

NPA Competitive Grant Proposal Submission Process: The proposed research must support the mission of ARS; be of mutual interest to all parties; supplement the program(s) of the scientist/unit performing the work; be related to the expertise/assignment of individuals performing the work; be fully documented & tracked. (Date: 02/20/2007)

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ARS Scientist Responsibilities/Actions	Unit/Location Administrative Support Staff Responsibilities/Actions	Area Office Responsibilities/Actions
<p>STEP 1: Determine if you wish to submit a research proposal to obtain incoming funds through a Competitive Grant Program. (i.e., CSREES, NRI-CGP, etc.), via grants.gov at http://www.grants.gov/sitemap/sitemap.jsp</p>	<p>Provide the current ARS-425 template to the scientist.</p> <p>Copy of the current ARS-425 template is available at http://www.ars.usda.gov/Aboutus/docs.htm?docid=8154</p> <p>See #3. Competitive Grant Proposals</p>	<p>Respond to questions & assist with the grant proposal process; monitor the grants.gov web site to stay current on the information the ARS scientist will need to submit a proposal.</p>
<p>STEP 2: ARS Scientist is submitting the proposal: E-mail the following info to Marcie if you have not yet been registered to use the grants.gov system:</p> <ul style="list-style-type: none"> ▪ Full legal name (i.e., Dave or David), including middle initial & suffix ▪ Year PhD received (just the year, university name is not needed) ▪ Funding Opportunity Number <p>University scientist is submitting the proposal & ARS scientist is a Co-PI: If ARS is receiving funds from the univ. thru a "flow-down" agreement:</p> <ul style="list-style-type: none"> ▪ Send the ARS portion of the budget, the budget narrative/justification to Jim. ▪ Check with the univ. & ask if they need a Letter of Support from ARS. ▪ If a Letter of Support is required: prepare a draft & e-mail to either Jim or Marcie. 	<p>Information about the Competitive Grant Proposal process is available at the following:</p> <p>http://www.ars.usda.gov/Aboutus/docs.htm?docid=8154</p> <ul style="list-style-type: none"> ▪ Competitive Grant Proposal Process ▪ CSREES/NRI Guidelines ▪ CSREES/NRI Tips for Success ▪ SF424 R&R Cover Page information (ARS info) ▪ Examples of Letter of Intent and Letter of Support <p>ARS-425s must be entered and approved by all applicable line management levels prior to submitting the competitive grant proposal, including those submitted in cooperation with a university PI.</p>	<p>Complete the grants.gov registration process & notify the scientist of his/her user id and password.</p> <p>Scientist access to submit an electronic application as a NPA Authorized Organizational Representative (AOR) will not be implemented in grants.gov until the ARS-425 has been approved by all line management levels, including National Program Staff (NPS).</p>
<p>STEP 3: Complete the ARS-425 template, give to ARIS staff to enter.</p>	<p>Enter the ARS-425 into ARIS.</p>	<p>Provide an up-to-date ARS-425 template for ARIS data entry.</p>
<p>STEP 4: Prepare the draft grant proposal & budget, submit to Jim Quaratino for review.</p> <p>To calculate 10% IPSC: The total direct costs are multiplied by 11.111% to obtain the IPSC figure. Enter the IPSC figure into the Indirect Costs block on the budget page. Add the Total Direct Costs & Indirect Costs together to obtain the Total Amount to be requested in the grant proposal.</p>		<p>The purpose of AO review on the proposal, budget, & budget narrative (prior to submission): (1) Ensure the budget amounts are reasonable to accomplish the research goals & objectives; & (2) Ensure the Indirect Program Support Costs (IPSC or overhead) is accounted for in the budget.</p>
<p>STEP 5: ARS Scientist is submitting the proposal: Submit the grant proposal electronically through grants.gov upon approval of the ARS-425 & the approval of the draft grant proposal & budget from the NPA Agreements Section.</p> <p>University scientist is submitting the proposal & ARS scientist is a Co-PI: Send the AO approved ARS budget, budget narrative & Letter of Support to the University PI so s/he can enter the entire proposal into grants.gov.</p> <p>Please send a Word or pdf of the final grant proposal submission to Marcie. Include the Tracking Number assigned to the electronic grant proposal submission.</p>	<p>If the proposal is not funded: Create a Work Record of the Pending ARS-425 document in ARIS & revise to Unfunded.</p> <p>If the proposal is funded: The Area Office Agreements Section will notify the scientist & the Unit/Location administrative support staff of the next action required to process the incoming funds agreement.</p>	<p>Access grants.gov & give the scientist Authorized Organizational Representative (AOR) "rights" so s/he can submit the grant proposal electronically. Applies to ARS submissions only. Universities handle their own submissions, including those with ARS scientists listed as a Co-PI).</p> <p>Verify the Tracking Number with the e-mail verification received by the Area Director's office to assure the proposal has been accepted electronically. (Dr. Blackburn is the AOR for the NPA; he will receive a verification notice from grants.gov).</p>