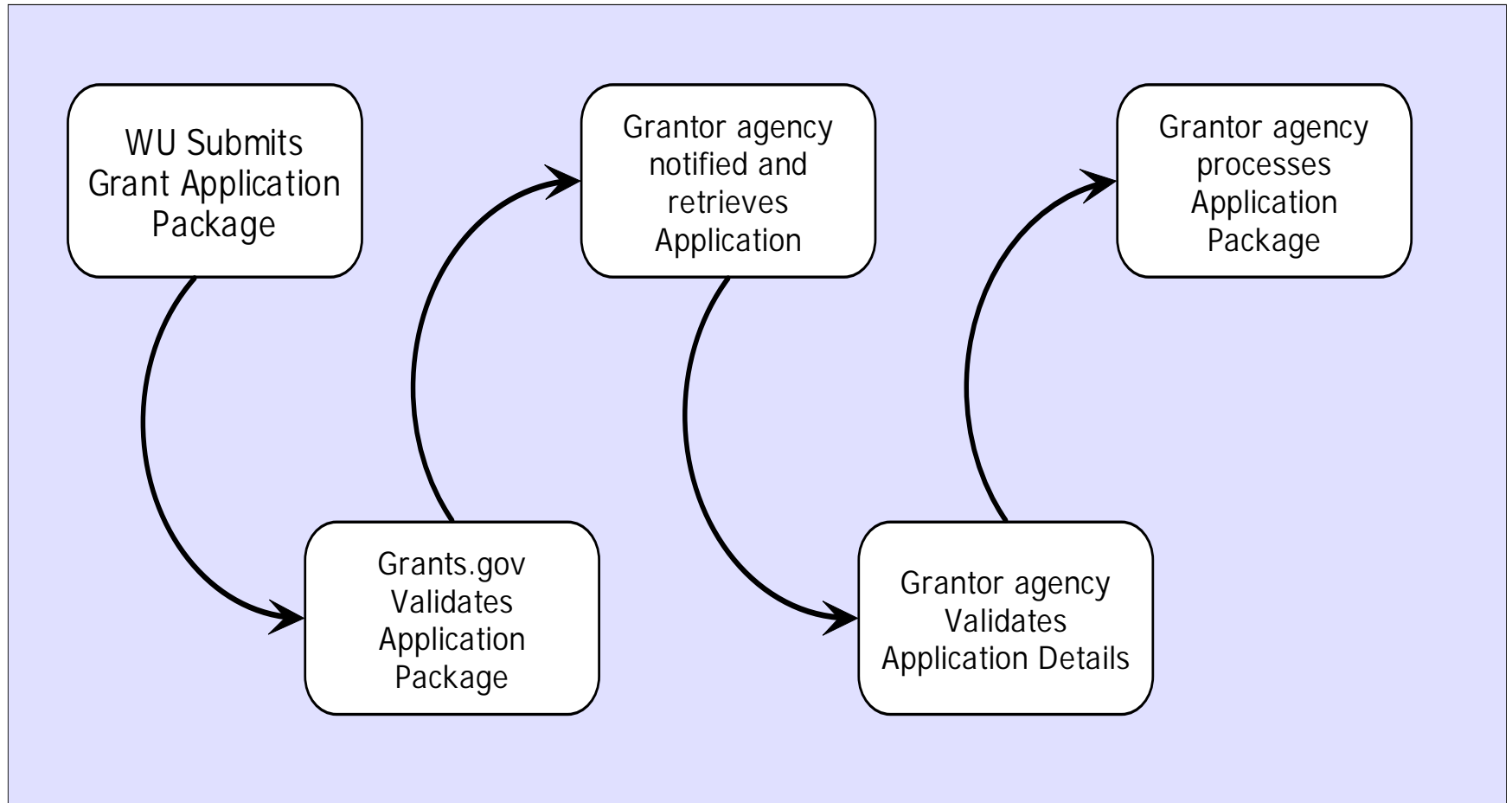




Proposal Development and Submission Methodologies

November 2007

Electronic Proposal Submission Process via Grants.gov





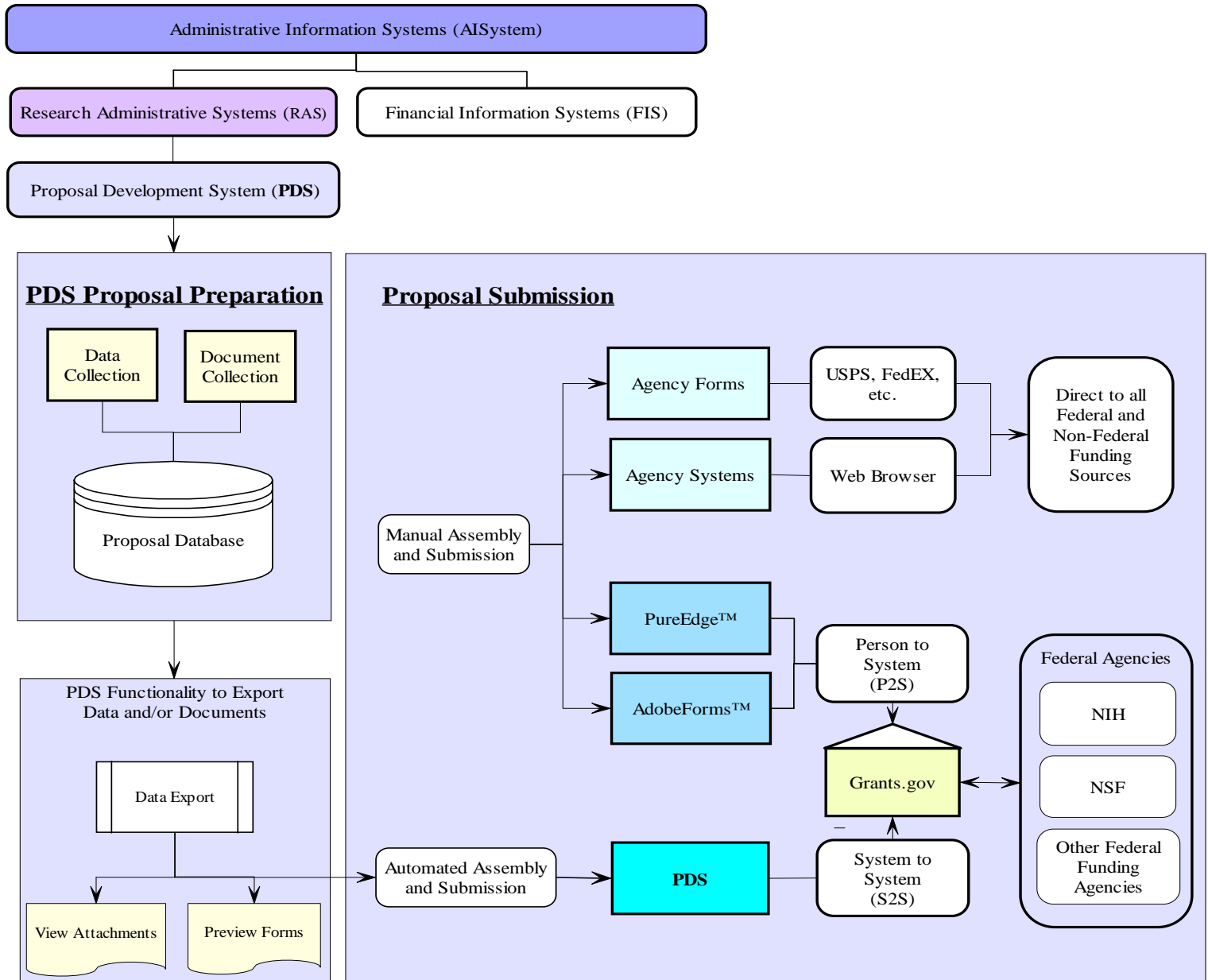
PI initiates plan to submit proposal.

