

GRANTS.GOV

UMCES USER GUIDE

University of Maryland Center for Environmental Science

This user guide is adapted for use at UMCES from portions of the User Guide offered by Grants.gov. and as modified by UM. You can use this online document or print it as needed.

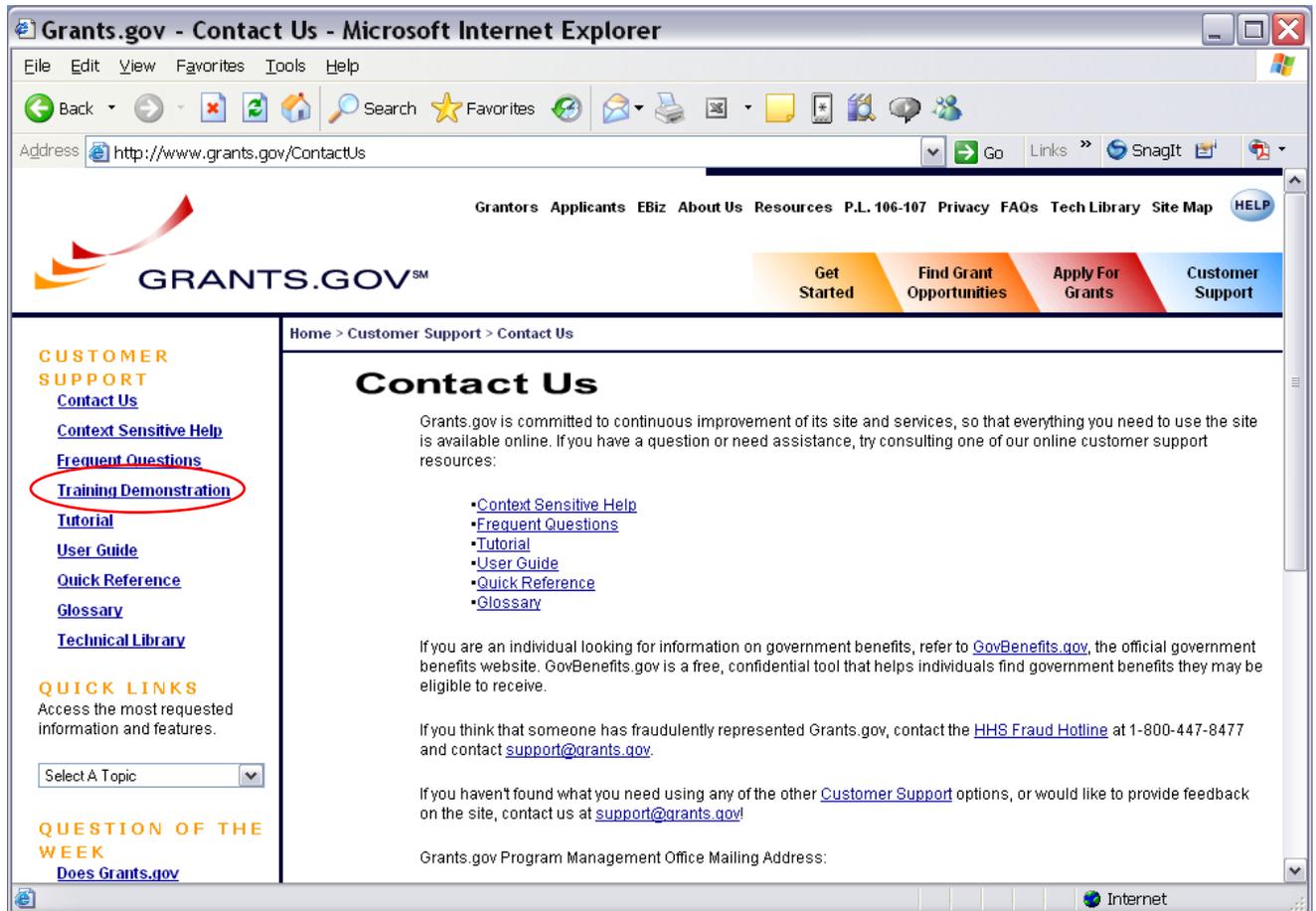
02/22/06

Table of Contents

CUSTOMER SUPPORT (GRANTS.GOV)	2
DOWNLOADING APPLICATION VIEWER	4
INSTALLING THE PURE EDGE VIEWER	7
FINDING GRANT OPPORTUNITIES	19
SEARCHING GRANT OPPORTUNITIES	20
APPLYING FOR GRANTS	25
COMPLETING APPLICATION PACKAGES	29
SUPPLEMENT FOR MACINTOSH USERS	36
UMCES INFORMATION FOR SF424 (STANDARD COVER PAGE)	37

Customer Support

If you have questions at any time while on Grants.gov, help is just a click away.



The Help provides you context-sensitive information for each screen.

To access the Help, simply click **Help** at the top of any screen.

