

Grant Preparation and Approval Routing – In4Grants

Getting Started with Grant Preparation on In4Grants:

“I have been involved with In4Grants from the start and they continue to improve the product. I love the new user interface; it is clean and intuitive. This is what research development professionals need for effective collaboration. I like the ability to be able to go directly to the sources, and the customized filters—things like number of awards, closing date, and estimated total program funding—make it very easy to find the information we are looking for. The ease of the software, and the fact that it is not complicated to use, makes this a tool that faculty and researchers will be able to adapt to quite easily. The search and discovery of opportunities is better than anything I have seen—this is truly a game changer.”

- **Matthew Christian**, Assistant Vice President for Program Development, Co-director, Arete Initiative, *The University of Chicago*

In4Grants is a third-party web-based platform that allows the Office of Grants and Research Administration to quickly set up workspaces for project development with project manager and team. With the ability to share documents directly from the project's workspace, introduce collaborators from within and outside of the institution, provide supporting documents, and route forms for authorizations, we find that OGRA is able to move swiftly with grant preparation without the loss of information, material and people.

The following procedure is for proposals where CSU is the Prime Institution and where CSU is the Subcontractor to another institution.

Getting Set up in In4Grants:

- The process begins with OGRA sending a request to review a grant opportunity from In4Grants. This request can be generated in one of two ways: (A) OGRA's search reveals a grant opportunity that might be of interest to you and sent you a request to review the grant opportunity; or (B) You sent OGRA an email about a grant opportunity and asked OGRA to search for the information in In4Grant after which OGRA sends you a request to review the grant opportunity. In either case, you will receive the following email:

In4Grants - Grant Opportunity Review Request from ahopgood@csu.edu

In4Grants - Grant Opportunity Review Request from ahopgood@csu.edu - Message (HTML)

You forwarded this message on 9/2/2011 4:09 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.

From: ahopgood@csu.edu
To: yharri20@csu.edu
Cc:
Subject: In4Grants - Grant Opportunity Review Request from ahopgood@csu.edu

Hi Yvonne Harris, Angela Hopgood from Chicago State University used In4Grants to share this grant opportunity.

Review & Collaborate using In4Grants

Like Dislike Comment

Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP)
CFDA Number 84.120A

Agency Name: Department of Education
Estimated Total Program Funding: \$3,035,168.00
Expected Awards: 15 **Posted Date:** 03-Aug-2011 **Current Closing Date for Applications:** 02-Sep-2011 **Award Ceiling:** \$300,000.00
Award Floor: \$0.00



Angela Hopgood's Comments

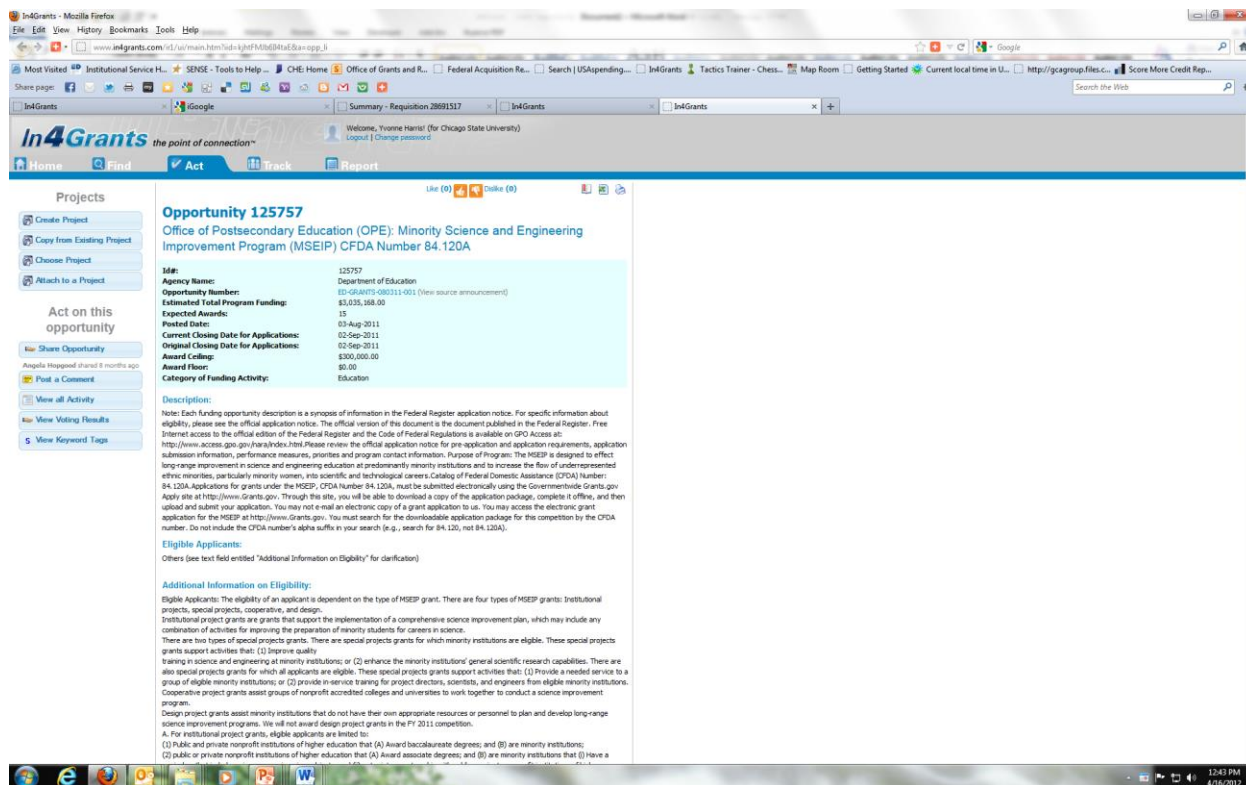
Please review this opportunity. Thank you, ahopgood@csu.edu