Works with their Dept, Divn or Program Administrator to complete internal process requirements, data collection, review and approvals.

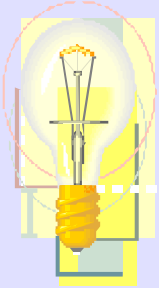
Prepares science and supporting documents as needed, using their preferred desk top software, independent of any WU or Agency administrative system.

For proposals requiring electronic submission, these documents are sent as PDF documents and may have special considerations over and above those listed in the program announcement guidelines.

For paper submissions, these will be sent as hard copy documents printed directly from the desktop software from which they were prepared.



Research Proposal Initiated



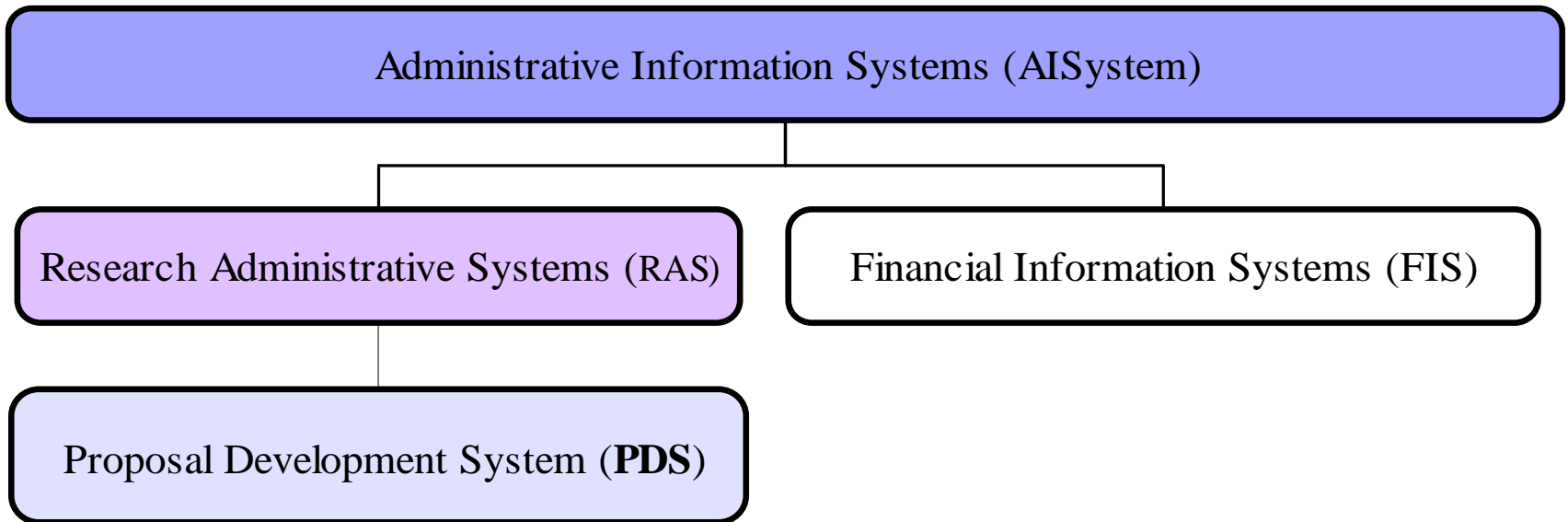
PI initiates plan to submit proposal.

- Works with their Dept, Divn, or Program Administrator to complete internal process requirements, data collection, review and approvals.
- Prepares science and supporting documents as needed, using their preferred desktop software, independent of any University or Agency administrative application system.

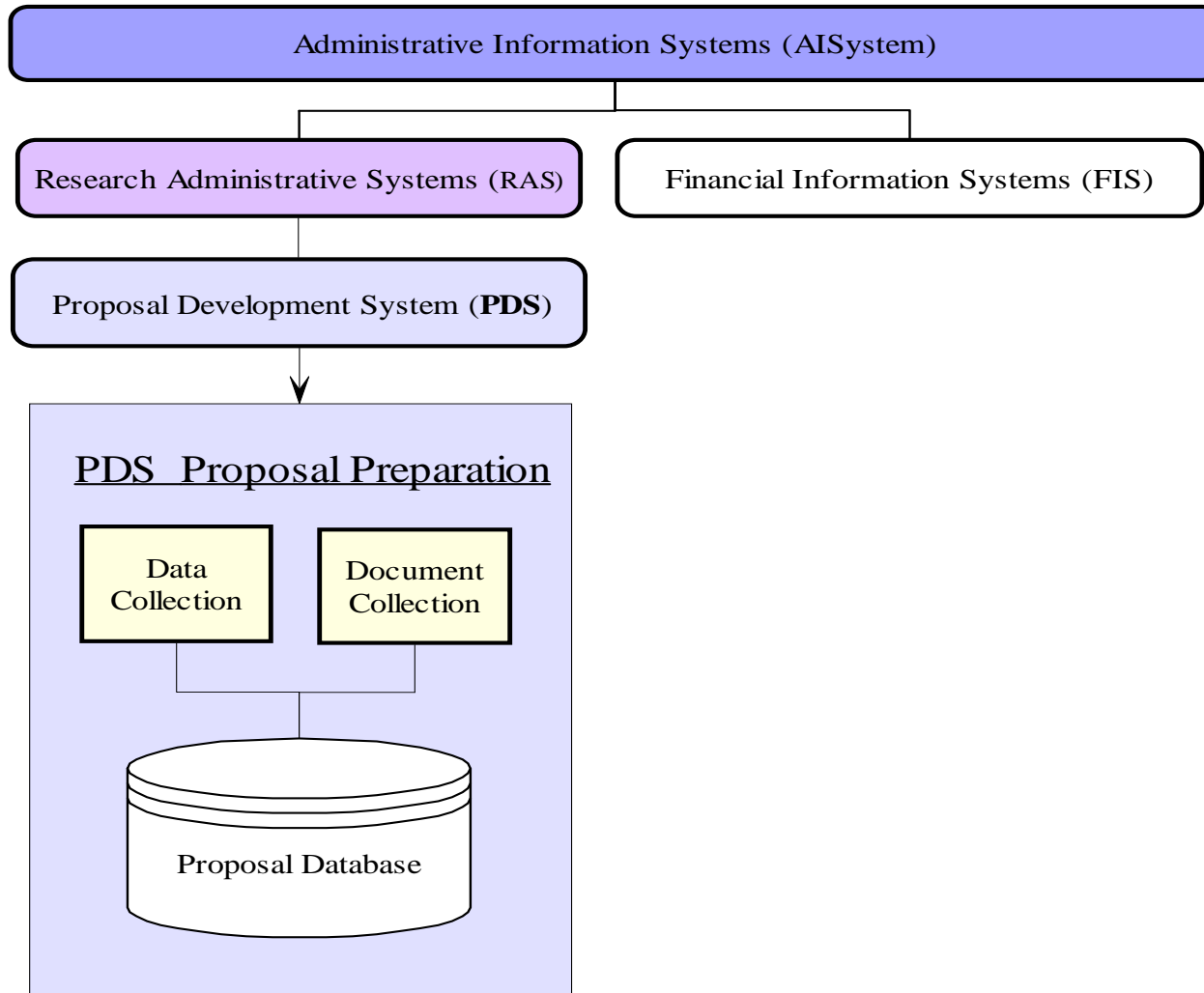
(for example: Research Plan, Bio-sketch, Budget Justification, Cover Letter, etc.)