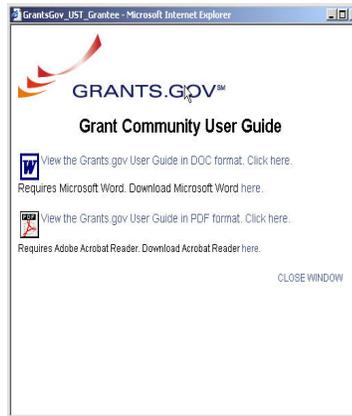
Clicking the Help button at the top of the screen in Grants.gov will open a help screen for that page and will provide you with detailed information and/or instruction for the screen.

User Guide

The User Guide is a well indexed, comprehensive guide to reference information about Grants.gov, you can use this online or print out what you need.

To view the User Guide, simply click the User Guide link on the left of **Customer Support** screen. This will open a User Guide window.

User Guide Window



You can download the User Guide as a Microsoft Word document or as a PDF document. You will need Adobe Reader to view the PDF document.

To download the Microsoft Word document User Guide, click **View the Grants.gov User Guide in DOC format. Click here.**

If you have Adobe Reader and want to download the PDF User Guide, click **View the Grants.gov User Guide in PDF format. Click here.**

If you do NOT have Adobe Reader, you can download and install it. Click the **here** link at the end of **Download Acrobat Reader here.** You will NOT be able to view the PDF User Guide without Adobe Reader.

This will take you to the Adobe website where you can download and install Adobe Reader for free. Follow the onscreen instructions to download and install the program.

When you have downloaded the User Guide, click the **Close Window** link to close the **User Guide** window.

Contact Us

If you haven't found what you need using any of the other customer support options or would like to give us some feedback about the site, send us an email or give us a call!

You can email us at support@grants.gov or reach us by telephone at 1-800-518-GRANTS (1-800-518-4726). The Customer Support Center hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. EDT (Eastern Standard Time).

Cookies

To use this website, you must enable cookies support in your web browser. Cookies will only be used for the duration of the individual session to allow you easy navigation within the website. A

cookie is a small piece of information that is sent to your browser-- along with a Web page-- when you access a Web site. There are two kinds of cookies. A session cookie is a line of text that is stored temporarily in your computer's RAM. Because a session cookie is never written to a drive, it is destroyed as soon as you close your browser. A persistent cookie is a more permanent line of text that gets saved by your browser to a file on your hard drive. Depending on your browser settings, you may receive notification that a given site is requesting cookie information, possibly with an expiration date. Persistent cookies have an expiration date in the future. Session cookies have no date associated with them.

The Grants.gov website will create a session cookie whenever you access the website. The session cookie is automatically destroyed as soon as you close your browser. We do not create any persistent cookies.

Downloading Application Viewer

To download the Application Viewer:

1. Click the link on the **Download Application Viewer** screen at <http://www.grants.gov/DownloadViewer>
2. Verify that your computer meets the system requirements.
3. **NOTE: This application will NOT work on Macintosh operating systems. You must use either the Citrix server option (See this link for more information - <http://apple.doit.wisc.edu/grants.gov/>) or a Windows operating system to complete the forms.**
4. Download PureEdge Viewer.
5. Install PureEdge Viewer.

Downloading Application Viewer

In order to access and complete applications, you will need to download and install the PureEdge Viewer, a small, free program.

PureEdge Viewer: Minimum System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP*

