

**RESEARCH GRANTS & CONTRACTS**  
**Grants.Gov Preparation Checklist**

|  | PI | Dept<br>Admin | GCA <sup>1</sup> | Inst.<br>Official <sup>2</sup> |
|--|----|---------------|------------------|--------------------------------|
| <b>GRANT PREPARATION</b>   |    |               |                  |                                |
| <i>*Please complete at least 2 months prior to anticipated Grants.Gov submission</i>   |    |               |                  |                                |
| <input type="checkbox"/> <b>Register with NIH Commons</b><br><i>* Only required if you do not currently have an account</i> <ul style="list-style-type: none"> <li>Complete RGC's account set up form:<br/><a href="http://www.ohsu.edu/research/rda/rgc/gcfastlaneform.shtml">http://www.ohsu.edu/research/rda/rgc/gcfastlaneform.shtml</a></li> <li>Your department's Grants &amp; Contracts Administrator (GCA) will review your form and create your NIH Commons account; you will be notified via email with your account information.</li> </ul>   | X  | X             | X                | X                              |
| <input type="checkbox"/> <b>Download PureEdge Viewer</b> <ul style="list-style-type: none"> <li>PC Users: <a href="http://www.grants.gov/DownloadViewer">http://www.grants.gov/DownloadViewer</a><br/>If you already have PureEdge installed, download updates:<br/><a href="http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe">http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe</a></li> <li>Mac Users:<br/>Download the PureEdge Viewer (see above).<br/>Citrix Server is also required in order to run the PureEdge Viewer on a Mac; <a href="#">download here</a>.<br/>Also, see the <a href="#">Citrix Client Start-Up Guide</a>.</li> </ul> | X  | X             | X                | X                              |
| <input type="checkbox"/> <b>Register with Grants.Gov</b> <ul style="list-style-type: none"> <li><i>Important Note:</i> If you are a PI or Department Administrator, you should NOT create an account with Grants.Gov. Registration is only required for the AOR (Authorized Organization Representative), who will submit the application to Grants.Gov for the PI.</li> </ul>   |    |               |                  | X                              |
| <input type="checkbox"/> <b>Sign Up For Advance Support from RGC</b> <ul style="list-style-type: none"> <li>If you have an upcoming grants.gov submission, please contact your department's GCA (see the <a href="#">Department Distribution List</a>). This will allow RGC to adequately prepare and ensure that all applications are reviewed and submitted in a timely manner.</li> </ul>   | X  | X             |                  |                                |
| <b>GRANT SUBMISSION</b>  |    |               |                  |                                |
| <i>*Please submit your grant application package (including final admin components and draft science) to RGC 10 days prior to Grants.Gov deadline. The final science is required 3 days before the deadline.</i>   |    |               |                  |                                |
| <i>Additional reference information about NIH electronic submission may be found at: <a href="http://era.nih.gov/ElectronicReceipt/">http://era.nih.gov/ElectronicReceipt/</a></i>   |    |               |                  |                                |
| <input type="checkbox"/> <b>Download a Grant Application Package and Application Instructions from Grants.Gov</b> <ul style="list-style-type: none"> <li><a href="https://apply.grants.gov/forms_apps_idx.html">https://apply.grants.gov/forms_apps_idx.html</a></li> </ul>  | X  | or X          |                  |                                |
| <input type="checkbox"/> <b>Complete the Grant Application Package</b> <ul style="list-style-type: none"> <li>This step may be completed offline. For assistance, refer to:<br/><a href="http://www.grants.gov/CompleteApplication">http://www.grants.gov/CompleteApplication</a></li> </ul>   | X  | or X          |                  |                                |
| <input type="checkbox"/> <b>Email the Completed Grant Application Package to GCA</b> <ul style="list-style-type: none"> <li>For your department's GCA, see the <a href="#">Department Distribution List</a>.</li> </ul>  | X  | or X          |                  |                                |
| <input type="checkbox"/> <b>Application is Reviewed</b>  |    |               | X                |                                |
| <input type="checkbox"/> <b>Application is Finalized</b>   | X  | X             | X                |                                |
| <input type="checkbox"/> <b>Application is Approved and Submitted Via Grants.Gov</b>   |    |               |                  | X                              |
| <input type="checkbox"/> <b>Review E-mail Communications from Grants.Gov and NIH to Determine Application Status</b> <ul style="list-style-type: none"> <li>Work with your GCA to correct errors (if any)</li> </ul>   | X  |               |                  | X                              |
| <input type="checkbox"/> <b>Validate Application in NIH Commons</b> <ul style="list-style-type: none"> <li>Login to NIH Commons: <a href="https://commons.era.nih.gov/commons/">https://commons.era.nih.gov/commons/</a></li> </ul>  | X  |               |                  | X                              |