- For proposals requiring electronic submission, these documents are sent as PDF documents and may have special considerations over and above those listed in the program announcement guidelines.
- For paper submissions, these will be sent as hard copy documents printed directly from the desktop software from which they were prepared.

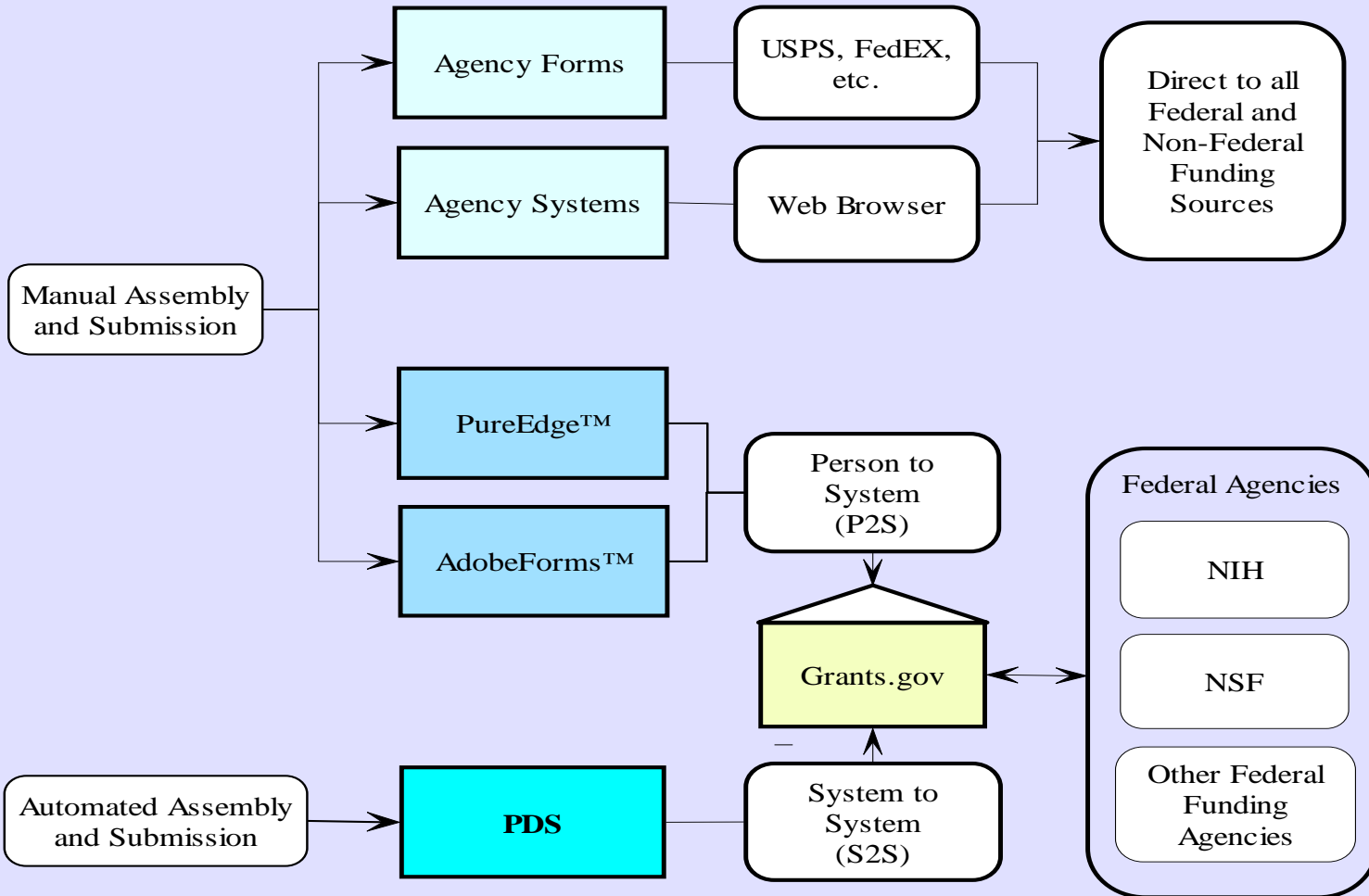
Washington University Administrative Information Systems



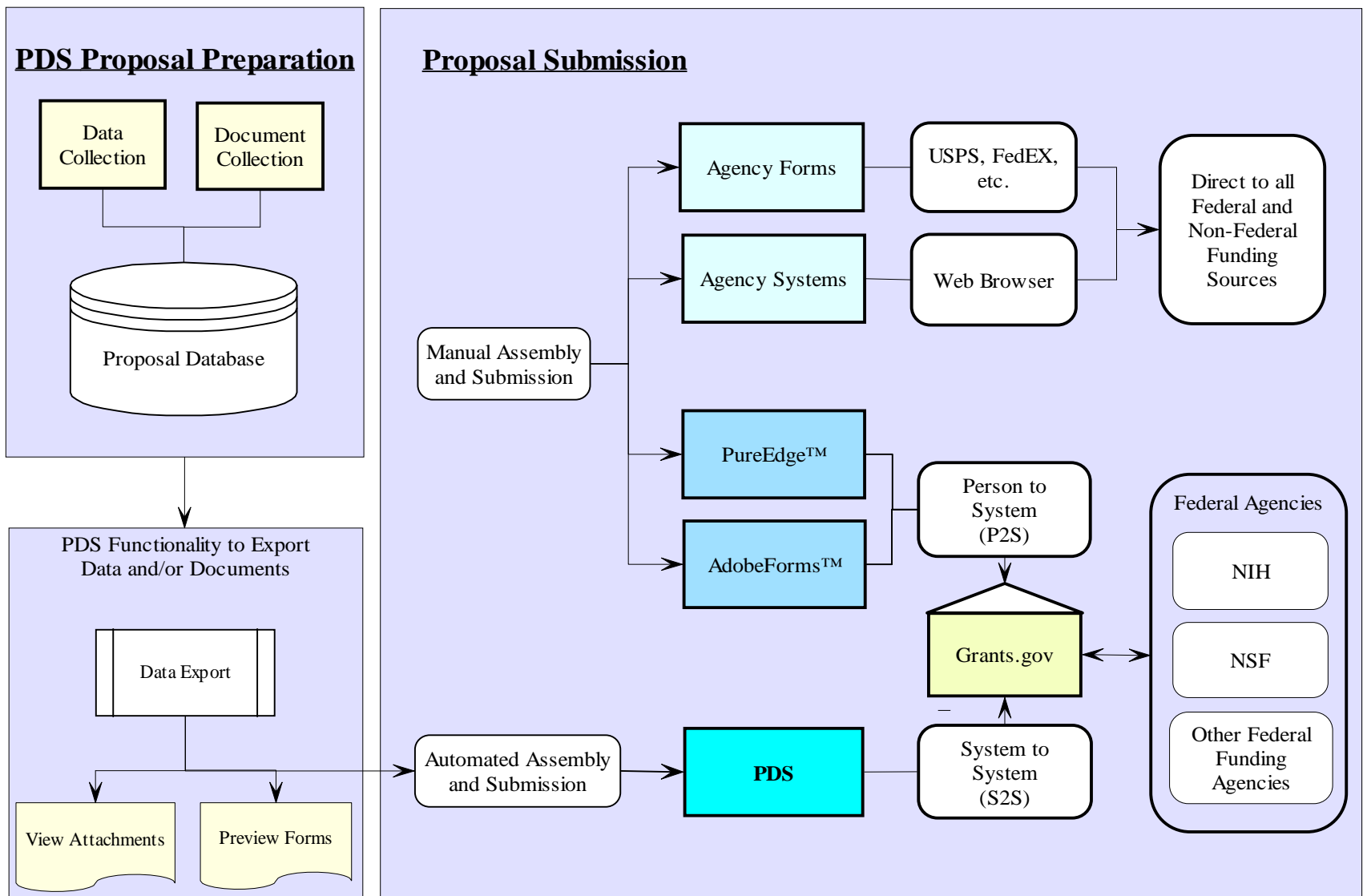
High Level Navigation to Proposal Development System