500 Mhz processor

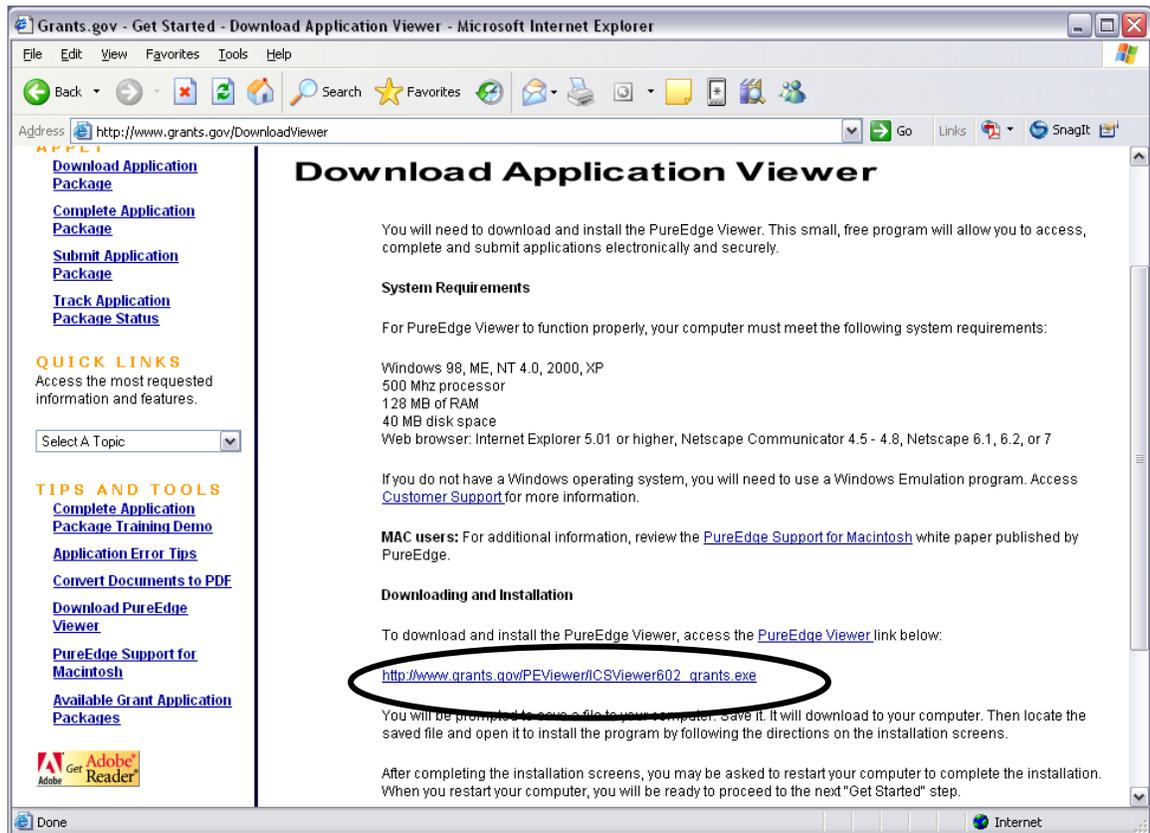
128 MB of RAM

40 MB disk space

Web browser: Internet Explorer 5.01 or higher, Mozilla or Firefox

If you have problems setting-up the software, you may not have security permissions to install new programs on your system. If that is the case, you should contact your system administrator.

Download Application Viewer screen



Click the http://www.grants.gov/PEViewer/ICSViewer602_grants.exe link.

This will open the **File Download** window.

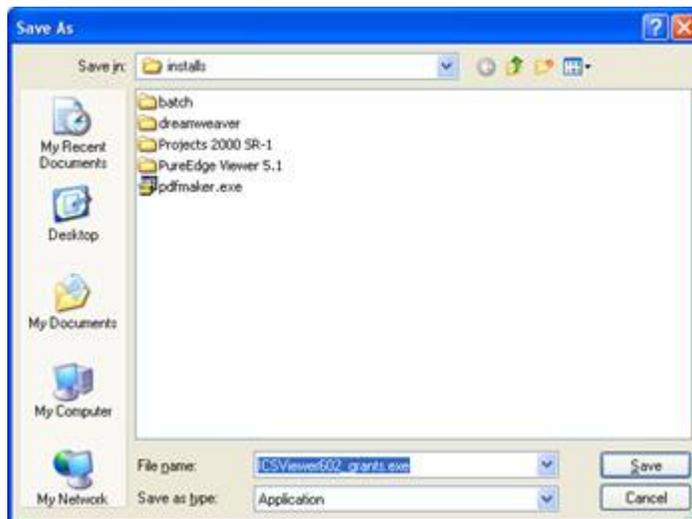
**File
Download
window**



Click the **Save** button.

This will open the **Save As** window where you can designate where the program should save on your computer.

**Save As
window**



Browse to where you would like the program to save on your computer.

Once you have browsed to where you want PureEdge Viewer to save on your computer, click the **Save** button.

This will download the program. While the program is downloading, the **Download complete** window will show its progress.

Download Complete window



Make sure that the box next to **Close this dialog box when download completes** is NOT checked on the **Download Complete** window.

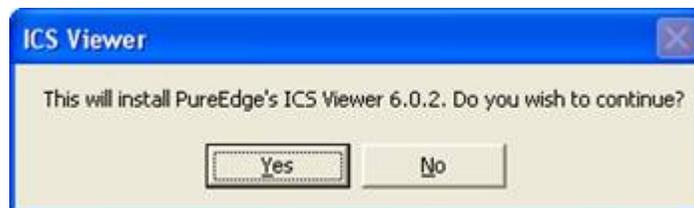
Installing PureEdge Viewer

When the download has completed, click the **Open** button on the **Download complete** window.

If the Download Window closes when the download completes, you will need to locate the file that downloaded on your computer and open it.

When the installation file opens, it will prompt you with: **This will install PureEdge's ICS Viewer 6.0.2. Do you wish to continue?**

Prompt screen



Click the **Yes** button.

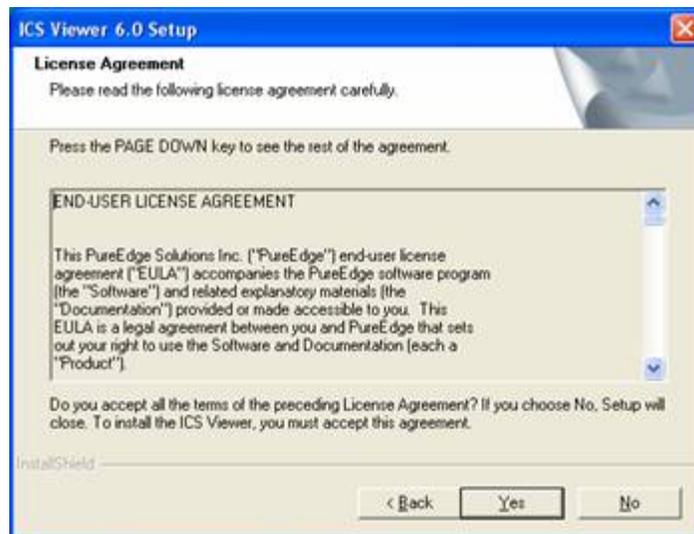
This will open the **ICS Viewer 6.0 KeySign** program setup.

