



Quick Reference Sheet: #eSR6910  
 Grants.gov applications to DOE  
 (and SF424 face pages)  
**Updated March 2017**



These procedures apply to:

- DOE-Direct proposals where we submit an application as the prime institution to DOE or we are a subaward on a DOE proposal but we will be receiving funding directly from DOE
- LBNL is a subaward on a DOE proposal but we will not be receiving funding directly from DOE
- LBNL is submitting an application to DOE that requires the selected pages of the SF424 application.

**How to prepare the eSRA proposal**

To DOE by Grants.gov (even if we are a subaward submitting a parallel proposal via Grants.gov)	When LBNL is a subaward <u>not funded through WAS</u> (but we are submitting parallel proposal via Grants.gov)	Only need selected pages of SF424 to include in proposal to PAMS (or others)*
1.a.1 = DOE Direct	1.a.1 = Work for Others	1.a.1 = DOE Direct
1.a.2 = any of the DOE Direct options	1.a.2 = Non-Federal with Non-NIH Federal Flow-Thru	1.a.2 = any of the DOE Direct options
1.a.3 = Grants.gov	1.a.3 = whatever method will be used to submit the application	1.a.3 = whatever method will be used to submit the application
2.9.d = Proposal for Initial Funding	2.d = New	
2.9.h = Laura Rael	2.h = IPO Contracts Officer	2.h = blank ( <i>because proposal will be submitted by the division</i> )
3.a = Grants.gov application #	3.4.a = Grants.gov application #	
	3.4.f = Non-Fed agency submitting the application	
	3.4.g = DOE Headquarters	

**Who certifies/authorizes and submits the application?**

The individuals with delegated authority to submit proposals to DOE are the **Division Directors** and whoever they delegate that authority to.

Fill out the ‘Division certification for Grants.gov’ document available on the eSRA website:

<http://esra.lbl.gov/forms> and have the Division Director, or delegate, sign the form. That contains the certification that is included within the grants.gov application package. Use email proposal team to send that document to the person listed as the Budget Office CO in question 2.9.h so it is stored in the history of the proposal and alerts the Budget Office that the proposal is being prepared for submission.

\* Follow the instructions in the WFO eLearning module for Non-Grants.gov proposals for Resource Analysts (eSR5011). Use the left navigation bar to skip to the section “Other Proposal Types: Non-Federal Flow-Thru Proposals.”



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**Update the SF424 to enter the division delegate's name**

eSRA is not currently configured to provide their names automatically into the SF424 Application. Therefore, after completing the proposal, but before printing for the non-Grants.gov proposal, or before routing to the Budget Office for the Grants.gov submission, **you must update the SF424 Directly**. Click on the "Submission to Sponsor" tab, then the link to the SF424 Application.

Proposal Information	NEPA-CEQA	DOE	Approvals	Comments	Attachments	Contacts	<b>Submission To Sponsor</b>	New Sponsor Requests	Change Log
<b>Submissions To Sponsor</b>									
Name		SmartForm	Date Created	Date Modified	State				
SF-42400000387 for FP00000269		[Edit]	9/16/2013 9:52 AM	9/16/2013 9:56 AM	Pre-Submission				
1 to 1 of 1									
10 / page									

"Edit Grant Application" to directly access the Grants.gov SF424 Application.

<b>Application Status</b>	SF-42400000387 for FP00000269		SF-42400000387	SF-424
Pre-Submission				
<b>Activities</b>				
<a href="#">Edit Grant Application...</a> <a href="#">Print Version</a> <a href="#">View Differences</a>				
<b>Descriptive Title:</b> Test Proposal <b>Submission Type:</b> New <b>PDF Version:</b> Not Available, Please execute Generate PDF Version activity <b>Tracking Number:</b> <b>Received Date/Time:</b> <b>Status Updated:</b>	<b>Start Date:</b> 4/1/2014 <b>End Date:</b> 3/31/2016 <b>FOA:</b> PA-C-R01 ( FOA00000208 )			
<a href="#">Validate Submission</a> <a href="#">Bypass Validations</a>				

Question regarding this process should be sent to eSRAHelp@lbl.gov