

## Colgate University Grants.gov User Guide

**Grants.gov** at <http://www.grants.gov> is a central portal for Federal government grants and is used to submit applications for funding from most Federal agencies.\*

We recommend that you allow plenty of time to become familiar with the Grants.gov process and to complete all of the steps. First, you will need to have a compatible version of Adobe Reader, and then you will download the an application package and instructions for the specific funding opportunity.

For **institutional grants and faculty research grants**, you will forward the completed application as an e-mail attachment to the AOR (Authorized Organizational Representative) in the Grants Office to upload and submit.

For **individual grants and fellowships**, you will submit the application directly to Grants.gov.

Feel free to call the Grants Office (x7451) or e-mail Bruce Moseley ([bmosley@colgate.edu](mailto:bmosley@colgate.edu)) or Helen Kebabian ([hkebabian@colgate.edu](mailto:hkebabian@colgate.edu)) with any questions.

### *Colgate University Review Process*

- Notify the Grants Office (x7451) as soon as you know you will be applying for a Federal grant through Grants.gov. Tell us the CFDA number, title of the solicitation, and deadline.
- Review Colgate's guidelines for submitting proposals and preparing budgets, found on the [Grants Office Web site](#).
- Circulate a hard copy of the complete proposal, as usual, with a yellow **Grant Application Approval** cover sheet. Begin circulating at least **two weeks before the submission deadline**. Check on its progress and be sure it reaches the Grants Office at least **five business days before the deadline**.
- For **NIH applications**, please begin circulating your hard copy proposal **three weeks before the deadline**, and get it to the Grants Office **ten days before the deadline**. Application to **NIH** is a two-step process that begins with the *Grants.gov* system and is transferred to the *eRA Commons* system at NIH.

### *Step by Step Instructions and Tips*

1. For institutional grants and faculty research grants, Colgate University is registered with *Grants.gov* as an institution. No additional registration by individual PIs is necessary. EXCEPTIONS:

NIH applicants must register with eRA Commons. This is initiated by the Grants office. See guidelines at <http://era.nih.gov/ElectronicReceipt/>.

NEH fellowship and summer stipend applicants must register as individuals with *Grants.gov*. Go to the [individual registration process](#) or through the *Grants.gov* [home page](#).

2. View the [Grants.gov demo](#).

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\* Exceptions: (1) National Science Foundation applications should be submitted via [FastLane](#). (2) NASA proposals are submitted via [NSPIRES](#). (3) U.S. Dept. of Education applications are submitted via [e-Grants](#).

3. Grants.gov uses Adobe Reader software. See information about [compatible versions](#), including a link to download a compatible version. You can test your version of Adobe Reader [here](#). **NOTE:** If more than one person is working on the application package, ALL applicants must use the **same version of Adobe Reader**.
4. Download the application package and instructions from the program announcement found through Grants.gov or the funding agency's Web site. **NOTE:** be sure you download the proper package for your program. Some fields will be filled in and cannot be changed.

**TIP** - The application package is a file. It is not a Web site. It is a package of forms that must be saved on your computer's hard drive before you enter information. Since this is an off-line process, multiple PIs must exchange files rather than work on-line on the same proposal.

5. Complete **Form SF 424 (R&R)** (or for NEH, the **SF-424 Short Form**) first. They populate other forms in the package.

**TIP** - Be sure to read both the agency solicitation **AND** the Grants.gov instructions. There may be discrepancies between the two, which will need to be ironed out. Pay special attention to the agency-specific instructions as Grants.gov will not check for errors in these sections.

6. Fill out the application, saving often, ignoring the error messages until you are ready to move the forms to the completed section of the application.

**TIP** - The application file doesn't automatically save. You have to click *SAVE on the application cover page* to save the data entered in all forms. As you finish working on a form, click on "close form" and then go back to the "Grant Application Package" cover page and click *SAVE*.

7. Convert all documents to be attached into Adobe Reader pdf format. See #3 above for information about compatible versions of Adobe Reader. **Note:** Some attachments may require multiple documents to be assembled into one pdf (eg. all CVs), or conversely a 25-page proposal may need to be split into sections and loaded separately. Follow guidelines in the specific solicitation.

**TIP** - Check funding agency guidelines for file naming requirements. Don't use spaces, hyphens, or special characters. Avoid long file names.

8. Circulate a hard copy of the complete proposal with a yellow **Grant Application Approval** cover sheet. Begin circulating at least **two weeks before the submission deadline**. Check on its progress and be sure it reaches the Grants Office at least **five business days before the deadline**. For **NIH applications**, please begin circulating your draft proposal **three weeks before the deadline**, and get it to the Grants Office **ten days before the deadline**.

9. The Grants Office will notify you when all approvals have been secured. Send the final, saved version of the application package to the Grants Office as an e-mail attachment **at least 24 hours before the submission deadline** or, for **NIH proposals**, **at least 5 business days before the deadline**. E-mail to [bmoseley@colgate.edu](mailto:bmoseley@colgate.edu) and cc [hkebabian@colgate.edu](mailto:hkebabian@colgate.edu). Include a note indicating that this is the final version, ready for submission.

10. The Grants Office submits the application package to Grants.gov via the internet.

11. Once submitted, the Grants Office will receive several notifications and an agency tracking number. Note: For NIH proposals, the PI may then view the completed submission on-line for a final check.

12. Receipt of the submitted application by Grants.gov is not immediate. The time it takes for the file to upload will vary depending on a number of factors, including the size of the application and speed of the Internet connection.

## Colgate University Information for SF 424 forms

<b>Organizational DUNS</b>	002253615
<b>Legal name</b>	Colgate University
<b>County</b>	Madison
<b>Zip Code</b>	13346-1398
<b>Person to be contacted</b>	Mr Bruce Moseley
<b>phone</b>	315-228-7451
<b>e-mail</b>	bmoseley@colgate.edu
<b>Employer Identification (EIN)</b>	150532078
<b>Type of applicant (drop-down menu)</b>	Private institution of higher education
<b>Congressional District of Applicant</b>	NY-023
<b>Authorized representative</b>	Ms Helen Keabian
<b>title</b>	Director, CFGR
<b>phone</b>	315-228-7451
<b>e-mail</b>	hkeabian@colgate.edu

### Grants.gov links

Home page <http://www.Grants.gov>

Find grant opportunities [http://www.Grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.Grants.gov/applicants/find_grant_opportunities.jsp)

Apply for grants [http://www.Grants.gov/applicants/apply\\_for\\_grants.jsp#demo](http://www.Grants.gov/applicants/apply_for_grants.jsp#demo)

Applicant help [http://www.Grants.gov/applicants/applicant\\_help.jsp](http://www.Grants.gov/applicants/applicant_help.jsp)

### Agency-specific information

National Endowment for the Humanities <http://www.neh.gov/grants/grantsgov/about.html>

National Institutes of Health <http://era.nih.gov/ElectronicReceipt/>

U.S. Department of Education (e-GRANTS) <http://e-grants.ed.gov/egWelcome.asp>