

## 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

The screenshot shows an email client interface. The subject line is "In4Grants - Grant Opportunity Review Request from ahopgood@csu.edu". The email body contains a message from Angela Hopgood, who is sharing a grant opportunity with Yvonne Harris from Chicago State University. The grant is for the Office of Postsecondary Education (OPE) Minority Science and Engineering Improvement Program (MSEIP), CFDA Number 84.120A. The email includes a link to the grant opportunity and a section for Angela Hopgood's comments, where she asks the recipient to please review the opportunity.

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

**Review & Collaborate using In4Grants**

It's easy to log in and use In4Grants to view this opportunity and collaborate with Angela Hopgood.

Just sign in with your email address and password.

If you have not yet registered to use In4Grants, you will be asked to create a password and enter your name.

It's that easy to get started

**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**

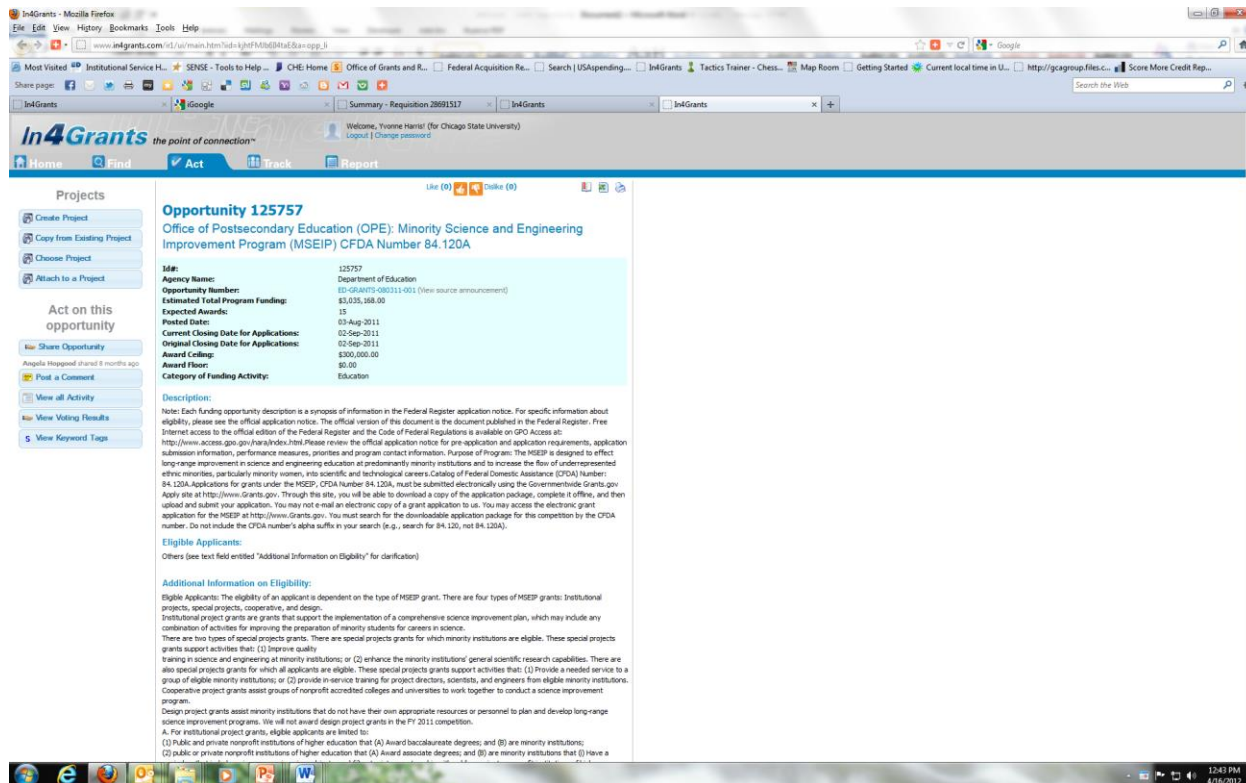
Please review this opportunity. Thank you, ahopgood@csu.edu

