

# Quick Reference for Grants.gov



The Quick Reference is designed to give PIs and research administrators an overview of the procedures that you will perform most often. Here are the quick procedures for the following:

- ✚ Getting Started by Downloading the Application Viewer (PureEdge)
- ✚ Searching Grant Synopses
- ✚ Receiving Grant Opportunity Notifications
- ✚ Applying for Grants
- ✚ Downloading Application Packages
- ✚ Completing Application Packages
- ✚ Submitting Application Packages

## GETTING STARTED BY DOWNLOADING APPLICATION VIEWER TO OPEN THE APPLICATION PKG (ALL)

From <http://www.grants.gov> click the 'Get Started' tab in upper right. In **Getting Started Step 2 – Download an Application Package...**

1. Click the link on the **PureEdge Viewer** screen to download this software.
2. Verify that your computer meets the system requirements. While Grants.gov was originally for PCs only...Mac users can now use Virtual PC that Microsoft bundled with Office 10 Professional. If you have another non-PC please contact the Office of Research to make arrangements for your proposal.
3. Download PureEdge Viewer.
4. Install PureEdge Viewer. (Note: Mac users will need to use Virtual PC in Office 10 Professional. Grants.gov is currently incompatible with other non-PC users)

## SEARCHING GRANT OPPORTUNITIES (ALL)

1. Click the **Find Grant Opportunities** tab at the top of the screen.
2. Click **Search Grant Opportunities** link or if you know which search you want, click that link.
3. Select and open the grant to which you want to apply. Make note of the CFDA number or solicitation number (also known as Funding Opportunity Number).
4. Click **Apply for Grant Electronically** button.

## RECEIVING GRANT OPPORTUNITY NOTIFICATIONS (PI)

At the bottom of the opportunity's page will be a link to **Register to Receive Notification**. Click it so you will be notified of any modifications to the opportunity.

1. From the **Find Grant Opportunities** tab, click **Register to Receive Notification**.
2. Select the option you want
3. Complete all of the necessary fields on the sign-up screen.
4. Hit the Back button once or twice to return to "notification" button used previously. On the right is "Apply Electronically" – click on this and proceed.

## DOWNLOADING APPLICATION PACKAGES (PI)

From the solicitation page, you can click Apply for Grant Electronically to get to the download page...

OR

Access them through the 'Apply for Grants' tab:

1. Click the **Download Application Package** link on the left menu of the **Apply for Grants** screen OR click the 'Apply Step 1' link
2. Enter the Funding Opportunity Number or CFDA Number.
3. Click the **Download Package** button.
4. Click the corresponding download link for the application instructions and application package and download them to your computer. Make note of WHERE these files are saved.

(more on next page)

## COMPLETING APPLICATION PACKAGES (PI)

From Apply for Grants page, click 'Complete Application Package' from the menu on left, or click '**Apply Step 2 – Complete the Selected Grant Application Package**':

1. Open the application and you see about midpage the forms and files needed to apply. Complete all necessary forms/documents in the application. For assistance, view Training Demo at <http://www.grants.gov/CompleteApplication>
2. Move all mandatory completed forms/documents into the corresponding **Completed Documents for Submission** box.
3. Move all optional completed forms/documents into the corresponding optional completed documents for submission box.
4. Save the application and email it to an Office of Research administrator who will submit it for you.
5. Route the proposal for necessary signatures/approvals. If the file is too large to email, copy to a CD and route it to the Office of Research.

## SUBMITTING APPLICATION PACKAGES (RESEARCH ADMINISTRATORS)

Open the application that was emailed (or on CD) and review it.

Make sure all necessary documents/attachments have been finalized. The Submit button activates only after this is done.

1. Make sure you have Internet Explorer open. Netscape 7 or Mozilla's Firefox will not work.
2. Click the **Submit** button in the application.
3. It'll ask if you're ready to submit. Click the **Yes** button. The PureEdge Viewer will download a copy of the application into Grants.gov. You may see the ICS Viewer URL box pop up with a black-n-white wheel turning while this occurs.
4. When it's finished, the Grants.gov site will pop up and you'll login using your AOR username and password.
5. By logging in, and the system accepting the information, the proposal is submitted.
6. Save and/or print the confirmation page. For future tracking of the package you just submitted, note the **Grants.gov Tracking Number** found on the **Confirmation Page**.