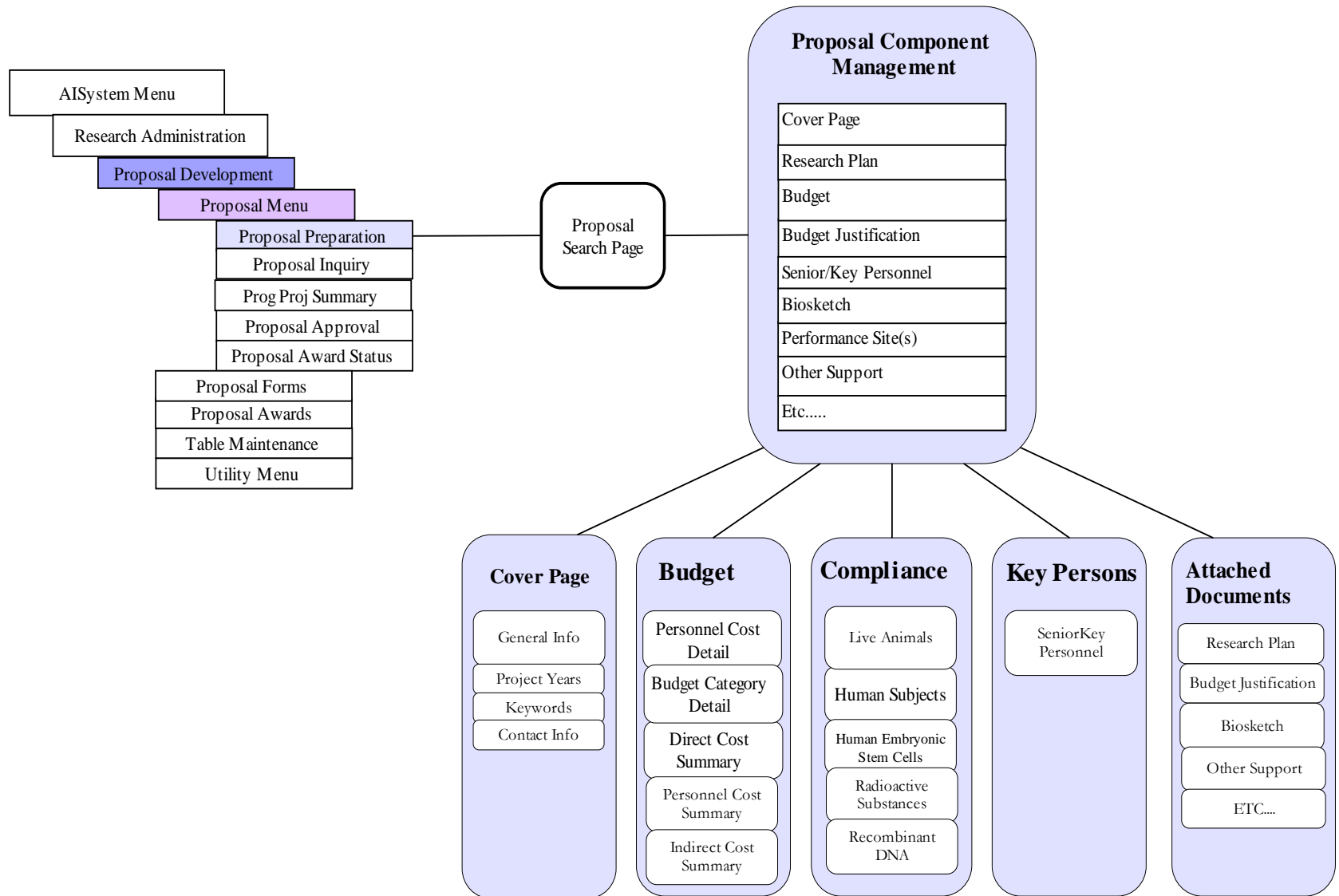
Proposal Submission



Summary – Proposal Preparation and Submission



Menu Navigation within Proposal Development System



AI System Home Page

AI System

[Home](#) | [Worklist](#) | [Perfor](#)

Personalize [Content](#) | [Layout](#)

Menu
Search:

▶ My Favorites
▶ **Research Administration**
▶ C & C
▶ Accounts Payable
▶ Construction Accounting
▶ FIS
▶ COI/Financial Disclosure
▶ Worklist
▶ Application Diagnostics
▶ Tree Manager
▶ Reporting Tools
▶ PeopleTools
▶ Reset Password
- [Human Subjects Education](#)
- [HRPO \(eIRB\)](#)
- [Breeze Training](#)
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

Welcome

Bill Hunn

Message Board:

- ▶ You have 0 work items in your worklist.
- ▶ **System Signon Times: MON 8:30AM-9PM, TUE-FRI 7AM-9PM, SAT 9AM-5PM.**

FIS	"Effective 10/29/2007 all new Receipt Vouchers (RV) will have to be entered in AISystem.	Details	10/08/2007
FIS	Reminder - LC 22 Blanket order need to be closed in the legacy system.	Details	07/30/2007
RAS	PDS system changes effective July 30, 2007	Details	07/26/2007
FIS	Effective 7/2/2007 all new Free Balance Invoices will be processed in AISystem		07/02/2007
RAS	A new version of the PC form is being implemented effective Thursday morning (06/21) See details	Details	06/19/2007
FIS	New Feature in Account Inquiry, you can drill down to most FIS web documents via the Tranaction List	Details	06/15/2007
FIS	Review your worklist and unapproved docs daily in prep for FY07 closing. Click here for details	Details	06/11/2007
FIS	New description for BUOB 3487	Details	06/07/2007

Web browser supported by AISystem	Details	09/12/2007
Please review details for General Acctg approval process and times.	Details	03/23/2005

Useful Links:

- ◆ [Community of Science](#)
- ◆ [HRMS Home](#)
- ◆ [Medical School Finance Office](#)
- ◆ [Medical School Grants & Contracts](#)
- ◆ [National Institutes of Health](#)
- ◆ [Purchasing Home](#)
- ◆ [National Science Foundation](#)
- ◆ [Research Office](#)
- ◆ [Sponsored Project Accounting](#)
- ◆ [Systems and Procedures](#)
- ◆ [Washington University Home](#)

Proposal Preparation Search Page

AI System

[Home](#) | [Worklist](#)

Menu

Search:

▶ My Favorites

▼ Research Administration

- ▶ Compliance Management
- ▶ SPA
- ▶ Grants-Budgeting
- ▼ Proposal Development
 - ▼ Proposal Menu
 - Proposal Preparation
 - Proposal Inquiry
 - Prog Project Summary
 - Proposal Approval

▶ Proposal Forms

▶ Proposal Awards

▶ Table Maintenance

▶ Utility Menu

▶ C & C

▶ Accounts Payable

▶ Construction Accounting

▶ FIS

▶ COI/Financial Disclosure

▶ Worklist

▶ Application Diagnostics

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▶ Reset Password

– [Human Subjects Education](#)

