



GCAAlert!

Yale University
Grant and Contract Administration
Grant and Contract Financial Administration
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Alerts:

- Yale's File Transfer Facility: Transmitting e-Grant Proposals to GCA
- Grants.gov Submission Delays

"GCA has a solution to work with the limitations of the File Transfer Facility."

"Grants.gov is experiencing submission delays / failures in its transition to Adobe forms from PureEdge."

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Transmitting e-Grant Proposals to GCA

GCA has seen rapid growth in the number of electronic proposals transmitted to its office. We want to help you ensure that each proposal you send to our office is received, reviewed and submitted to the sponsor in a timely manner.

The File Transfer Facility (FTF), which is accessed at <http://www.yale.edu/its/email/transfer.html>, is a great tool to submit e-Grant Proposals to GCA. However, FTF only allows files to be sent to one email address and will not bounce any out of office messages back to you if someone is away. If you mistype an email address,

FTF will not let you know that it failed to deliver your message. GCA has a solution to work with the limitations of the FTF if you follow these 5 easy steps:

1. Complete the e-proposal submission package.
2. Upload to the FTF, by composing an email attaching all pertinent documents including the actual e-proposal, Prosum, in-house budget, any signed letters or PHS 398 pages, Announcement / Instructions, etc.
3. In the subject line of the email, be sure to use the

naming convention: GG-Prop. Rout. #-PI Last Name

e.g.: **GG-M12345-Brown**

4. Send this email from FTF to yourself.

5. Retrieve the email sent to self and forward it to all of the following: (1) the appropriate GCAT mailbox (e.g. GCAT1@yale.edu), (2) the Reviewer, (3) anyone else designated by the GCA Team.

By working together, we can continue to improve the e-proposal submission process. Please direct any questions or comments on the FTF to your GCA Team.

Grants.gov Submission Delays Due to Transition to Adobe Reader

Grants.gov is experiencing submission delays / failures in its transition to Adobe forms from PureEdge. As a result, GCA urges you to submit your NIH proposals at least **10 business days before the submission deadline**. GCA cannot guarantee successful submissions without adequate lead time for Grants.gov.

Tips to help ensure successful submissions:

1. To view / review proposals, use Adobe Reader 8.1.2 or higher. GCA recommends 8.1.3.
2. Confirm that your version of Adobe Reader is compatible by clicking on the test application <http://www.grants.gov/assets/ADOBE-VERSIONING-TEST-ONLY.pdf>. If you see the

application package, your version should be compatible. If you see an error message, your version is incompatible.

3. If you are creating PDF documents, use Adobe Acrobat or Professional (Versions 8.1.2 or 9.0) to complete and submit the new Adobe Grants.gov forms. Other Adobe products (e.g., 8.0) may appear to work, **but they do not**. You might be able to complete the form but the **submission will fail** validation at Grants.gov.

4. A new Adobe application form will not be successfully submitted to Grants.gov if it has **ever** been opened and saved by a version other than the ones listed in this GCAAlert. Before **saving a proposal**, verify that the package has been opened only in the right

version of Adobe by looking under Help/About Adobe. If it does not list a compatible version, close the file without saving.

5. Before opening any Grants.gov Adobe application package, **close** all other open Adobe products on your computer, including a PDF from another email or website.

6. Do **not open** PDFs by double-clicking on them from an email or a website. Save them to your hard drive first and then open with a right click or open the Grants.gov compatible Adobe Reader, Acrobat or Professional version to open your application package.

Please contact your Grant Reviewer with any questions.