<sup>1</sup> GCA = Grants & Contracts Administrator, Research Grants & Contracts

<sup>2</sup> Inst. Official = authorized signing official for OHSU (e.g. Director or Grants & Contracts Manager, Research Grants & Contracts)

**RESEARCH GRANTS & CONTRACTS**  
**User Roles: Grants.Gov and NIH Commons**

The table below describes the various roles within the Grants.Gov and NIH Commons systems. It also indicates the roles that are assigned to individuals here at OHSU.

| <b>NIH Commons</b>   |           |                   |                        |                                   |
|--|-----------|-------------------|------------------------|-----------------------------------|
|  | <b>PI</b> | <b>Dept Admin</b> | <b>GCA<sup>1</sup></b> | <b>Inst. Official<sup>2</sup></b> |
| <b>Signing Official (SO)</b> <ul style="list-style-type: none"> <li>The SO has institutional authority to legally bind the institution in grant administration matters by providing signature approval of submissions.</li> </ul>  |           |                   |                        | <b>X</b>                          |
| <b>Administrative Official (AO)</b> <ul style="list-style-type: none"> <li>The AO reviews grant applications for accuracy before the SO submits final application to the NIH.</li> </ul>   |           |                   | <b>X</b>               |                                   |
| <b>Principal Investigator (PI)</b> <ul style="list-style-type: none"> <li>The role of the PI within NIH Commons is to complete the grant process, either by completing required forms (e.g. JIT, eSNAP) through the NIH Commons site or by delegating this responsibility to another individual. A PI can access information for only those grants for which he/she is designated the PI.</li> </ul> | <b>X</b>  |                   |                        |                                   |
| <b>Assistant (ASST)</b> <ul style="list-style-type: none"> <li>The Assistant role allows PIs to delegate certain responsibilities, for example: data entry of grant information and upkeep of personal profiles.</li> </ul>  |           | <b>X</b>          |                        |                                   |
| <b>Grants.Gov</b>  |           |                   |                        |                                   |
|  | <b>PI</b> | <b>Dept Admin</b> | <b>GCA<sup>1</sup></b> | <b>Inst. Official<sup>2</sup></b> |
| <b>e-Business Point of Contact (eBIZ POC)</b> <ul style="list-style-type: none"> <li>An EBiz POC is responsible for the administration and management of grant activities in his/her organization. EBiz POCs grant representatives of their organization the authority to submit grant applications through Grants.gov.</li> </ul>   |           |                   |                        | <b>X</b>                          |
| <b>Authorized Organization Representative (AOR)</b> <ul style="list-style-type: none"> <li>The AOR submits grants on behalf of OHSU. AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process.</li> </ul>  |           |                   |                        | <b>X</b>                          |
| <b>Individual</b> <ul style="list-style-type: none"> <li>This role should not be used by PIs/Researchers at OHSU.</li> </ul>   |           |                   |                        |                                   |
| <b>Grant Researcher</b> <ul style="list-style-type: none"> <li>A Grant Researcher writes, prepares, and/or searches for grant applications. This role does not require registration or login through Grants.Gov.</li> </ul>  | <b>X</b>  | <b>X</b>          |                        |                                   |

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