

## Section I: Login

In order to submit Grants.gov files to OSP, we request that you use the proposal file upload system which is located at <http://www.ggov.gatech.edu/> instead of emailing them to us.

Grants.gov Proposal Upload Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ggov.gatech.edu/>

Grants.gov Proposal Upload Login  
HRMS Grants Procurement SPD GL gtID#

Date/Time: 09/18/2006 02:59:27 PM Database: Test

Login: mc249  
Password: [masked]

Login Clear

By logging into this application, I agree to adhere to the [GT Data Access Policy \(DAP\)](#) and [Computer and Network Usage and Security Policy \(CNUSP\)](#) as well as all other GT policies governing the appropriate use of Institute Resources.

[Login](#)

If you have any questions or comments about this site, please email [grants.gov@osp.gatech.edu](mailto:grants.gov@osp.gatech.edu)

Login using your GT Account (aka Kerberos) login. Click on Login.

Grants.gov Proposal Upload Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://aswan.gatech.edu/ctest/ggov/ggov\\_menu.cfm](https://aswan.gatech.edu/ctest/ggov/ggov_menu.cfm)

Grants.gov Proposal Upload Menu

Date/Time: 09/18/2006 03:00:33 PM Database: Test User ID: MC249

Upload Proposals to GTRC  
Lookup Existing Proposals  
View Agency/Contracting Officer Information  
Link to OSP FAQ

Grants.gov Proposal Upload Menu Logout

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Click on the **Upload Proposal** link.

Please enter the following PI search criteria:

Are you the PI?  
 Yes  No

If you click [Yes], wait for the Proposal Upload page to display. Do not click [CONTINUE].

If you are not the PI, enter the last name for the PI you wish to find.  
You can enter a partial name using the Oracle wildcard character %, such as **Wal%**.  
When you have entered the name search information, click the **[CONTINUE]** button to proceed.

If you are the PI, click on **Yes** and the system will then jump to the next section on uploading!

Upload Proposals to GTRC Date/Time: 09/18/2006 03:00:47 PM Database: Test User ID: MC249

Please enter the following PI search criteria:

Are you the PI?  
 Yes  No

If you click [Yes], wait for the Proposal Upload page to display. Do not click [CONTINUE].

If you are not the PI, enter the last name for the PI you wish to find.  
You can enter a partial name using the Oracle wildcard character %, such as **Wal%**.  
When you have entered the name search information, click the [CONTINUE] button to proceed.

Henry

CONTINUE Clear

Grants.gov Proposal Upload Menu Logout

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If you are not the PI click on NO. Next, type in as much of the PI's last name in the text box and then click on continue.

Grants.gov PI Lookup Selection Date/Time: 09/18/2006 03:03:35 PM Database: Test User ID: MC249

Matching PI Names

Please click the entry below for the PI of your choice, then click the [CONTINUE] button to proceed to the Proposal Upload page.

- Henry Amy Melissa Bass, (Oprid: ab117)
- Henry Barbara S., (Oprid: bh27)
- Henry Bruce G., (Oprid: bh112)
- Henry, Jeffrey Craig, (Oprid: jh442)

CONTINUE

Grants.gov Proposal Upload Menu Logout

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The system will then display a list of names that match the information. Click on the appropriate name and then click on **Continue**. The next screen is the Upload screen.

## Section II: Upload

**Secured Site for Grants.gov Proposal Upload to GTRC**

Please enter the information below, select one or more files for upload and click [Submit].  
[FAQ](#) Link to Frequently Asked Questions on OSP web site  
[COs](#) Link to OSP Contract Officers detail information  
Fields marked \* are required.

PI Information	
Name	Powell, Michelle J
Operator Id	mc249
Department Id	610
Department Name	Sponsored Programs (OSP)
Email	michelle.clark@osp.gatech.edu

### PI INFORMATION:

The PI's information should be pre-populated on this screen. [If it isn't do not type it in. If you do, you will receive error messages when trying to upload.]

**Upload to GTRC**

Please enter the information below, select one or more files for upload and click [Submit].  
SP web site information

Other Agency and Contracting Officer Information	
Agency	Education, Dept. of
Contact Name	McKinney, Anita
Backup Name	Goddard, Janis
Contact Email	anita.mckinney@osp.gatech.edu, janis.goddard@osp.gatech.edu
Contact Phone	404-894-0925

### OTHER AGENCY and CONTRACTING OFFICER INFORMATION:

Next, click on the drop down box to choose the Agency and Contracting Officer (CO) to submit the proposal. The CO's information will then populate the section. [This is a REQUIRED field.]

NOTE: Fields marked with a red (\*) asterisk is required fields.

Other Proposal Upload Information	
Announcement Link: * (include BAA, RFP, PA or FOA)	<input type="text"/>
Additional Email Addresses: (separate addresses with commas)	<input type="text"/>
CFDA Number	<input type="text"/>
Comments for GTRC: (include Deadline Date and Proposal Coordinator)	<input type="text" value="enter your comments here"/>

## OTHER PROPOSAL UPLOAD INFORMATION:

### Announcement Link

Announcement Link is a required field. Please include the solicitation number, Funding Opportunity Number, Request for Proposal, Program Announcement or Broad Agency Announcement for the proposal being submitted. You may also include the URL to the program announcement. If it is an unsolicited proposal, put “unsolicited proposal” in the text box.

NOTE: Fields marked with a red (\*) asterisk is required fields.

### Additional Email Addresses

If a PI wants additional folks to be notified of the submission to OSP, include their emails in the Additional Email Addresses.

### CFDA

If the Catalog of Federal Domestic Assistance Numbers (CFDA) is known, please include it.