**Welcome
screen**



Click the **Next** button to continue. This will take you to the License Agreement.

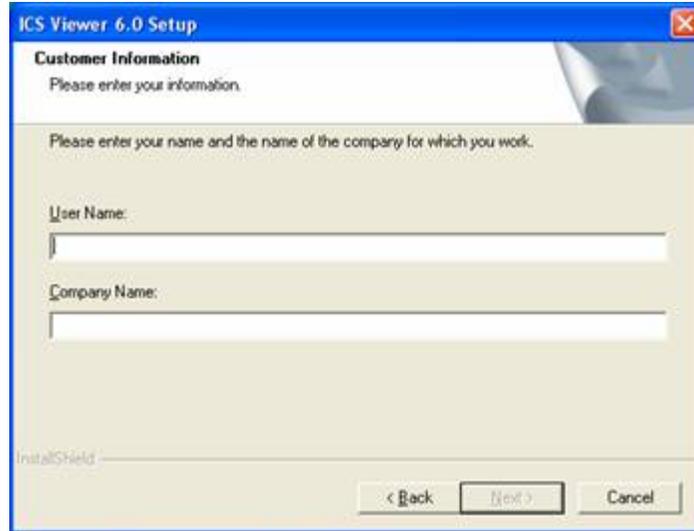
**License
Agreement
screen**



Read the License Agreement and click the **Yes** button to accept the agreement and continue with the installation.

This will take you to the **Customer Information** screen.

Customer Information screen



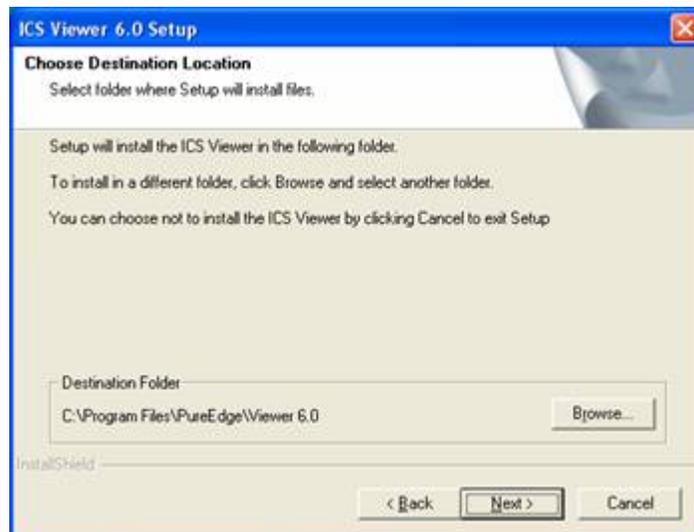
Enter a user name in the **User Name** field. Enter your company's name in the **Company Name** field.

Click the **Next** button.

Note – the **Next** button will not become active until both fields are completed.

This will take you to **Choose Destination Location** screen.

Choose Destination Location screen

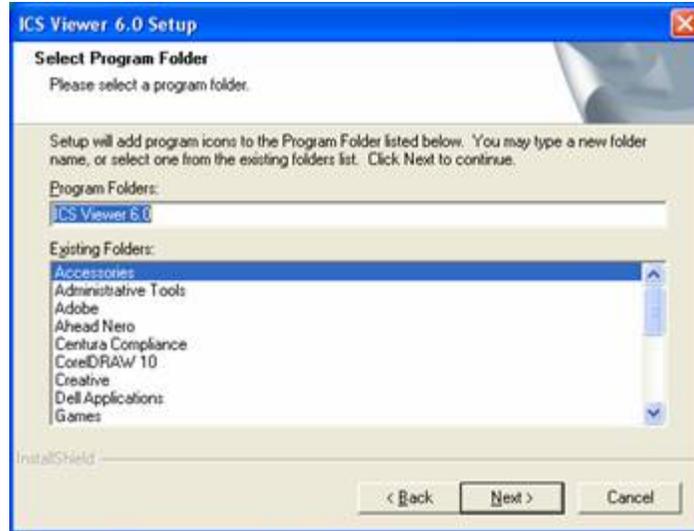


We recommend that you save the program at the default location displayed in the **Destination Folder** box.

Click the **Next** button to continue.

This will take you to **Select Program Folder** screen.

**Select
Program
Folder
screen**

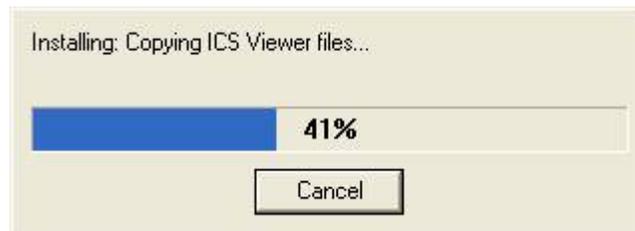


You may want to type in **PUREEDGE VIEWER** here instead of ICS Viewer.

Click the **Next** button to continue.

This will install the program. The installation progress will be displayed in the **Install** window.