– [HRPO \(eIRB\)](#)

– [Breeze Training](#)

– [Change My Password](#)

– [My Personalizations](#)

– [My System Profile](#)

– [My Dictionary](#)

Proposal Preparation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

[Add a New Value](#)

Proposal ID:	begins with	<input type="text"/>
Owner Dept:	begins with	<input type="text"/>
Owner Divn:	begins with	<input type="text"/>
PI Last Name:	begins with	<input type="text"/>
PI First Name:	begins with	<input type="text"/>
Project Title:	begins with	<input type="text"/>
Sponsor Name:	begins with	<input type="text"/>
Purpose Code:	begins with	<input type="text"/> 🔍
Agency Code:	begins with	<input type="text"/> 🔍
Agency Number:	begins with	<input type="text"/>
Project From Date:	=	<input type="text"/> 📅
Project Thru Date:	=	<input type="text"/> 📅
Deleted?:	begins with	<input type="text" value="N"/>

Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Core Proposal Data – Menu Example

Proposal Menu | [Comments](#) | [Find Opportunity](#)

Proposal ID	077659	Project Title	TEST PROPOSAL - DOCUMENTATION EXAMPLE					
Owner	000217	000217	Due	07/01/2005	From	04/01/2006	Thru	03/31/2008
Proposal Type	GRANT	New	Doc Stat	0	Final Stat			

Required Components [Customize](#) | [Find](#) |  First  1-4 of 4  Last

Form Name

- [Cover Page](#)
- [Budget](#)
- [Senior Key Personnel](#)
- [Compliance](#)

 Save |  Return to Search

[Proposal Menu](#) | [Comments](#) | [Find Opportunity](#)

Find Funding Opportunity

[Proposal Menu](#)

Find Opportunity

[Comments](#)

You must enter an Opportunity ID or a CFDA number to get a list of available opportunities.

Opportunity ID

PA-07-070

CFDA Number

Competition Id

Get Opportunity List

[FIND Opportunity on Grants.gov](#)

Save

Return to Search

Add

Update/Display

[Proposal Menu](#) | [Find Opportunity](#) | [Comments](#)

Download Funding Opportunity

[Proposal Menu](#)

Find Opportunity

[Comments](#)

You must enter an Opportunity ID or a CFDA number to get a list of available opportunities.

Opportunity ID

CFDA Number

Competition Id

[Get Opportunity List](#)

[FIND Opportunity on Grants.gov](#)

Opportunities		Find	First	1 of 1	Last
Opportunity Title	Research Project Grant (Parent R01)				
Opportunity ID	PA-07-070	Download			
CFDA Number					
Competition Id	VERSION-2A-FORMS				
Opening Date	01/05/2007				
Closing Date	01/07/2010				
Schema URL	http://apply.grants.gov/opportunities/schemas/applicant/oppPA-07-070-cidVERSION-2A-FORMS.xsd				
Instructions URL	http://apply.grants.gov/opportunities/instructions/oppPA-07-070-cidVERSION-2A-FORMS-instructions.pdf				

[Save](#)

[Return to Search](#)

[Add](#)

[Update/Display](#)

[Proposal Menu](#) | [Find Opportunity](#) | [Comments](#)

Proposal with Funding Opportunity Data – Menu Example

Proposal Menu

Proposal ATT

Budget ATT

SeniorKey ATT

Comments

Submission Status

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Owner 000217 000217 **Due** 07/01/2005 **From** 04/01/2006 **Thru** 03/31/2008
Proposal Type GRANT New **Doc Stat** 0 **Final Stat**

Funding Opportunity

Opp ID PA-SS-R01 **CFDA** **Opening** 08/03/2006 **Closing** 01/02/2008
Title R01 System-to-System Program Announcement

Required Components

Customize | Find |  First 1-9 of 9 Last

Form Name	Form Version	S2S	Preview
RR OtherProjectInfo	V1.1	<input checked="" type="checkbox"/>	Preview
PHS398 CoverPageSupplement	V1.1	<input checked="" type="checkbox"/>	Preview
RR SF424	V1.1	<input checked="" type="checkbox"/>	Preview
Budget	V1.0	<input type="checkbox"/>	
RR KeyPersonExpanded	V1.1	<input checked="" type="checkbox"/>	Preview
RR PerformanceSite	V1.1	<input checked="" type="checkbox"/>	Preview
Compliance	V1.0	<input checked="" type="checkbox"/>	
PHS398 Checklist	V1.1	<input checked="" type="checkbox"/>	Preview
PHS398 ResearchPlan	V1.1	<input checked="" type="checkbox"/>	Preview

Optional Components

Customize | Find |  First 1-4 of 4 Last

Form Name	Form Version	S2S	Preview
PHS398 CoverLetter	V1.1	<input checked="" type="checkbox"/>	Preview
PHS398 ModularBudget	V1.1	<input checked="" type="checkbox"/>	Preview
RR Budget	V1.1	<input checked="" type="checkbox"/>	Preview

Managing attachments – occurring once per proposal

[Proposal Menu](#) | [Proposal ATT](#) | [Budget ATT](#) | [SeniorKey ATT](#) | [Comments](#) | [Submission Status](#)

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE

Proposal Level Attachments				View All	First	1-12 of 53	Last
Form Name	Attachment Name	File Name	Attach	View	Delete		
1 PHS398_Checklist	Certifications		Attach				
2 PHS398_CoverLetter	CoverLetterFilename		Attach				
3 PHS398_ModularBudget	PersonnelJustification		Attach				
4 PHS398_ModularBudget	ConsortiumJustification		Attach				
5 PHS398_ModularBudget	AdditionalNarrativeJustification		Attach				
6 PHS398_ResearchPlan	IntroductionToApplication		Attach				
7 PHS398_ResearchPlan	SpecificAims	073411_Research_Plan_Att02_Specific_Aims.pdf	Attach	View	Delete		
8 PHS398_ResearchPlan	BackgroundSignificance		Attach				
9 PHS398_ResearchPlan	ProgressReportPreliminaryStudies		Attach				
10 PHS398_ResearchPlan	ResearchDesignMethods		Attach				
11 PHS398_ResearchPlan	ProtectionOfHumanSubjects		Attach				
12 PHS398_ResearchPlan	InclusionOfWomenAndMinorities		Attach				

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[Save](#) | [Return to Search](#) | [Next in List](#) | [Previous in List](#) | [Add](#) | [Update/Display](#)

[Proposal Menu](#) | [Proposal ATT](#) | [Budget ATT](#) | [SeniorKey ATT](#) | [Comments](#) | [Submission Status](#)

Managing Attachments – by Project Year

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Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE

Project From 04/01/2006 **Thru** 03/31/2008

Project Years

[View All](#) First ◀ 1 of 2 ▶ [Last](#)

Project Year 01 **From Date** 04/01/2006 **Through Date** 03/31/2007 **Actual Project Year** 01

Additional Senior Key Personnel Costs

File Name

Attach

1

[Attach](#)

Additional Equipment

File Name

Attach

1

[Attach](#)

Detailed Budget Justification

File Name

Attach

1

[Attach](#)

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[Add](#)

[Update/Display](#)

[Proposal Menu](#) | [Proposal ATT](#) | [Budget ATT](#) | [SeniorKey ATT](#) | [Comments](#) | [Submission Status](#)

Managing Attachments – for Key Personnel

[Proposal Menu](#) [Proposal ATT](#) [Budget ATT](#) [SeniorKey ATT](#) [Comments](#) [Submission Status](#)

