grants.gov Next Steps - Do Now

Mike Spata <spata@jlab.org>

Tue 3/29/2022 2:07 PM

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📎 4 attachments (5 MB)

grants.gov email.pdf; RR Other Project Info example.pdf; Performance Site Locations example.pdf; SF424 example.pdf;

Good morning,

Here's additional guidance on next steps to keep the process rolling. Some are ahead of the game so thank you.

Carefully read and follow the guidance. Ask if there are any questions. Please complete these steps now as they allow others to do what they need with the grants.gov webforms.

Here are the five relevant forms. PIs fill out SF424, Project/Performance Site Locations and Research and Related Other Project Information. Our Budget Analysts fill out the Research and Related Budget and R&R Subaward Budget Attachment if applicable.

Include in Package	Form Name (Click to Edit)	Requirement
☑	SF424 (R & R) [V3.0]	Mandatory
☑	Research & Related Budget [V1.4]	Mandatory
☑	Project/Performance Site Location(s) [V3.0]	Mandatory
☑	Research And Related Other Project Information [V1.4]	Mandatory
☑	R & R Subaward Budget Attachment(s) Form [V1.4] Go To Subforms (0)	Optional

1. We have all PIs registered and workspaces created for our DE-FOA-0002670 proposals. Thank you! I'll push next week for workspaces to be setup for all ARDAP proposals that are encouraged to proceed.

2. **Finalize your budget with your budget analyst.** The final budget should be close to what was prepared for the PIF. Once finalized rename the file in your folder with the word "final" appended to the filename.

3. **Complete the SF424 (R&R)** form, which populates other forms in the system. Go to the webform in your workspace and **fill out the fields with a red asterisk and save it**. There's a sample

attached. Because of form fields you need to **open the sample in the Adobe desktop app**.
Note: Do not cut and paste text into any of the forms as any embedded formatting info may cause
issues. Type the entries into the forms.

4. Once your budget is final and your SF424 form is complete our Budget Analysts can start to fill out
   the two budget forms as needed. Your **Budget Justification** is uploaded to this form with the
   Letter of Authorization/Commitment appended to the pdf when we get it from the Site Office.

5. Complete the **Project/Performance Site Locations** form. Go to the webform in your workspace
   and **fill out the fields with a red asterisk and save it**. There's a sample attached. Because of form
   fields you need to **open the sample in the Adobe desktop app**. You will need to add other
   locations where work will be performed on this grant. You can find the **9 digit zip code** that's
   required by using the web search below.
   https://tools.usps.com/zip-code-lookup.htm?byaddress

   ## ZIP Code™ Lookup | USPS

   Cities by ZIP Code™ For more rapid delivery, please use the recommended or recognized city
   names whenever possible for this ZIP Code ™.

   tools.usps.com

   You will also need the **Congressional District** for the additional locations. You can find that
   here: https://www.govtrack.us/congress/members/map. Enter it in format with two-letter state
   abbreviation and three digit number (VA-003 is ours for example).

6. Complete **Research And Related Other Project Information** form. Most of this form is boilerplate
   but here is where you will ultimately upload the main components of your proposal. Go to the
   webform in your workspace and **fill out the fields with a red asterisk and save it**. There's a sample
   attached. Because of form fields you need to **open the sample in the Adobe desktop app**.
   a. Field 7 is for your **Project Summary/Abstract**
   b. Field 8 is for your **Project Narrative** which will include DOE Title Page, project narrative,
      biographical sketch, current and pending support, bibliography and references cited,
      facilities and other resources, equipment, data management plan, and other attachments.
   c. Fields 9, 10 and 11 and 12 are unused for SC grants. It's all included in the Project Narrative.

I have been added to all workspaces so I can come behind and make any corrections as needed but to
first order I would like PIs and Budget Analysts to enter content into the workspaces.

Please continue to develop your packages. If you are not working live in the SharePoint space
please **periodically upload proposal content** so we can see how things are going.

Regards,

Mike

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Michael Spata
Deputy Associate Director
Accelerator Ops and R&D
Jefferson Lab

From: Mike Spata
Sent: Friday, March 25, 2022 11:28 AM
To: Gianluigi Ciovati <gciovati@jlab.org>; Robert Rimmer <rarimmer@jlab.org>; Anne-Marie Valente <valente@jlab.org>; Christopher Tennant <tennant@jlab.org>; Roger Ruber <ruber@jlab.org>; Tom Powers <powers@jlab.org>; Riad Suleiman <suleiman@jlab.org>; Geoffrey Krafft <krafft@jlab.org>; Pashupati Dhakal <dhakal@jlab.org>; Kevin Jordan <jordan@jlab.org>; Marcy Stutzman <marcy@jlab.org>; Joe Grames <grames@jlab.org>; Carlos Hernandez-Garcia <chgarcia@jlab.org>; Haipeng Wang <haipeng@jlab.org>
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Subject: FOAs

Good morning all,

Thanks very much for the progress this week on getting the PIFs out the door. Just a couple more and we're done. When the Letters of Authorization/Commitment are complete Deborah will put them in your folders.

I'm realizing that all proposals that have a **sub-award into the lab** do not need a workspace on grants.gov. Our budget analysts work with the external Sponsored Research Offices to provide what they need to submit the package from their end. That's these three for DE-FOA-0002670.

EDM Experiment Design of a Two-Energy Storage Ring Test	Geoff Krafft, R. Suleiman co-PI	Yes - ODU lead with JLab and ORNL	Sub-award IN
Development of MG Nb technology	G. Myneni, G. Ciovati co-PI	Yes - ODU lead with Jlab and VCU	Sub-award IN
High Current Polarized & Unpolarized Photocathodes for NP	J. Grames	Yes - BNL lead with Jlab and Sandia	Sub-award IN

For the rest of you please follow the guidance I gave earlier on setting up a grants.gov account and workspace if you haven't already done so.

Next step for grants.gov is to **complete the SF424 (R&R)** form which populates other forms in the system. Go to that webform in your workspace and fill out the fields with an asterix and save it. There's a sample attached (Thanks Chris!). Because of form fields you need to **open it in the Adobe desktop app**.

I ask that budget analysts do not start entering data into the Research & Related Budget or R & R Subaward Budget Attachment(s) Forms yet. We would like to give PIs some more time to finalize their budgets.

Submission for DE-FOA-0002670 is 4/8/22 at 11:59 PM so we're in good shape with over two weeks to go.

Please continue to develop your packages. If you are not working live in the SharePoint space please **periodically upload proposal content** so we can see how things are going.

I'm leaving for Florida this afternoon and will be gone through Monday though I'll be checking email.

Happy writing!

Mike
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Michael Spata
Deputy Associate Director
Accelerator Ops and R&D
Jefferson Lab