**Install
window**



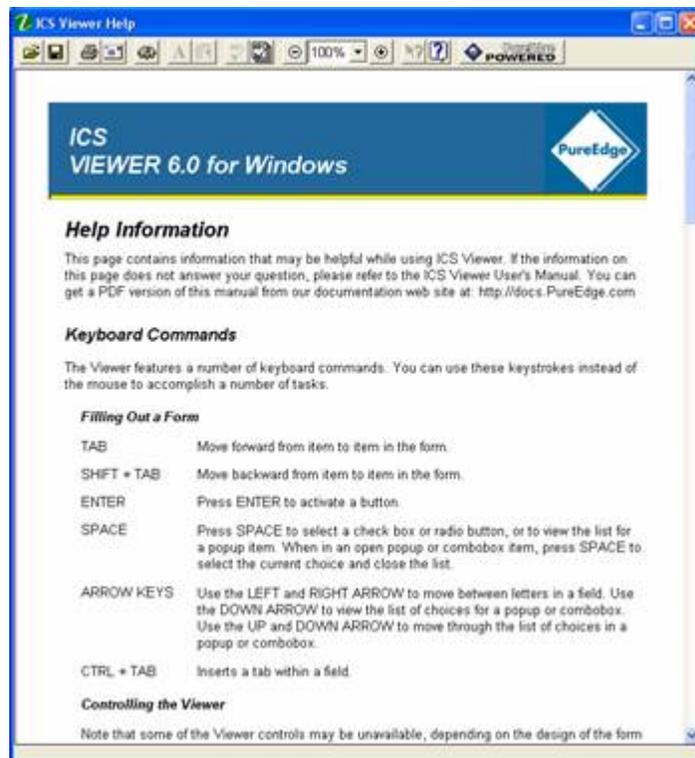
When the installation has completed, the **InstallShield Wizard Complete** screen will appear.

InstallShield Wizard Complete screen



Click the **Finish** button. This will launch the program and open the **ICS Viewer Help Information** window.

ICS Viewer Help Information window



There is an upgrade to the PureEdge software. If you try to download an application package from Grants.gov and get the message below, you need to go to <http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe> .



IMPORTANT: This software must be installed BEFORE you try to complete the application package!

When you click on the <http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe>

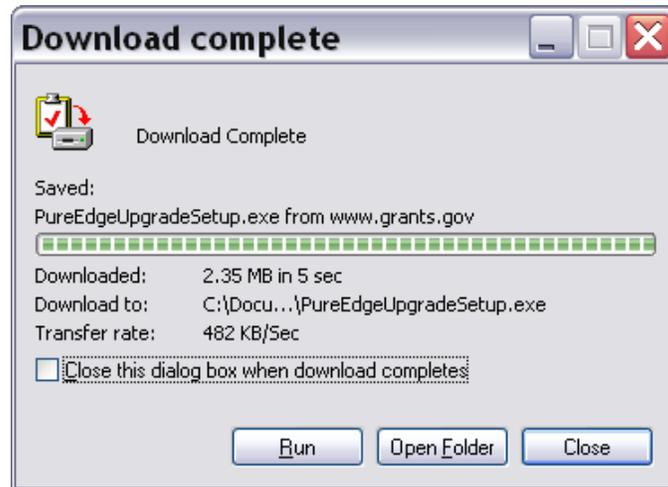


hyperlink, the window below may appear. Click on the word SAVE.

When the SAVE AS window appears, save it to your DESKTOP.



Once you have downloaded the upgrade, click CLOSE if the window below is still on your screen.



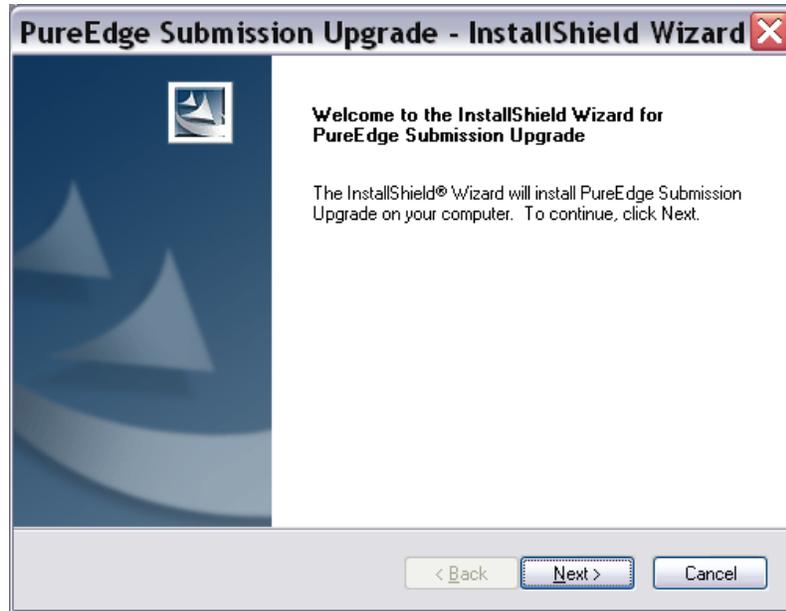
To install the PureEdge upgrade, double click on the icon on your desktop that says PureEdgeUpgradeSetup.



