

**Subject:** New Federal Electronic Proposal Submission Guidelines  
**Date:** Tuesday, November 28, 2017 at 7:58:07 AM Eastern Standard Time  
**From:** ORIS  
**To:** ORIS  
**Attachments:** Federal\_EPS\_Guidelines.docx

Good morning.

Many of you are aware that NIH and other major sponsors are changing their requirements for submission very soon. These changes necessitate an adjustment to JHU's submission methods for federal electronic proposal submissions. As the changes relate only to federal proposals, the majority of sponsored submissions will be processed as usual.

Two significant changes in federal submissions are the Grants.gov migration from Adobe form packages to Workspace, and the introduction of the NIH E form-set. These changes, coupled with the increased number and quality of online federal submission systems (e.g. ASSIST, Fastlane, NSPIRES, etc.) has led to a change in submission recommendations by the university's offices of research administration. In order to take advantage of the strengths of sponsor-system validations and streamlined submission, sponsor systems are now recommended as outlined in the new guidelines.

The new electronic proposal submission guidelines (attached) outlines the recommendations of your office of research administration for federal electronic proposal submissions. These recommendations include a heavier reliance on both NIH ASSIST and Grants.gov Workspace. Training for these systems will be available in December to prepare for any January submissions. The first training sessions for Grants.gov Workspace and ASSIST training will be held on the following dates.

### **Grants.gov Workspace**

**12/12/2017**

**10am-12pm**

**Wolfe, Room W5008 (auditorium; seats 72)**

**12/18/2017**

**10am-12pm**

**Tilghman Auditorium**

**12/19/2017**

**10am-12pm**

**Levering Hall-Great Hall (seats 75)**

### **ASSIST**

**12/06/2017**

**1pm-3pm**

**Wolfe, E2014/E3018 Sommer Hall (auditorium, seats 350)**

**12/18/2017**

**1pm-3pm**

**Levering Hall-Arellano (auditorium, seats 100)**

We have posted an evolving FAQ page at <https://research.jhu.edu/oris/sponsor-system-f...-asked-questions/>. Please contact ORIS or your ORA office if you have any further questions.