Opportunity Description

Note: Each funding opportunity description is a synopsis of information in the Federal Register application notice. For specific information about eligibility, please see the official application notice. The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html> Please review the official application notice for pre-application and application requirements, application submission information, performance measures, priorities and program contact information. Purpose of Program: The MSEIP is designed to effect long-range improvement in science and engineering education at predominantly m (more...)

In4Grants
the point of connection

- (2) To launch you into In4Grants workspace, open up the email and click on: [Like](#)   [Dislike](#); which will take you to the following site on In4Grants:






Opportunity 125757
Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A

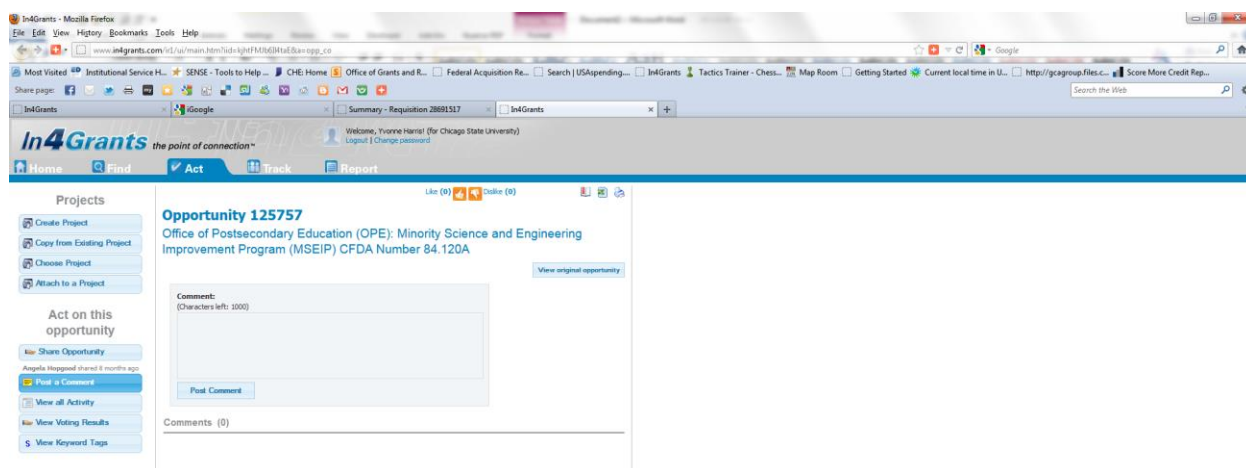
Id#: 125757
Agency Name: Department of Education
Opportunity Number: 00-GA-075-080211-001 (View source announcement)
Estimated Total Program Funding: \$3,035,384.00
Expected Awards: 15
Posted Date: 03-Aug-2011
Current Closing Date for Applications: 02-Sep-2011
Original Closing Date for Applications: 02-Sep-2011
Award Ceiling: \$300,000.00
Award Floor: \$0.00
Category of Funding Activity: Education

