

## Department of Education IES/Constella Group System – Information for BU Investigators

The Department of Education IES Constella Group System can be accessed at: <https://ies.constellagroup.com>.

- PIs should initiate an application by clicking on the “register” link under the “Applicants” section. The PI registers in the system as “Project Director” (PD).
- The PI should list John Imbergamo, Associate Vice President for Financial Affairs, as the primary Authorized Representative (AR) of the organization. However, the following e-mail address should be listed in the box intended for the e-mail address of the AR: [kfoster@bu.edu](mailto:kfoster@bu.edu). This is to ensure that the Office of Sponsored Programs can coordinate the submission of the proposal after it is approved by the AR.
- Anyone else who must have access to the proposal (i.e., department administrator or OSP Assistant Director) must be listed in the proposal as an “alternate AR.”

Once the PI is registered as PD, he or she can move through the application, completing each of the required sections. Once a step is completed, the "Save" or "Next" button at the bottom of the page must be clicked to save the data in the IES database.

The following components of the application should be completed by entering text into the boxes provided in each section:

- (1) ED 424 - Application for Federal Education Assistance (title page form)
- (2) ED 524, Budget Information Non-Construction Programs (budget summary form)
- (3) Abstract
- (4) Collaborating Organizations

### Preparation of the PDF File:

The PDF file must contain the application sections listed below in the exact order they are listed. (Note: If you are including scanned documents as part of your PDF file, please scan them at 150 dpi using an 8-bit gray scale, if supported, and not color to minimize the file size and thus expedite PDF file transfer over the Internet.)

- Research Narrative
- Reference List
- Curriculum Vita for Project Director(s) and other Key Personnel
- Section C of Form 524 Other Budget Information
- Budget Justification
- Appendix A
- Appendix B (optional)

Please note that the title page form (ED 424), budget summary form (ED 524), and one-page abstract are not part of the PDF file. They are entered separately in steps 1 - 3, listed above.

**PDF Upload:** This step requires that a single PDF file be uploaded per application, prepared in accordance with the above instructions. The Department of Education recommends that the applicant begin uploading the file at least a day or two before the submission deadline. Once the applicant completes the online application and successfully uploads the PDF file, the designated AR will still need ample time to complete the submission process.

**Review/Validate:** This step allows the PD to review the sections of the application and check for completeness.

Review/Submit: After the Project Director clicks the "Notify AR" button, the Office of Sponsored Programs (OSP) receives e-mail notification that an application is ready for submission. OSP will coordinate the submission of the application once the AR has approved it. Please note that only the AR or his/her designee(s) can complete the submission process.

**More detailed instructions are available on the IES web site.** Once the PI initiates an application, he or she will have access to detailed proposal preparation instructions as well as a Frequently Asked Questions (FAQ) document.