



Office of Sponsored Programs

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MEMORANDUM

TO: The MIT Faculty
FROM: Alice P. Gast and Patrick W. Fitzgerald
DATE: September 22, 2005

We are writing to update you about the introduction of a new process for applying for federal grants, called "Grants.gov," and its impact on investigators submitting grant applications to Federal agencies. Effective October 1, federal agencies will begin to require that applications for specific grants be submitted electronically through Grants.gov and paper submissions will no longer be an option. We want to make you aware of the impending changes and your options for submitting applications.

"Grants.gov" will be the single portal for all grant applications to the 26 Federal grant-making agencies and will replace agency-specific proposal submission systems, most notably the NSF "FastLane" system. Institutions will submit applications electronically through the Grants.gov portal, and these applications will be forwarded to the respective agencies. Over the next several months, MIT must process an increasing number of its proposals via Grants.gov. The Office of Management and Budget (OMB) has instructed all of the grants-making agencies to post, at a minimum, 25% of their grant applications to Grants.gov by October 1, 2005. OMB has also set targets for the number of proposals that must be submitted electronically via Grants.gov; for example, NIH's October 2005 target is 6,000 applications. You should contact your OSP representative for specific information on NIH and other funding agencies. These numbers increase dramatically by May 2006.

Grants.gov has been working with the Federal agencies to create a new set of forms for grant applications. Once fully implemented, NIH will no longer accept the PHS 398 form packages and we must use the newly created Grants.gov forms. **While these changes will not happen overnight, we expect to be required to submit an increasing number of applications via Grants.gov in order for the agencies to meet the targets established by OMB**

There are two options for MIT to submit applications to Grants.gov:

- i) submit proposals directly to Grants.gov using Coeus, MIT's electronic system for managing the life-cycle of a research project. MIT has worked closely with Grants.gov to develop a "system-to-system interface" where Coeus can directly transmit data from MIT's computer system to the Grants.gov system.
- ii) submit proposals using electronic forms known as "PureEdge"; these forms only operate on a PC.

We believe that Coeus will be the option of choice. We hope that you encourage those responsible for the preparation of your proposals to use Coeus; OSP has and will continue to provide training and support for administrators using the Coeus electronic proposal system.

Grants.gov submissions will be routed electronically to the Office of Sponsored Programs and proposals must be in their final form in their entirety, including figures and appendices at the time of routing.

If you have questions or concerns about the requirements of Grants.gov proposal submissions, please contact Steve Dowdy (sdowdy@mit.edu) at x3-6925 or Patrick Fitzgerald (pwf@mit.edu) at x3-2762.

Sincerely,

Alice P. Gast
Vice President for Research
& Associate Provost

Patrick W. Fitzgerald
Director, Office of
Sponsored Programs