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE

Biosketch Attachments			
			View All
			First ◀ 1 of 1 ▶ Last
<u>First Name</u>	<u>Key Person Last Name</u>	<u>File Name</u>	Attach
1 PI	TEST		Attach

Current & Pending Support Attachments			
			View All
			First ◀ 1 of 1 ▶ Last
<u>First Name</u>	<u>Key Person Last Name</u>	<u>File Name</u>	Attach
1 PI	TEST		Attach

Additional Senior/Key Person Profiles	
<u>File Name</u>	Attach
1	Attach

Additional Senior/Key Person BioSketches	
<u>File Name</u>	Attach
1	Attach

Additional Senior/Key Person Current/Pending Support	
<u>File Name</u>	Attach
1	Attach

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[Add](#) [Update/Display](#)

[Proposal Menu](#) | [Proposal ATT](#) | [Budget ATT](#) | [SeniorKey ATT](#) | [Comments](#) | [Submission Status](#)

Research Plan - Individual Attachments

Customize Find View 15 First 1-22 of 22 Last			
Form Name	Attachment Name	File Name	Attach
1 PHS398_ResearchPlan	IntroductionToApplication		Attach
2 PHS398_ResearchPlan	SpecificAims		Attach
3 PHS398_ResearchPlan	BackgroundSignificance		Attach
4 PHS398_ResearchPlan	ProgressReport		Attach
5 PHS398_ResearchPlan	ResearchDesignMethods		Attach
6 PHS398_ResearchPlan	InclusionEnrollmentReport		Attach
7 PHS398_ResearchPlan	ProgressReportPublicationList		Attach
8 PHS398_ResearchPlan	ProtectionOfHumanSubjects		Attach
9 PHS398_ResearchPlan	InclusionOfWomenAndMinorities		Attach
10 PHS398_ResearchPlan	TargetedPlannedEnrollmentTable		Attach
11 PHS398_ResearchPlan	InclusionOfChildren		Attach
12 PHS398_ResearchPlan	VertebrateAnimals		Attach
13 PHS398_ResearchPlan	SelectAgentResearch		Attach
14 PHS398_ResearchPlan	MultiplePILeadershipPlan		Attach
15 PHS398_ResearchPlan	ConsortiumContractualArrangements		Attach
16 PHS398_ResearchPlan	LettersOfSupport		Attach
17 PHS398_ResearchPlan	ResourceSharingPlans		Attach
18 PHS398_ResearchPlan	Appendix1		Attach
19 PHS398_ResearchPlan	Appendix2		Attach
20 PHS398_ResearchPlan	Appendix3		Attach
21 PHS398_ResearchPlan	Appendix4		Attach
22 PHS398_ResearchPlan	Appendix5		Attach

Attachments – General Information

- Research Plan sections will ultimately need to be divided into separate documents for assembly and electronic submission

- Attachments:
 - May be Added, Viewed or Deleted

 - Must be in .PDF format

 - Attachment file names:
 - Try to keep them short but descriptive.
 - No duplicate file names. Must be unique within the packet.
 - No special characters or spaces within the name.

 - See NIH guide for avoiding common errors:

http://era.nih.gov/ElectronicReceipt/pdf_guidelines.htm

Proposal Submission Status – Finalizing Assembly

[Proposal Menu](#) |
 [Proposal ATT](#) |
 [Budget ATT](#) |
 [SeniorKey ATT](#) |
 [Comments](#) |
 Submission Status

PROPOSAL SUBMISSION STATUS

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Proposal Type GRANT New **Document Status** O 88000217

Funding Opportunity
Opp ID PA-SS-R01 **CFDA** **Opening** 08/03/2006 **Closing** 01/02/2008
Title R01 System-to-System Program Announcement

Track ID Received

Required Components First 1-7 of 7 Last

Form Name	Form Version	S2S	Completed
RR_SF424	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHS398_CoverPageSupplement	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_OtherProjectInfo	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_KeyPersonExpanded	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_PerformanceSite	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHS398_Checklist	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHS398_ResearchPlan	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Optional Components First 1-4 of 4 Last

Form Name	Form Version	S2S	Completed
PHS398_CoverLetter	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHS398_ModularBudget	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_Budget	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_SubawardBudget	V1.2	<input type="checkbox"/>	<input type="checkbox"/>

Final Proposal Approval First 1-3 of 3 Last

Approval	Approval Level	Prefix	First Name	Last Name	Suffix	Date	Time
<input type="checkbox"/>	PI Approval						
<input type="checkbox"/>	Departmental Approval						
<input type="checkbox"/>	Central Area Approval						

Submission Type
 Application Preapplication Change/Corrected Application


[Proposal Menu](#) |
 [Proposal ATT](#) |
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 [SeniorKey ATT](#) |
 [Comments](#) |
 [Submission Status](#)

PDS Validation Editing – Sample Results

Validation




Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Owner Dept 000217 000217 **Proposal Type** GRANT New 88000217

▼ Proposal Error Messages

[Customize](#) | [Find](#) | 

Form Name	Ver:	Message
1 RR_SF424	V1.1	RR SF424 Cover Page <TYPE OF SUBMISSION> is blank
2 RR_SF424	V1.1	RR SF424 Cover Page <AREAS AFFECTED BY PROJECT> is blank
3 RR_SF424	V1.1	RR SF424 Cover Page <APPLICANT CONGRESSIONAL DISTRICT> is not in CC-NNN Format
4 RR_SF424	V1.1	RR SF424 Cover Page <PROJECT CONGRESSIONAL DISTRICT> is not in CC-NNN Format
5 RR_SF424	V1.1	RR SF424 Cover Page <REVIEW TYPE> is blank
6 RR_KeyPersonExpanded	V1.1	RR KEY PERSON PROFILE <PI CREDENTIALS> is blank in one or more Project Years. Name - PI TESTXXXXXXXXXX
7 RR_KeyPersonExpanded	V1.1	RR KEY PERSON PROFILE <GGOV PROJECT ROLE> is blank. Project Year - 01 Name - PI TESTXXXXXXXXXX
8 RR_KeyPersonExpanded	V1.1	RR KEY PERSON PROFILE <BIO SKETCH (ATTACHMENT)> is empty -
9 RR_KeyPersonExpanded	V1.1	RR KEY PERSON PROFILE <GGOV PROJECT ROLE> is blank. Project Year - 02 Name - PI TESTXXXXXXXXXX
10 PHS398_Checklist	V1.1	PHS398 CHECK-LIST: None of the questions were answered.
11 RR_OtherProjectInfo	V1.1	RR OTHER PROJECT INFORMATION <HUMAN SUBJECTS ON COMPLIANCES FORM> is blank
12 RR_OtherProjectInfo	V1.1	RR OTHER PROJECT INFORMATION <VERTEBRATE ANIMALS INVOLVED (LIVING ANIMALS) ON COMPLIANCES FORM> is b
13 RR_OtherProjectInfo	V1.1	RR OTHER PROJECT INFORMATION: None of the questions were answered.
14 ** Budget Attachments **		Make sure Budget Justification Attachments are completed.

