

PennERA Proposal Development Quick Reference

PAR-09-028 – Shared Instrumentation Grant (SIG) (S10)

General

- This document provides information about PD-related issues. Please read the announcement for complete information (<http://grants.nih.gov/grants/guide/pa-files/PAR-09-028.html>).
- Resizing scanned documents -- See PD User's Guide at <http://www.upenn.edu/researchservices/PennERA.html>, pp 88-89, for instructions on resizing scanned documents that are not 8.5x11 inches, as required by Grants.gov
- File names for uploaded documents should have short names, no special characters, no spaces (use underscore).

Proposal Creation

- Project Title** – enter title of instrument requested.
- Project Start and End Dates** – 04/01/2010 – 03/31/2011.

Setup Questions

- Grants.Gov Submission Information**

If any information in this section is different than the screen shot to the right, the proposal has been set up incorrectly. **Warning: Do not continue with this record.**

For assistance, contact PennERAhelp@lists.upenn.edu.

- Submission Mechanism / Form Information**

Click on [Mechanism Opt-In/Opt-Out](#) link (see screen shot below), check the indicated boxes, click **Opt Out** button, wait for screen to refresh, then click **Close**.

Grants.Gov Submission Information

Opportunity Title	Shared Instrumentation Grant Program (S10)
Offering Agency	
CFDA Number	93.389
CFDA Description	Shared Instrumentation Grant Program (S10)
Opportunity Number	PAR-09-028
Competition ID	
Opportunity Open Date	23-Feb-2009
Opportunity Close Date	23-Mar-2009
Agency Contact	
Form Version	VERSION-2A-FORMS

Warning: If other selections are chosen for opting out, proposal may fail at Grants.Gov or NIH eRA Commons.

- General Proposal Properties**
 - Human Subjects – No.
 - Vertebrate Animals – No.
 - Multiple PIs – No.
- Because... this proposal is PHS/NIH...**
 - Modular Budget – No.

Other Project Info

- Human Subjects and Vertebrate Animals** – No (populated from **Setup Questions** tab).

Resources

DO NOT use the manual entry option available on the Resources tab.



- Facilities and Other Resources**
 - Although the FOA indicates this is unnecessary, PD will not allow proposal assembly if this upload is absent.
 - Upload a document that states "Facilities and Other Resources information not required."
 - This upload will not affect the submission.
- Equipment**
 - Complete description of requirements for this section are contained in the funding opportunity announcement.
 - A quote from the vendor must be included with the other required information.
 - Upload one document with this information combined.

Other Attachments

There may be multiple attachments on this tab:

- Instrumentation Plan**
 - Refer to the announcement for instructions about the contents of this plan (Sections A-G).
 - Sections A-G should be combined and uploaded as one file.
 - Be sure to name this attachment "Instrumentation Plan" (without the quotes).

- Letters of Support**
 - All letters of support should be combined into one upload.
 - Name the attachment "Letters of Support".
- Appendix Material**
 - The announcement doesn't indicate that appendices need to be only one upload.
 - Be sure to provide names for multiple uploads that describe the uploaded material. If only one upload is planned for appendix material, call it "Appendix".

Personnel

- Biosketches**
 - Standard 4-page biosketches are required for PI, Major Users, any other Key Personnel.
- Current/Pending Support**
 - Current/pending support is required for the same group of identified personnel as for Biosketches.
 - Be sure to provide names for multiple uploads that describe the uploaded material. If only one upload is planned for appendix material, call it "Appendix".
 - Don't confuse Other Support with the Research Support section of the Biosketch.**
 - Explanation and instructions for Other Support are available from NIH in the SF424 (R&R) Guide, Part III, Section 1.8. http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerA.doc