




DATE: 26 March 2009

TO: WVU Faculty, Department Chairs, and Deans

FROM: Curt Peterson 
Vice-President for Research and Economic Development

RE: American Recovery and Reinvestment Act

NIH published guidelines for receipt of applications due on April 27, 2009, under the American Recovery and Reinvestment Act (ARRA). The Research Office, and in particular, the Office of Sponsored Programs (OSP) are taking steps to handle the expected influx of applications for the April 27 deadline.

As some of you may know, the *grants.gov* system has been experiencing significant capacity problems for the past several months. In some instances, logging into the system has been difficult, if not impossible. At this point in time, we do not know what steps NIH or other agencies may take to address this problem. We can only operate in good faith that the Government will have in place a mechanism that will permit the anticipated high volume of ARRA proposal submissions.

Therefore, in order for all WVU proposals to be submitted by the April 27 deadline, it is critical that full and complete proposals be submitted to OSP by 9:00 a.m. on Monday, April 20, 2009. We recognize that this timeline only allows PIs about one month or less to prepare proposals for submission. However, your considerable efforts to prepare competitive submissions will be for naught if we are unable to submit your proposals by the deadline due to limitations imposed by our inability to log into *grants.gov*.

To ensure that proposals received on time are submitted, OSP is taking the following steps:

- Staff familiar with the grants process will be solicited from various departments to assist OSP in the initial review.
- Most OSP employees in the Proposal Submission Unit have the necessary hardware and software to review and submit proposals from their homes, if necessary.
- Proposal Submission Unit employees will work flex schedules the week of April 20, including Saturday (4/25) and Sunday (4/26), in order to access *grants.gov* at any time during the day and/or night.

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- Should *grants.gov* not be accessible during traditional working hours, OSP will spend its time reviewing proposals and queuing them for early morning/late evening submissions rather than spending valuable time trying to log into *grants.gov*.

Please note that OSP will not be able to accept changes or substitutions once your proposal has been provided to them. Applications will be submitted as the reviews are completed. There will not be sufficient time to withdraw proposals and resubmit.

OSP will undertake a thorough review of the completed *grants.gov* package. This will include:

- Review of RFA requirements and anomalies.
- Verification of institutional data.
- Verification that forms are complete and accurate.
- Verification that file names conform to *grants.gov* guidance.
- Verification of page limits, margins, headers, footers, fonts, etc.
- Verification that all sections are uploaded to correct form and attachment area.
- Verification of salary and effort.
- Verification of budgets including rates (fringe and F&A).
- Review of budget justification for conformance with agency requirements.
- Validate IRB and/or IACUC information is accurate.
- Check PI's ERA Commons login.
- Post submission review in the eRA Commons and coordination with PI to address any system errors that may have occurred. This post submission process can take 1 to 2 days.

Proposals submitted late will be reviewed once ALL proposals submitted on time are reviewed and submitted to *grants.gov*. Late submittals will be reviewed and submitted in the order in which they are received, if time permits.

Some proposals, notably facility related, may require State approval. Please review any solicitation carefully for this requirement and plan accordingly.

I want to thank you in advance for your cooperation with this process. I believe the approaches outlined above will provide us with the maximum opportunity to submit competitive proposals under the ARRA Program.