▼ Attachment Errors

[Customize](#) | [Find](#) |  First  1 of 2  Last

Attachment Information

[Message](#)



Form Name	Ver:	Attachment
1 RR_OtherProjectInfo	V1.1	
2 RR_OtherProjectInfo	V1.1	

Submission Status

Build Forms – Step 1 – Populate all Budget related forms

Build Forms


Build Budget Forms


Proposal ID 077659 **Agency** NATIONAL INSTITUTES OF HEALTH
Owner 000217 000217 **Type** GRANT **Doc Stat** 0
Project Title TEST PROPOSAL - DOCUMENTATION EXAMPLE

STEP 1 of 2 ***Press <BUILD FORMS> button to generate BUDGET Form(s) and continue*

Build Forms

Proposal Menu

 Save

 Refresh

Build Forms – Step 2 – Populate all remaining forms

Build Forms


Build Other Forms

Proposal ID 077659 **Agency** NATIONAL INSTITUTES OF HEALTH
Owner 000217 000217 **Type** GRANT **Doc Stat** 0
Project Title TEST PROPOSAL - DOCUMENTATION EXAMPLE

*STEP 2 of 2 **Press <BUILD FORMS> button to complete process & generate REMAINING Forms*

Build Forms

Proposal Menu

 Save

Previewing Forms

Proposal Menu

Proposal ATT

Budget ATT

SeniorKey ATT

Comments

Submission Status

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Owner 000217 000217 **Due** 07/01/2005 **From** 04/01/2006 **Thru** 03/31/2008
Proposal Type GRANT New **Doc Stat** O **Final Stat**

Funding Opportunity

Opp ID PA-SS-R01 **CFDA** **Opening** 08/03/2006 **Closing** 01/02/2008
Title R01 System-to-System Program Announcement

Required Components

Form Name	Form Version	S2S	Preview
RR OtherProjectInfo	V1.1	<input checked="" type="checkbox"/>	Preview
PHS398 CoverPageSupplement	V1.1	<input checked="" type="checkbox"/>	Preview
RR SF424	V1.1	<input checked="" type="checkbox"/>	Preview
Budget	V1.0	<input type="checkbox"/>	
RR KeyPersonExpanded	V1.1	<input checked="" type="checkbox"/>	Preview
RR PerformanceSite	V1.1	<input checked="" type="checkbox"/>	Preview
Compliance	V1.0	<input checked="" type="checkbox"/>	
PHS398 Checklist	V1.1	<input checked="" type="checkbox"/>	Preview
PHS398 ResearchPlan	V1.1	<input checked="" type="checkbox"/>	Preview

Optional Components

Form Name	Form Version	S2S	Preview
PHS398 CoverLetter	V1.1	<input checked="" type="checkbox"/>	Preview
PHS398 ModularBudget	V1.1	<input checked="" type="checkbox"/>	Preview
RR Budget	V1.1	<input checked="" type="checkbox"/>	Preview

Final Approvals and Preparing to Submit

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 [Budget ATT](#) |
 [SeniorKey ATT](#) |
 [Comments](#) |
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PROPOSAL SUBMISSION STATUS

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Proposal Type GRANT **New** **Document Status** P 88R02P

Funding Opportunity
Opp ID PA-SS-R01 **CFDA** **Opening** 08/03/2006 **Closing** 01/02/2008
Title R01 System-to-System Program Announcement

Track ID **Received**

Required Components First 1-7 of 7 Last

Form Name	Form Version	S2S	Completed
RR_SF424	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_CoverPageSupplement	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_OtherProjectInfo	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_KeyPersonExpanded	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_PerformanceSite	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_Checklist	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_ResearchPlan	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Optional Components First 1-4 of 4 Last

Form Name	Form Version	S2S	Completed
PHS398_CoverLetter	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHS398_ModularBudget	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_Budget	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_SubawardBudget	V1.2	<input type="checkbox"/>	<input type="checkbox"/>

Final Proposal Approval First 1-3 of 3 Last

Approval	Approval Level	Prefix	First Name	Last Name	Suffix	Date	Time
<input checked="" type="checkbox"/>	PI Approval	Mr	William	Hunn		03/25/2007	2:22:52PM
<input checked="" type="checkbox"/>	Departmental Approval	Mr	William	Hunn		03/25/2007	2:22:53PM
<input checked="" type="checkbox"/>	Central Area Approval	Mr	William	Hunn		03/25/2007	2:22:53PM

Submission Type
 Application Preapplication Change/Corrected Application

Prepare to Submit - Verifications

Prepare To Submit

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Owner Dept 000217 000217 **Proposal Type** GRANT New 88R02P

Submission Checklist

Continue

- 1 Have you run the Validation Process ?
- 2 Have you marked as Completed, all of the Optional Forms you wish to include ?
- 3 If submitting a Changed/Corrected Application, are the Submission Type and Federal Identifier OK?
- 4 Submission Verification is complete. Do you wish to Build Forms and Submit this Proposal ?

Return to Submission Status

Ready to Submit!

SUBMIT Proposal

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Owner Dept 000217 000217 **Proposal Type** GRANT New 88R02P

Submission Checklist

[Continue](#)

- | | |
|---|-------------------------------------|
| 1 Have you run the Validation Process ? | <input checked="" type="checkbox"/> |
| 2 Have you marked as Completed, all of the Optional Forms you wish to include ? | <input checked="" type="checkbox"/> |
| 3 If submitting a Changed/Corrected Application, are the Submission Type and Federal Identifier OK? | <input checked="" type="checkbox"/> |
| 4 Submission Verification is complete. Do you wish to Build Forms and Submit this Proposal ? | <input checked="" type="checkbox"/> |

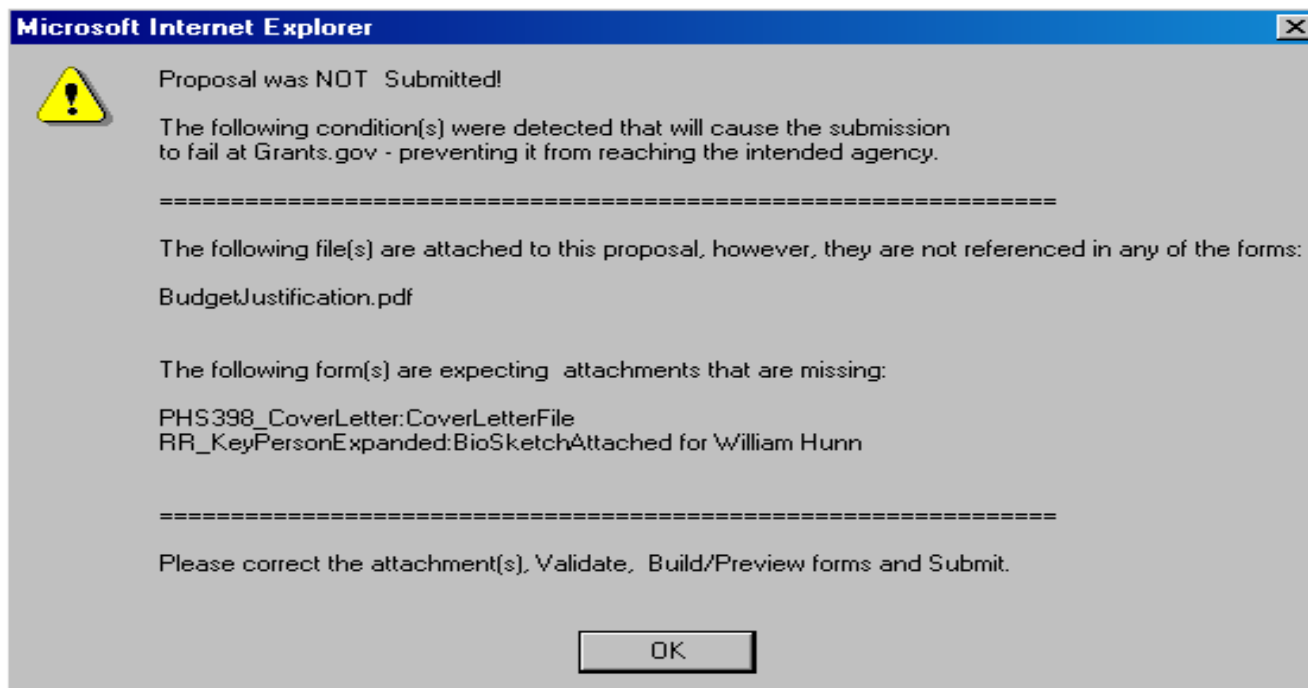
Prepared and ready to submit. Please press the 'SUBMIT Proposal' button to transmit to Grants.gov