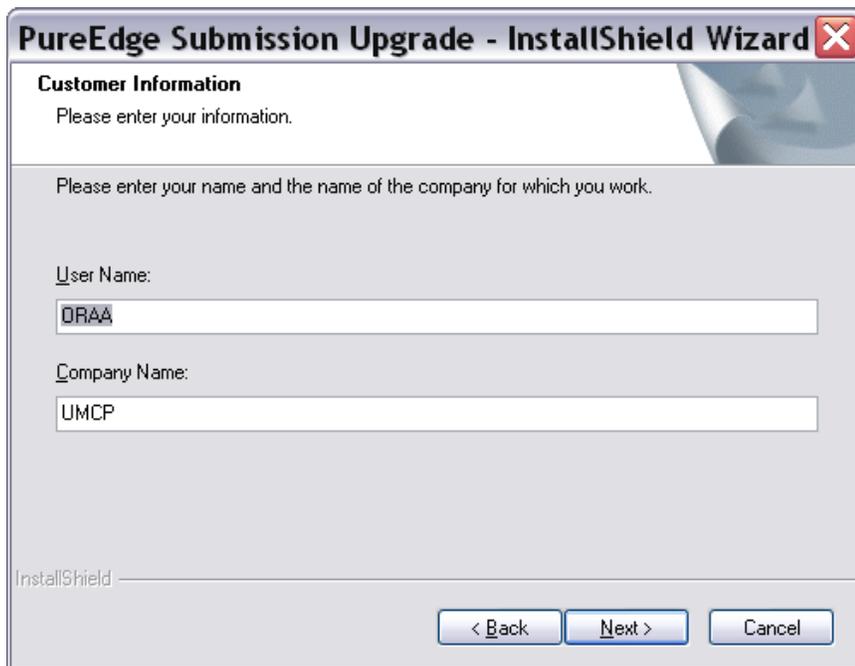
You may see the window below. If you do, click RUN.



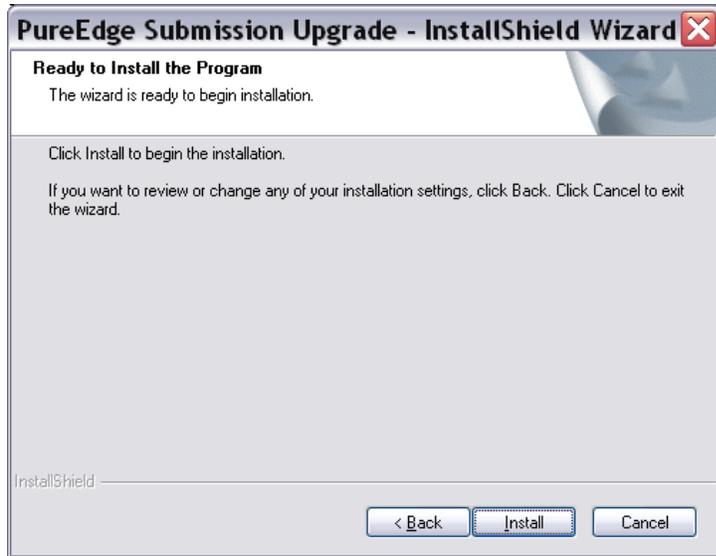
When you see the screen below, click NEXT.



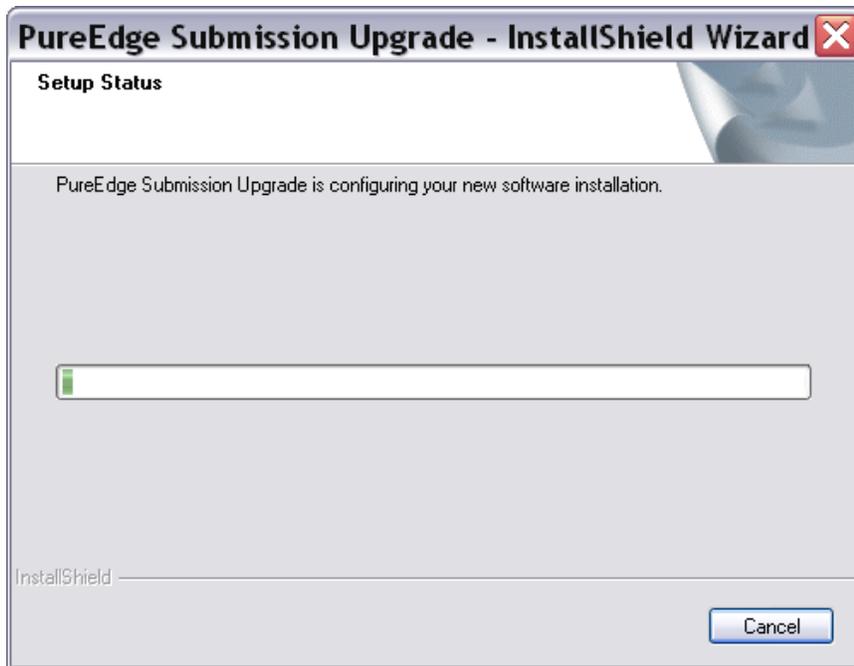
The next screen pulls the information from your computer. Just click NEXT.