Description:
Note: Each funding opportunity description is a synopsis of information in the Federal Register application notice. For specific information about eligibility, please see the official application notice. The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html>. Please review the official application notice for pre-application and application requirements, application submission information, performance measures, priorities and program contact information. Purpose of Program: The MSEIP is designed to effect long-range improvement in science and engineering education at predominantly minority institutions and to increase the flow of underrepresented ethnic minorities, particularly minority women, into scientific and technological careers. Catalog of Federal Domestic Assistance (CFDA) Number: 84.120A. Applications for grants under the MSEIP, CFDA Number 84.120A, must be submitted electronically using the Governmentwide Grants.gov. Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us. You may access the electronic grant application for the MSEIP at <http://www.Grants.gov>. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.120, not 84.120A).

Eligible Applicants:
Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:
Eligible Applicants: The eligibility of an applicant is dependent on the type of MSEIP grant. There are four types of MSEIP grants: Institutional projects, special projects, cooperative, and design.
Institutional project grants are grants that support the implementation of a comprehensive science improvement plan, which may include any combination of activities for improving the preparation of minority students for careers in science.
There are two types of special projects grants. There are special projects grants for which minority institutions are eligible. These special projects grants support activities that: (1) improve quality training in science and engineering at minority institutions; or (2) enhance the minority institutions' general scientific research capabilities. There are also special projects grants for which all applicants are eligible. These special projects grants support activities that: (1) provide a needed service to a group of eligible minority institutions; or (2) provide in-service training for project directors, scientists, and engineers from eligible minority institutions. Cooperative project grants assist groups of nonprofit accredited colleges and universities to work together to conduct a science improvement program.
Design project grants assist minority institutions that do not have their own appropriate resources or personnel to plan and develop long-range science improvement programs. We will not award design project grants in the FY 2011 competition.
A. For institutional project grants, eligible applicants are limited to:
(1) Public and private nonprofit institutions of higher education that (A) Award baccalaureate degrees; and (B) are minority institutions;
(2) Public or private nonprofit institutions of higher education that (A) Award associate degrees; and (B) are minority institutions that (1) Have a

If you click on [Comment](#)  this will take you to the following site on In4Grants where you can click on : [Like](#)   [Dislike](#) and you can add a comment.



Opportunity 125757
Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A

Comments:
(Characters left: 1000)

Comments (0)

- (3) Once you click on 'Like', OGRA will see that you have reviewed the opportunity and that you are interested in submitting a proposal. At this point, OGRA will then 'Create Project' for you. Once this is done you will get an email stating:

"I created this opportunity project and would like you to be the project leader if possible. Thank you, yharri20@csu.edu" This message may also be from ahopgood@csu.edu.

- (4) Once you accept the invitation to be project leader your workspace is created. In this workspace you can begin building your grant team by **'inviting a team'** member or **'adding Team Members.'**

The screenshot shows the In4Grants web application in a Mozilla Firefox browser. The address bar shows the URL: www.in4grants.com/ir1/ui/main.htm?iid=kjhtFMJb6I4taE&a=opp_di. The browser's Most Visited list includes Institutional Service H..., SENSE - Tools to Help..., CHE: Home, Office of Grants and R..., Federal Acquisition Re..., Search | USAspending..., and In4Grants. The In4Grants logo is prominently displayed with the tagline "the point of connection". A navigation bar includes Home, Find, Act, Track, and Report. A user welcome message for Yvonne Harris (for Chicago State University) is shown with links for Logout and Change password.

The main content area is titled "Projects" and includes a "Create Project" button. Below this, it states "Project (2) was created about an hour from now". There are buttons for "Copy from Existing Project" and "Choose Project". A section titled "Act on this project" contains a list of actions: View all Activity, Add Team Members, Document Library, Post a Comment, Send a Message, Timeline, Set Project Status, Edit Project Details, and Delete Project.

