Fast Grant AOR Proposal Submission

Only Authorized Organization Representatives (AORs) can submit proposals from SmartGrant to Grants.gov.

Before an AOR can submit a proposal to Grants.gov, the proposal routing must be finished (or the Bypass Routing function used from Web Administration) and the proposal must be in SUBM or IOK status.

To submit a proposal to Grants.gov, follow these steps.

1. Click the **Submital Process** → **Submission to Sponsor** option.

2. The SmartGrant Submit to Sponsor screen will display:
3. Scrolling to the bottom of the Submit to Sponsor page are the Proposal Summary and Submit Proposal details. The Proposal Summary identifies the opportunity information as well as the package ID. The Submit Proposal allows for entry of the Application Filing Name and selection of AOR submitting the proposal to Grants.gov.

![Proposal Summary and Submit Proposal](image)

- The **Application Filing Name** field is a field to be populated by the AOR. It is a mandatory field holding up to 240 characters. This is a descriptive application name for the submission.
- Select the **name of the AOR** submitting the proposal to Grants.gov from the dropdown list.
- The AOR must check the **"I agree"** box to indicate agreement with the AOR certifications and assurances statement.

**NOTE:** Proposals cannot be submitted until the application filing name has been entered, an AOR has been selected, and the AOR has checked the box indicating agreement with the certifications and assurances statement. Only then, will the **"Submit"** button become active to allow for the submission.
4. Once AOR clicks the **Submit** button, the proposal is submitted to Grants.gov. A Grants.gov notification indicating that the proposal has been submitted will appear on the SmartGrant Submit to Sponsor screen with a Grants.gov application tracking number.

![SmartGrant Submit to Sponsor](image)

If the Submission Status area displays "Sending Error" and no Grants.gov tracking number is assigned, then the proposal has not been submitted to Grants.gov. The most likely cause of this issue is that the Grants.gov server was down when the AOR tried to submit. In this case the AOR should attempt another resubmission of the proposal to Grants.gov. If the second resubmission fails, then your site’s SmartGrant contact should contact ERA Software Systems for support. In conjunction, and especially with a deadline, the site should also contact the Grants.gov Help Desk by either phone and/or email to create an official ticket with Grants.gov. In addition to contacting the Grants.gov Help Desk, your site should also contact the agency to alert them to difficulties with the submission and obtain an agency case number.

5. Click **Back to proposal home** to exit out of the Submit to Sponsor screen.

6. Click the **Submittal Process ➔ Submission to Sponsor** to view submission status.

![SmartGrant Create/Update Proposal](image)

7. Click the **Grants.gov Application Tracking Number** to view detailed status of submission.

![Submission status for Application Tracking Number #GRANT00703330](image)