To begin the installation, click INSTALL when you see the screen below.

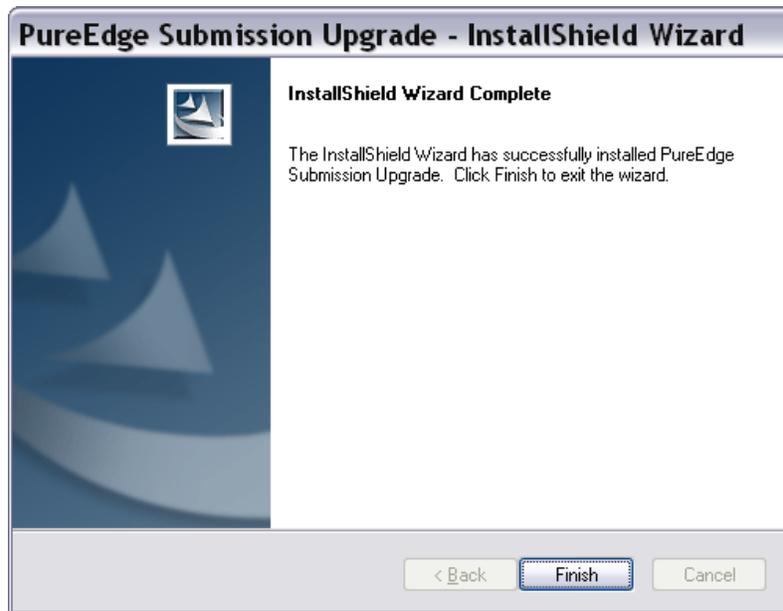


You will see a progress screen that shows the status of the installation.



When the installation is complete, you will see the screen below.

Click the FINISH button.



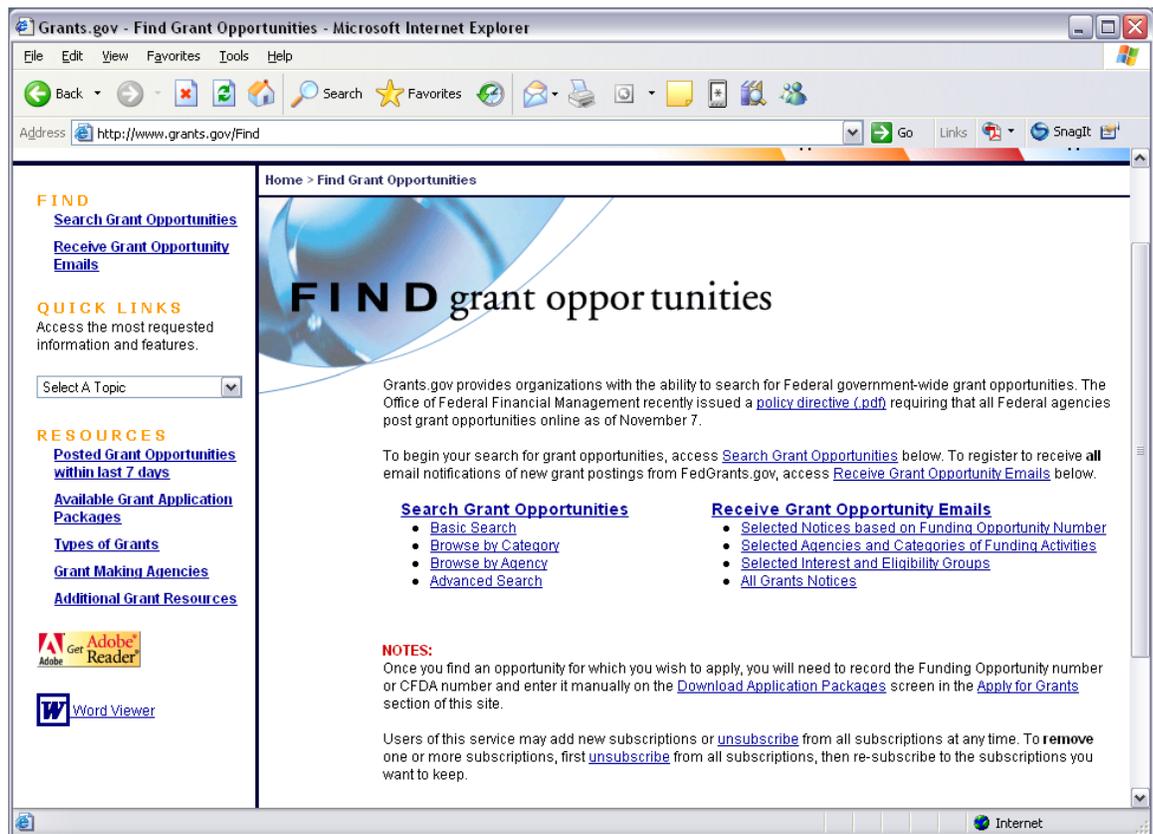
Finding Grant Opportunities

Grants.gov provides you with the ability to search for Federal government-wide grant opportunities and to sign up to receive grant opportunity email notifications.