SUBMIT Proposal

[Return to Submission Status](#)

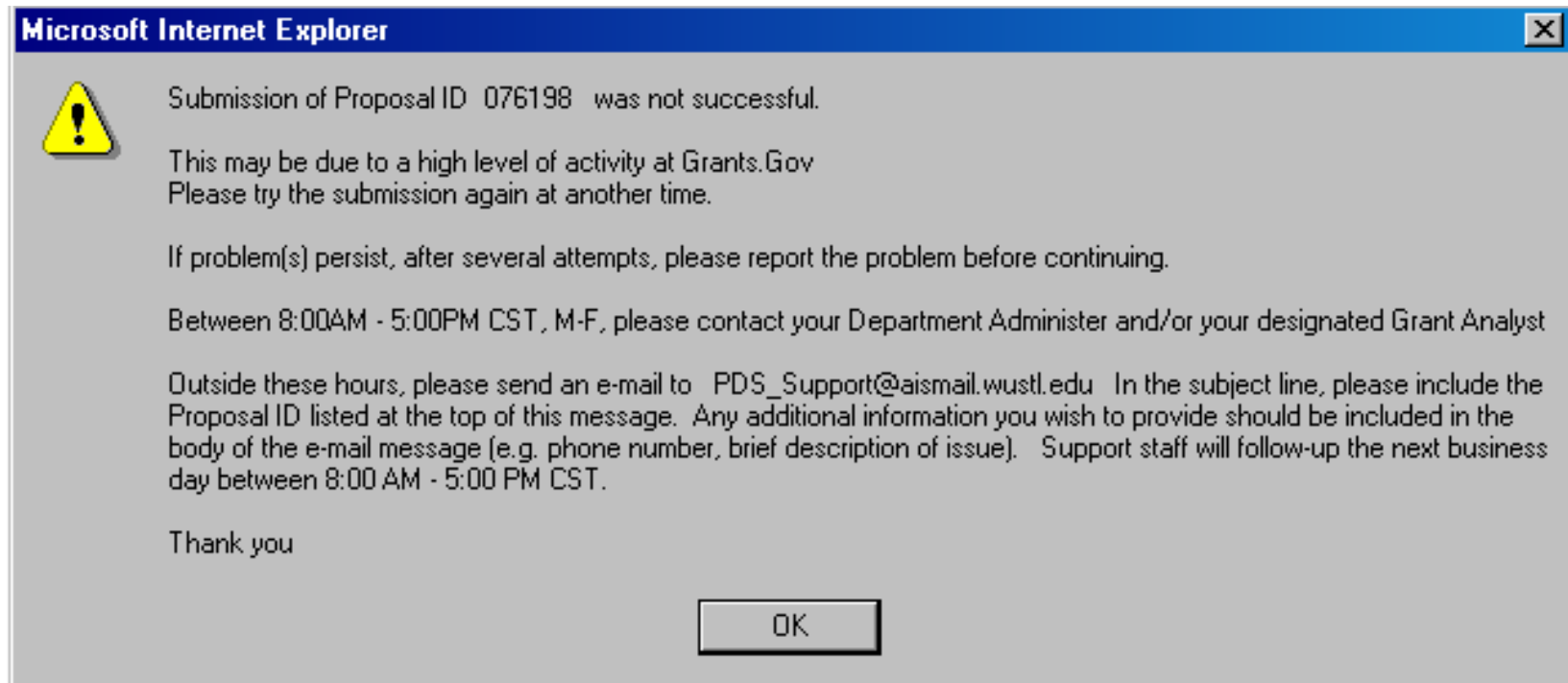
Final Check of Attachments

- At this point, PDS will now evaluate the electronic files (one for each form) and the list of attachments being included looking for one of two possible conditions:
 - An attachment document that is not represented in one of the electronic forms
 - An electronic form that refers to an attachment that is not in the list being sent



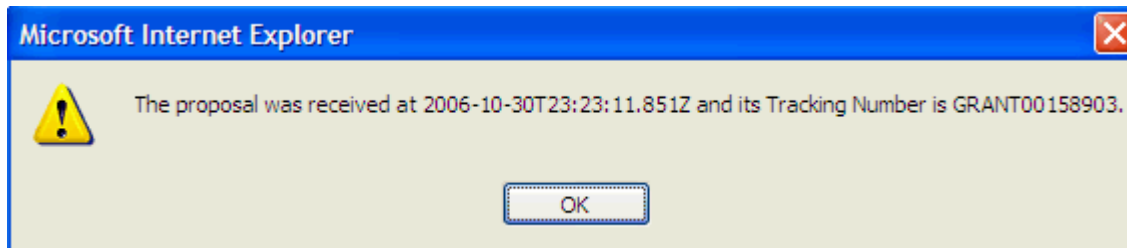
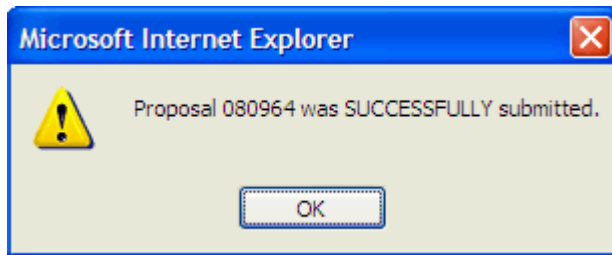
Busy Signal

- After completing transmission communications with Grants.gov, control is returned to the submission status page with message(s) indicating the results. If the submission is not successful, this will be conveyed to the individual in a message along with any additional instructions to provide direction:



Successful Submission

- A successful submission results in Grants.gov assigning a Tracking ID and returning to us a message file stating the date/time our application has been received. This information is extracted and presented in subsequent messages as follows:



Return to Submission Status – Tracking ID and Timestamp

[Proposal Menu](#)
[Proposal ATT](#)
[Budget ATT](#)
[SeniorKey ATT](#)
[Comments](#)
[Submission Status](#)

PROPOSAL SUBMISSION STATUS

Proposal ID 077659 **Project Title** TEST PROPOSAL - DOCUMENTATION EXAMPLE
Proposal Type GRANT New **Document Status** P 88R02P

Funding Opportunity

Opp ID PA-SS-R01 **CFDA** **Opening** 08/03/2006 **Closing** 01/02/2008
Title R01 System-to-System Program Announcement

Track ID GRANT00077443 **Received** 03/24/2007 2:54:42PM

Required Components

Form Name	Form Version	S2S	Completed
RR_SF424	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_CoverPageSupplement	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_OtherProjectInfo	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_KeyPersonExpanded	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_PerformanceSite	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_Checklist	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHS398_ResearchPlan	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Optional Components

Form Name	Form Version	S2S	Completed
PHS398_CoverLetter	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHS398_ModularBudget	V1.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RR_Budget	V1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RR_SubawardBudget	V1.2	<input type="checkbox"/>	<input type="checkbox"/>



- After Submission:

- Agency will communicate proposal status via e-mail
- Review fully assembled application after it reaches the agency

- In Summary:

- Work closely with your Dept, Divn or Program Administrator
- Start the process as soon as possible
- Submit Early!



QUESTIONS ??

Thank You!