**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

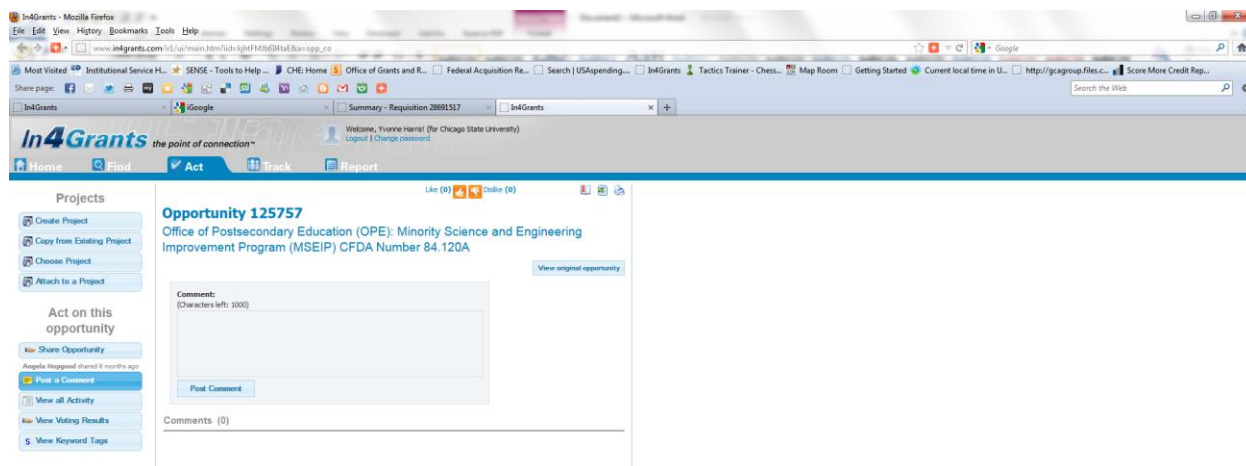
**Id#:** 125757  
**Agency Name:** Department of Education  
**Opportunity Number:** 00-GA-075-080211-001 (View source announcement)  
**Estimated Total Program Funding:** \$3,035,188.00  
**Expected Awards:** 15  
**Posted Date:** 03-Aug-2011  
**Current Closing Date for Applications:** 02-Sep-2011  
**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

**Comment:**  
(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](mailto:yharri20@csu.edu)" This message may also be from [ahopgood@csu.edu](mailto: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 URL is [www.in4grants.com/ir1/ui/main.htm?id=kjhtFMJb6I4taE&a=opp\\_di](http://www.in4grants.com/ir1/ui/main.htm?id=kjhtFMJb6I4taE&a=opp_di). The page features a navigation bar with links: Home, Find, Act, Track, and Report. A sidebar on the left lists various actions: Create Project, Copy from Existing Project, Choose Project, 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 main content area displays project details for 'Project 125757-(3)' under the 'Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A'. A table lists project metadata including ID#, Organization, Created By, Owner, Owner Acceptance, Status, Created On, Amount Sought, Amount Awarded, Department, and Purpose Of Funding. Below the table, a section titled 'All activity (1)' shows a log entry by Yvonne Harris stating 'Project Project 125757-(3) created.' with a timestamp of 16-Apr-2012 02:39:42 PM. A message box prompts the user to 'invite a team member or upload a document.'

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

**Description :**

**All activity (1)**  
 All 30 Days 60 Days 90 Days Select Date Range Select type of activity: All ▼

To begin, please [invite a team member](#) or [upload a document](#).

**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 have four day to complete the forms, otherwise our office will terminate the process.** 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)

**Request for release time, overrides, matching funds, and additional space must be submitted to OGRA as a Memorandum.**

- (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 approved, a request for authorization will be sent to the Chair of the Department and the Dean of the College who has two days to approve or reject the documents.** 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 in a Mozilla Firefox browser. The left sidebar contains a 'Projects' section with options like 'Create Project', 'Copy from Existing Project', and 'Choose Project'. Below this is an 'Act on this project' section with various actions. The 'Document Library' link is circled in red. The main content area shows the details for 'Project 125757-(3)', including the organization (Chicago State University), owner (Yvonne Harris), and status (Pending).

**Project 125757-(3)**  
Office of Postsecondary Education (OPE): Minority Science and Engineering Improvement Program (MSEIP) CFDA Number 84.120A

**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:**  
**Description :**

**All activity (1)**  
 All 30 Days 60 Days 90 Days Select Date Range Select type of activity: All

To begin, please [invite a team member](#) or [upload a document](#).

**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.