The project details for "Project 125757-(3)" are displayed, titled "Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A". A "View original opportunity" button is available. The project details table is as follows:

Id#:	125757 (Go to original opportunity)
Organization :	Chicago State University
Created By :	Yvonne Harris
Owner :	Yvonne Harris
Owner Acceptance:	Accepted
Status:	Pending
Created On:	16-Apr-2012 02:39:42 PM
Amount Sought:	\$0.00
Amount Awarded:	\$0.00
Department:	
Purpose Of Funding:	

The "Description :" field is currently empty. Below the project details, there is a section for "All activity (1)" with filters for "30 Days", "60 Days", "90 Days", "Select Date Range", and "Select type of activity: All". A message box states: "To begin, please **invite a team member** or **upload a document**."

A recent activity log entry shows: "Yvonne Harris Project Project 125757-(3) created. Date: 16-Apr-2012 02:39:42 PM".

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- (5) In the left panel; in the 'Document Library' folder, OGRA will upload the Intent to Submit a Proposal and OGRA's Detailed Budget forms. You can access the form by double clicking on the title link. This downloads and opens the form for you to complete. Save the form under a different file title such as "ISP-Harris". This allows us to discriminate between the original blank form and the one you completed.
- (6) Upload the completed form with the different file title. Also, upload the following:
- Project Description
 - OGRA's detailed budget (ROUGH)
 - Budget Justification (ROUGH)
 - Draft of Support Letter
 - Written approval for Release Time, Additional Space and/or Matching Funds
 - Rough Draft of a Memorandum of Understanding (if applicable)

- (7) Make sure that you complete the form correctly. Also, make sure all of the support documents are loaded and you have a complete proposal packet. **NOTE:** Failure to follow instructions will only delay the processing of the authorizations.
- (8) Once you have submitted a complete proposal packet, the Pre-Grants and Contract Administrator (PreGCA) will review. Once she has approved all of the documents she will send out a request for authorization to the Chair of the Department and the Dean of the College. Once the Chair and Dean have approved the proposal packet, the PreGCA will forward the request for authorization to the AVP of Sponsored Programs. Once the AVP approves the proposal packet, she forward on to the Provost for authorization.
- (9) Once the Intent to Submit a Proposal (ISP) is fully authorized, the PreGCA will upload the Proposal Approval Form (PAF) and the routing for authorization will be repeated.

Uploading to In4Grants:

You can access the Document Library from the left side panel:

The screenshot shows the In4Grants web application. The left sidebar contains a 'Document Library' link, which is circled in red. The main content area displays the details for 'Project 125757-(3)'. The project details include the following information:

Id#:	125757 (Go to original opportunity)
Organization :	Chicago State University
Created By :	Yvonne Harris
Owner :	Yvonne Harris
Owner Acceptance:	Accepted
Status:	Pending
Created On:	16-Apr-2012 02:39:42 PM
Amount Sought:	\$0.00
Amount Awarded:	\$0.00
Department:	
Purpose Of Funding:	

The project description is: Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A.

Below the project details, there is a section for 'All activity (1)' with a filter dropdown set to 'All'. The activity list shows a message from Yvonne Harris: 'Project Project 125757-(3) created. Date: 16-Apr-2012 02:39:42 PM'.

- (10) Click on 'Document Library' and the following page will load with an 'Upload Documents' link and listing of documents that are stored in the library.

Welcome to the collaboration workspace.

Project 125757-(3)

Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A

[View original opportunity](#)

Document Summary (0)

[Show Details](#) [Upload Documents](#)

Find documents, check their boxes, then Show Details

Id	Document Name	Category	Uploaded On	Status

Clicking on “Upload Documents” opens the window below where you can upload your documents.

Upload Document(s) for this Project

Document Name:
You may send up to 3 documents at a time
 [Browse...](#)

Document Category:
Click in the box to use an existing Category, if any, or type in a new one

Send Email Notification to:
[Select Team Members to send to](#)

Comment:
Characters left: 1000

[Cancel](#) [Upload Document\(s\)](#)

IT IS IMPORTANT THAT YOU READ THE INSTRUCTIONS CAREFULLY. ALL INCOMPLETE AND/OR INCORRECT FORMS WILL BE REJECTED AND THIS DELAY MAY LEAD TO THE PROPOSAL NOT BEING SUBMITTED FOR CONSIDERATION.

START EARLY!!!! IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OGRA 773-995-3598.