

I would like to make the following suggestions related to the grant application process:

Many of the forms are available on-line - but you have to print them and fill them in with a typewriter. It would be great to have online forms that you complete and submit with the packet OR create the forms in MS word or excel and allow us to edit them

The grant application instructions frequently conflict - some examples of this are having two different addresses of where to send your application, conflicting info on the number of pages allowable etc. We need one set of instructions that are correct.

The instructions for completing a form should be with the form (not in an appendix). I saw a form recently that had a text box come up with the instructions as you were filling the form in (MS Word does this). You can tab thru the form and fill in only the fields that apply - except for the information fields, all of the text was protected so you do not have to worry about someone accidentally changing something on the form (I can send you a sample if you want).

Each agency seems to have their own set of rules. It would be nice if a few of these could be standardized ie.

- * ICR rules - some allow you to claim ICR dollars on equipment and some do not.

- * Carry over rules - NIH does not require you to use all of your funds each year - you have until the end of the grant - it would be nice if others adopted this rule.

The budget worksheets do not allow space to leave out ICR costs for equipment this needs to be added.

If the budget sheet was done in excel, you could customize it for each grant ie. if ICR dollars are limited to 8% - you could just add this in.

It would be nice to have standard forms and instructions for budget supplements, continuations etc and budget revisions. Include the [URL](#) for how to get more info in the application packet (I know we printed the packet from the web, but sometimes we need the obvious).

You need to make sure you write language in that makes it clear that projects funded by the [govt](#) are the property of the [govt](#) and may be displayed electronically without violating copyright rules. You may want to require all reports to be submitted electronically so this is [downloadable](#) from the web.

I am the business manager for a technology unit that is developing an online review mechanism for grant reviews - if you know of anyone else who is doing this, we would like to talk with them.

I attended the satellite conference yesterday - it was very helpful - I am excited that we are heading in this direction. Thanks for the opportunity for input.