

To: Active PI's and Business Managers
From: Carol Sprague, Director
Date: Feb. 9, 2006
Subject: Federal Agency Requirements for Proposal Submission through Grants.gov

Many Federal agencies are starting to require proposal submissions through the Grants.gov system. The University of Massachusetts Amherst campus is registered with Grants.gov. If you are applying for a Grants.gov program, please log in at this site <http://www.grants.gov/Apply>. Please note that you will be required to download PureEdge software to complete your application (please see left hand side of the web page referred to above.) PI's are not required to have a login name or a password to complete the proposal (Steps 1 & 2 listed on the above referenced web page.) Only OGCA staff have login names and passwords to submit the proposal (Step 3.) Please read the sponsor guidelines very carefully for the program you are applying to. Some agencies only require the grants.gov submission and others require both a hard copy submission and a Grants.gov submission. Once you have completed Steps 1 & 2, please email the electronic files to the appropriate Pre-Award Research Administrator for the sponsor you are applying <http://www.umass.edu/research/ogca/staff/fapspon.htm>. As always, an Internal Processing Form <http://www.umass.edu/research/ogca/forms/ogcaforms.htm> is required fully signed and submitted in hard copy to OGCA at the time the proposal is complete for OGCA review and submission. We are currently working on a Grants.gov page for our website but it is not available at this time. If you have any questions, please feel free to call or email the Pre-Award Research Administrator.

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