

TO: Deans, Chairs and Directors

In November 2008, the Grants.gov portal for submitting Federal grant applications, suffered severe backlog due to the high volume of applications submitted immediately prior to proposal due dates. As a result grant submitters encountered server issues, delays in receiving submission confirmation, false error messages, and long wait times to speak to Grants.gov and/or sponsoring agency help desk representatives. While most sponsors were aware of these issues and granted exceptions for resulting late applications, investigators and administrators were faced with a great deal of uncertainty while waiting for decisions about acceptance of late applications.

Because of concerns about a possible re-occurrence of these issues, our S2S Grants system provider recently installed enhancements designed to alleviate some of these problems. However, many within the federal research community still have reservations about how the Grants.gov portal will perform during the next series of heavy deadlines, particularly the February 5 and 12 NIH due dates.

UCLA Procedure 910.1: Approval and Submission of Contract and Grant Proposals indicates that final proposals should be forwarded to the Office of Contract and Grant Administration **at least three working days prior to the sponsor deadline**. Given our concerns about potential problems in using Grants.gov, I urge you to remind the investigators and administrators in your respective units of the importance of adhering to this requirement. If your unit has not already done so, I suggest that you consider establishing internal deadlines to allow your staff sufficient time to ensure that proposals packages are complete, and that all internal approvals are in place, prior to submission to OCGA.

Thank you for your cooperation. Please do not hesitate to contact your OCGA Grant Analyst, Officer, or Assistant if you have questions.

Sincerely,

Roberto Peccei
Vice Chancellor for Research

References:

UCLA Policy 910.1: http://www.adminvc.ucla.edu/appm/entry_900.html
OCGA Staff Assignments: <http://www.research.ucla.edu/SRassn.htm>