proposal (Run final validation checks - *recommended.*)

Submit to Grants.gov after validation

4. A pop-up screen will appear for submission. Click Submit.

Electronic Submission

Submit this proposal electronically?

Submit Cancel

Validate Proposal Results
No problems detected.

5. The following submission steps will appear.

Submitting...

Proposal: [redacted]

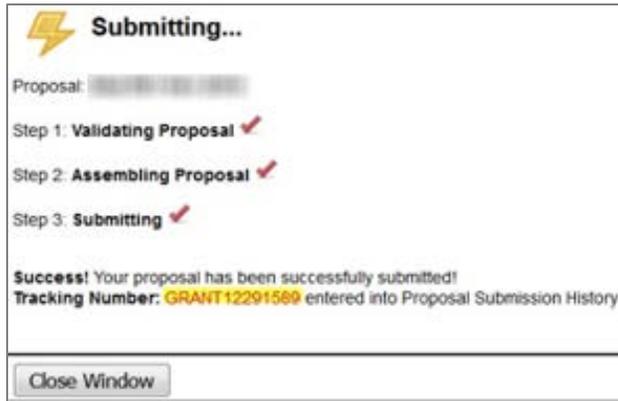
Step 1: **Validating Proposal** ✓

Step 2: **Assembling Proposal** ✓

Step 3: **Submitting** ⚡ Submit In Progress...

Close Window

It is better NOT to Press the Close Window button until it displays the tracking number to a deadline. If you feel you have waited too long, press the Close Window button an



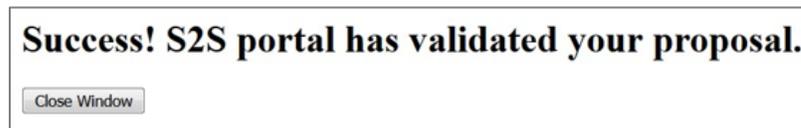
Wait until you get your tracking number to close the screen. The number will be in the format of GRANT0012345.

6. Close the pop-up screen and click the + sign next to Proposal Submission History. You will see your tracking number as a blue link.

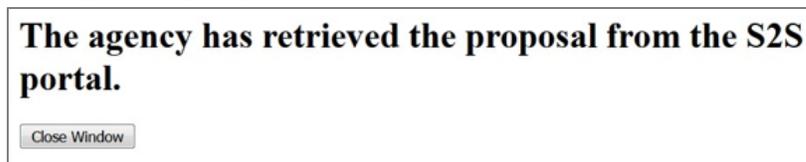
Proposal Submission History			
S2S portal Tracking	Received Date/Time	Submitter	Message
GRANT12467163	2017-08-15 12:24:27 PDT	richards.832	Successfully received by S2S portal

You can click on the link to check the status of transmission and you may want to do that intermittently to make sure that the application is validated.

- Validation message #1: Validation by Grants.gov



- Validation message #2: Agency Retrieval



The agency retrieval is generally the final message and means the proposal was successfully submitted.

For NIH submissions, an "Agency Tracking Number Assignment" email should be received. **Be sure to check your proposal in eRA Commons.**

Times for receipt of the messages and agency retrieval vary. Messages may take minutes or hours and occasionally part of a day.