MEMORANDUM

TO: Chancellors, Deans and Directors

FROM: Christopher Helm, Interim Director Office of Research Services

SUBJECT: ORS Grants.gov Proposal Upload

ORS has launched an improved website and we have been able to create a site for Grants.gov proposals to be uploaded for review. You will not be required to provide a CD or disc of your proposal. You are still required to provide the original and one copy of the ORS form 5 and one paper copy of your proposal so that we can ensure that the uploaded file is complete.

As a reminder, the University of Hawaii is registered in grants.gov and you are not required to register yourself to search and find application packages. Once you have downloaded and completed the RFP application package:

1. Go to www.hawaii.edu/ors/
2. Click on the eRA button
3. Click on grants.gov
4. Click on ORS Grants.gov file up loader
5. Select the FINAL VERSION OF YOUR APPLICATION .xfd file and enter
6. Click on upload

This will transfer your proposal to the ORS proposal site. Once ORS receives your signed ORS form 5 and hard copy we will access the file and begin the review process. It is imperative that you ensure that ONLY THE FINAL VERSION OF YOUR PROPOSAL IS UPLOADED.

The submission process can encounter many obstacles that are beyond our control so it is highly recommended that you begin the process early and allow sufficient time for ORS to do the electronic submission. If you have any questions or require more information please feel free to call your pre-award ORS staff.

Cc: Fiscal Officers