


## Department of Education E-Application System – Information for BU Investigators

The Department of Education E-Application System can be accessed at: <http://e-grants.ed.gov/e-app/eaHome.asp><http://e-grants.ed.gov/>.

1. PIs wishing to use E-Application to submit a proposal must first register as an E-Application user. Click on the e-Application tab and click the "Register" button on the right side of the screen. Provide the requested information. Your password will be sent to the e-mail address you provide.
2. Discuss your plans to submit a proposal with the OSP Assistant Director (AD) assigned to your school or department and provide him or her with your e-Application username. He or she will initiate an application for you in the e-Application system and list you as the PI on the proposal. Once you are listed as the PI on the proposal and assigned the "edit" privilege, you can work on the proposal.
  - The OSP AD acts as the Application Manager for the proposal. The Application Manager is a role that allows an e-Application user to manage access to an application. When an application is created, the creator of the application will, by default, be the Application Manager and have the ability to submit the application. Because applications to the Department of Education must be submitted by an individual authorized to act on behalf of an Authorized Organizational Representative (AOR), the Department of Education recommends that only staff within the Office of Sponsored Programs should be listed Application Manager on a proposal.<sup>1</sup>
3. If there will be collaborators on the proposal, the Application Manager can add additional e-Application Usernames and associate them with an application. For each additional Username, the Application Manager can assign user privileges for accessing the application, such as "view" or "edit."
4. Once an application has been initiated for you and you are listed as PI, the application will be listed on your "Start" page. From the e-Application homepage, enter your Username and password and click the "Login" button. This will bring you to your "Start" Page.
5. Click on the application package title. You will see all of the sections of the application listed as underlined links. Enter a form by clicking on the underlined form title and enter the necessary data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.
6. Files may be attached to an e-Application provided they are in Microsoft Word (.DOC) or Rich Text Format (.RTF) file format. Under each narrative section, click on the "Browse" button provided and select the appropriate document from your computer. Some Project Narrative pages allow more than one file to be attached on the page, shown by multiple "Browse" buttons. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s).
7. You have the option to print a copy of your application at any time by clicking on the print/view icon  next to each form. After submission of the forms and narratives you have the option to print a complete e-Application package in PDF by clicking the PDF icon on the e-Application Start Page.
8. When you have completed your proposal, you should contact your OSP AD. He or she will submit the proposal when you both agree that it is ready for submission. Electronic submission must be completed by 4:30 pm on the application due date. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records.

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<sup>1</sup> If the PI has already initiated a proposal using his own login information, he can add the OSP AD to the proposal using the AD's username and assign Application Manager status using the "User Privileges" feature.

9. Please be advised that the proposal will also have to go through the standard internal routing process for authorized signatures in paper form before your OSP AD can electronically submit the proposal.

10. After proposal submission, your AD will enter your unique application number (received in step 9) on the upper right corner of your printed ED 424 Cover Page (or Program Specific Cover Page), and fax the Cover Page to the Application Control Center [(202) 245-6272] within 3 business days of submitting your e-Application as required by the Department of Education. Signed paper copies of all other documents may be required at a later time.

For more detailed information on submitting an e-Application, please see the User Guide, available in the Electronic Research Administration section of the OSP website. You may also wish to familiarize yourself with the e-Application system by practicing with the e-Application Demo site. The Demo site can be accessed by clicking on the Demo button found on the upper left corner of the e-Application Home Page.