

Grants.gov Information for Boston University Principal Investigators

Background:

The Federal Financial Assistance Management Improvement Act of 1999, also known as Public Law 106-107 (P.L. 106-107), was enacted on November 1999. The purposes of the Act are to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering services. In response to Public Law 106-107, Grants.gov (<http://www.grants.gov>) has been designed by the Interagency Electronic Grants Committee (IAEGC) to provide a single point of access for finding and applying for all federal grant opportunities.

Instructions:

Principal Investigators (PIs) at Boston University are not required to complete all the steps listed in the "Getting Started" section of the Grants.gov website. BU is already registered with the Central Contractor Registry (CCR), with the Credential Provider and with Grants.gov. Joan Kirkendall, Associate Provost and Director of the Office of Sponsored Programs, is the Organizational Representative authorized to submit grant applications through Grants.gov on behalf of Boston University. PIs may not submit their own applications through Grants.gov.

PIs planning to submit a grant application through Grants.gov must first download the PureEdge Viewer software (<http://www.grants.gov/DownloadViewer>). This free software is required in order to download, view, complete and save grant applications through Grants.gov. The PureEdge Viewer software is only compatible with Windows operating systems. It does not run on Macintosh or Unix operating systems.

After downloading the PureEdge Viewer software, the PI should locate and download the appropriate grant application package using the "Find" feature of Grants.gov. The PI can then complete and save the grant application. If necessary, the PI can e-mail the application package to a colleague or departmental administrator so that he or she can work on the application, provided that the individual has downloaded the PureEdge Viewer software.

****It is important to note that the only existing copy of the grant application package is the one the PI has downloaded to his or her desktop. The Grants.gov system does not store any data (in contrast to, for example, NSF's FastLane system).**

When the application is complete, the PI should print out a copy and circulate it, along with the Boston University Proposal Summary form and any other required forms, to obtain the necessary internal BU signatures. At the same time, the PI should e-mail a copy of the completed application package to the OSP Assistant Director (AD) responsible for his or her school or department. The OSP AD will review the proposal and coordinate the electronic submission of the proposal with the Authorized Organizational Representative after all internal approvals have been obtained.

For additional information about preparing and submitting a proposal using Grants.gov, please see the Grants.gov user manual which can be accessed from the Electronic Research Administration section of the OSP website.