### Comments for GTRC

Include any additional comments for the Contracting Officer regarding the proposal.

Previously uploaded files with the same file name will be overwritten.  
Please use different file names if you wish to preserve the earlier versions.

Proposal Documents to Upload	
Proposal File 1: *	<input type="text"/> <input type="button" value="Browse..."/>
Proposal File 2:	<input type="text"/> <input type="button" value="Browse..."/>
Proposal File 3:	<input type="text"/> <input type="button" value="Browse..."/>

[Grants.gov Proposal Upload Menu](#) [Logout](#)

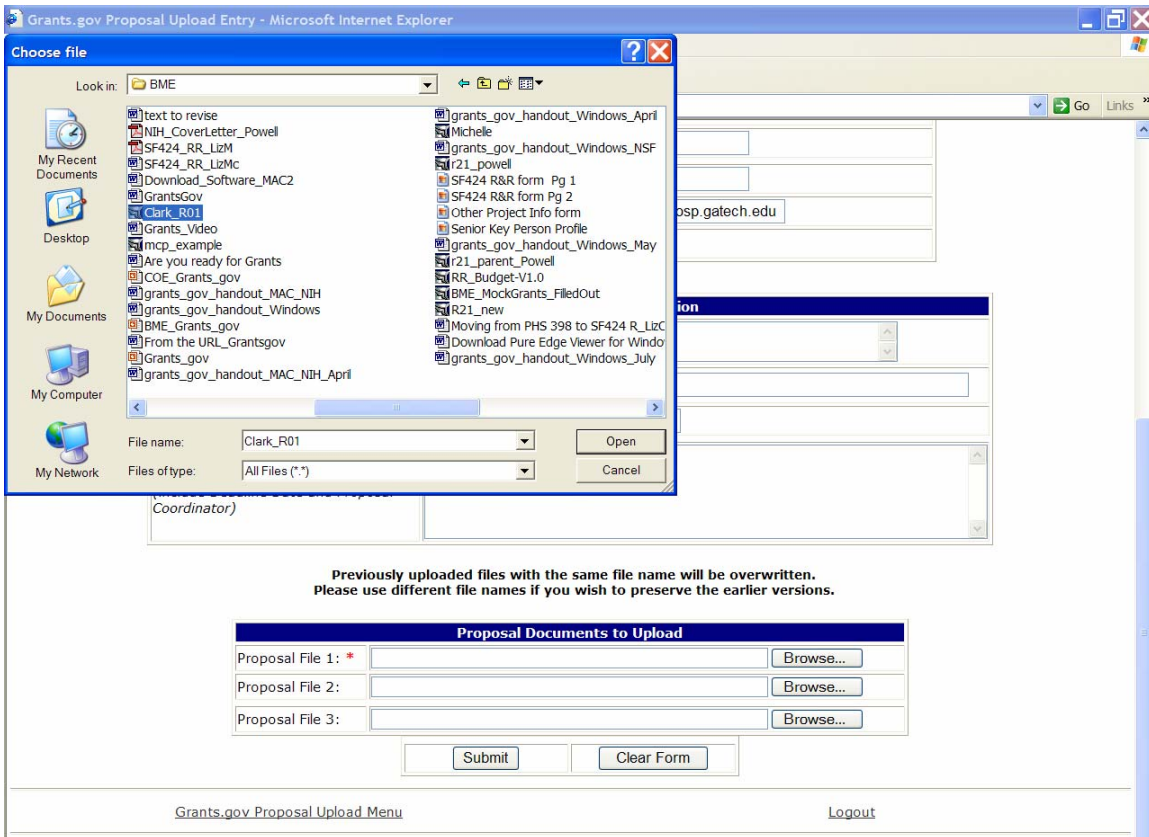
## PROPOSAL DOCUMENTS to UPLOAD

At least one attachment is required for the submission to work properly.

### IMPORTANT!

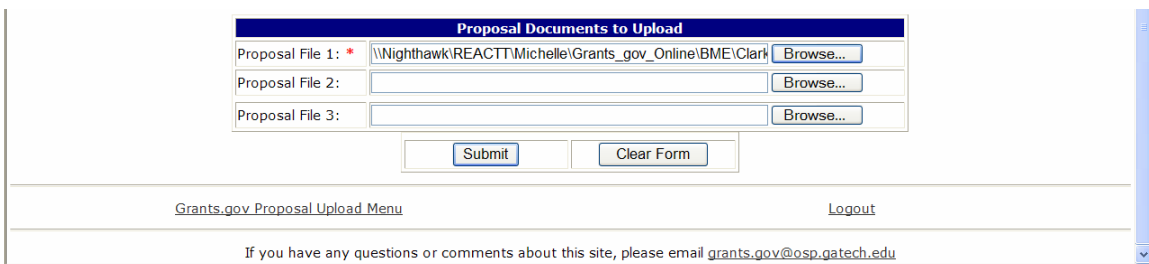
Files uploaded with the same name by the same PI (or on behalf of the same PI) will be overwritten. If you wish to preserve the earlier version be sure to change the file name!

NOTE: Fields marked with a red (\*) asterisk is required fields.



Upload the files to submit to your Contracting Officer. Click on Browse, then navigate to the file and select the file and click open (or double click).

**Note:** There is a ½ GB limitation for an individual file or the total amount of all of the files that are uploaded at one time.



The file location will then populate this field. Add up to two additional files. Click on Submit. You will then receive a message indicating whether or not the file was uploaded. If it was successful, the PI and the Contracting Officer and any additional emails list on this page will be notified of the uploaded file.

Click Logout to do so.

Questions: Contact [grants.gov@osp.gatech.edu](mailto:grants.gov@osp.gatech.edu) or contact your Contracting Officer.