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From: Hebert, Terry

Sent: Friday, January 27, 2006 1:10 PM

To: HQ Hosp Administrators; HQ Medical Directors; HQ Leadership Staff; HQ CFOS-ALL HOSP; Sylvester, Marie; Lincoln, Kathleen E.; Pezant, Wanda L.; Lodge, DeLilia; Jones, Cynthia; Grimes, Monta Lea; Thomas, Kay; Savoy, Becky; McGehee, Jennifer; Arceneaux, Angela; Daigrepoint, Nathan; Herwehe, Jane

Subject: RE: New Procedures for Federal Grant Applications

I failed to include the Manual of Policy and Procedures for Sponsored Projects in my original e-mail of 1/25/06. Attached is the manual.



SP manual July 28
05 doc v23.d...

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From: Hebert, Terry
Sent: Wednesday, January 25, 2006 2:31 PM
To: HQ Hosp Administrators; HQ Medical Directors; HQ Leadership Staff; HQ CFOS-ALL HOSP; Sylvester, Marie; Lincoln, Kathleen E.; Pezant, Wanda L.; Lodge, DeLilia; Jones, Cynthia; Grimes, Monta Lea; Thomas, Kay; Savoy, Becky; McGehee, Jennifer; Arceneaux, Angela; Daigrepoint, Nathan; Herwehe, Jane
Subject: New Procedures for Federal Grant Applications

There have been some recent changes to the federal grant application process.

Federal grant-making agencies will no longer accept applications for grant opportunities in paper form for grant opportunities posted after January 1, 2006.

Applicants submitting New and Competing continuation grants and a selected number of non-competing continuation applications will be required to submit electronically through Grants.gov for all opportunities posted after the January 1, 2006 date.

All grants, in which HCSD or an HCSD hospital is the direct grantee, must be approved by the LSU Health Sciences Center in New Orleans Sponsored Projects Department (LSUHSC-NO.) These grants must also be electronically submitted to Grants.gov by the LSUHSC-NO.

LSUHSC-NO has already registered with Grants.gov for electronic submittal. **The hospitals do not need to register with Grants.gov.**

Timelines as outlined on pages 44 – 46 of the Manual of Policy and Procedures for Sponsored Projects (copy attached) still apply to all grant applications. (If these timelines cannot be met by a hospital, exceptions to the timeline may be obtained by receiving prior approval from Marcia Daigle, Director of HCSD Planning Section, and Dr. Kenneth Kratz, Vice Chancellor, Office of Research Services, Academic Affairs.)

Once the grant application has been reviewed by HCSD, the application will be e-mailed to Dr. Kenneth Kratz (KKratz@lsuhsc.edu) of LSUHSC-NO.

If the grant application is approved by LSUHSC-NO, Dr. Kratz will electronically submit the grant directly to Grants.gov.

NOTE REGARDING GRANTS THROUGH THE HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA):
HRSA notes that all applicants must submit grant applications electronically unless the applicant is granted a written exemption from the requirement in advance by the Director of HRSA's Division of Grants Policy. Grantees must request an exemption in writing from DGPClearances@hrsa.gov, and provide details as to why they are not able to submit electronically through the Grants.gov portal.

Hospital CFO's: Please share these new procedures with any staff not otherwise listed above who may be submitting a federal grant. Thank you.