To find grant opportunities or to sign up to receive grant opportunity email notifications, click the **Find Grant Opportunities** tab at the top of any screen within Grants.gov. or go to <http://www.grants.gov/Find>

This will take you to the **Find Grant Opportunities** screen.

Find Grant Opportunities screen



You can learn how to find grant opportunities in the following sections:

[Search Grant Opportunities](#) - Grants.gov provides you with the ability to search for Federal government-wide grant opportunities. Four search options are available from the Search Grant Opportunities page; Basic Search, Browse by Category, Browse by Agency and Advanced Search.

[Receive Grant Opportunity Emails](#) - Sign up to receive grants announcements from the Federal Grants Opportunities (FGO) site. You can receive grant announcements based on the options listed below:

- Register to receive all notices for selected notices based on funding opportunity number.
- Register to receive all notices from selected agencies and categories of funding activities.
- Register to receive all notices from selected interest and eligibility groups.
- Register to receive all grants notices.

After subscribing, you will receive announcements of both new grants and modifications of existing grant announcements.

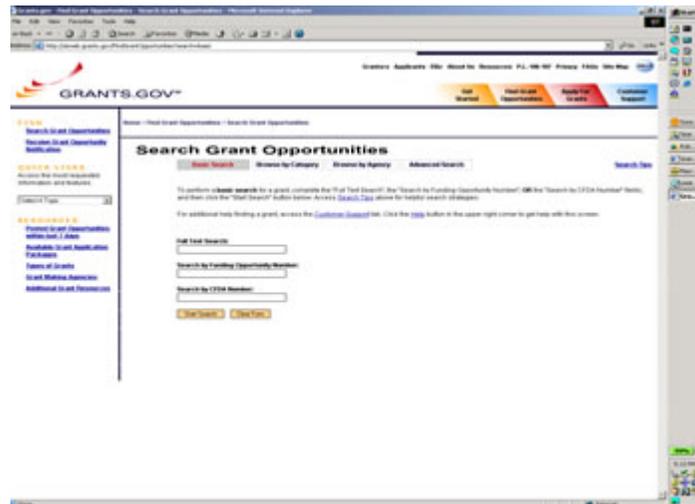
Users of this service may add new subscriptions or [unsubscribe](#) from all subscriptions at any time. To remove one or more subscriptions, first unsubscribe from all subscriptions, then re-subscribe to the subscriptions you want to keep.

Searching Grant Opportunities

Click the **Search Grant Opportunities** link on the left of the screen.

This will take you to the **Search Grant Opportunities** screen.

Search Grant Opportunities screen



There are a number of ways to search and browse on Grants.gov. Use **Basic** and **Advanced Search** when you are looking for something specific. When you want to explore the different types of grants or you are not sure exactly what type of grant opportunity that you are looking for, browse by **Category** or **Agency**.

Basic Search: Allows you to search by Keyword, Funding Opportunity Number, or CFDA Number.

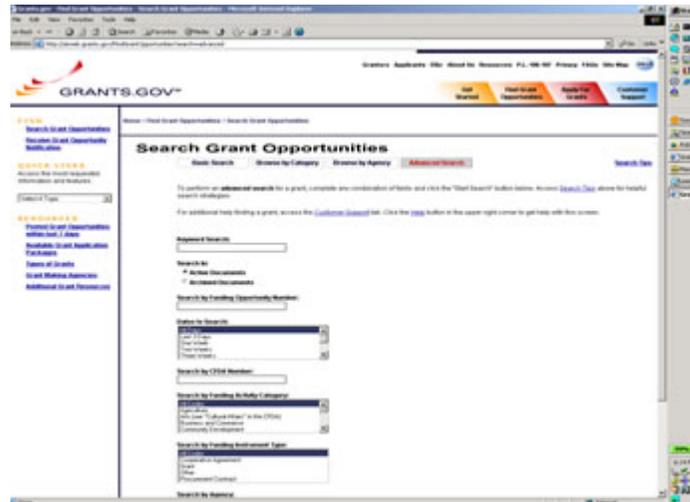
Browse by Category: Do you want to learn about Federal grant opportunities available today? Start by selecting a grant category that interests you.

Browse by Agency: Access a list of grant opportunities by Agency by clicking on a Federal Agency.

Advanced Search : If you still have not found what you are looking for by completing the basic search or browsing, use the advanced search. This allows you to search by Date, Funding Activity Category, Funding Instrument Type, and Agency in addition to searching by Funding Opportunity Number or CFDA Number or completing a Keyword search.

Advanced Search

Search Grant Opportunities screen



To use the **Advanced Search** option, follow the instructions below:

- Click the **Advanced Search** button.
- Enter information in one or more of the fields listed and then click the **Start Search** button. You are not required to enter information in all fields before clicking the **Start Search** button.
- Select whether you want to search **Active Documents** or **Archived Documents** in the Search In section by clicking the radio button next to the corresponding field. **Active Documents** are grant opportunities that are still available for applicants to submit applications. **Archived Documents** are opportunities that are no longer active for applicants to submit applications.
- If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

- Select the time period for which you want to search in the **Dates to Search** field.
- If you know the offering agency's Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:

Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

- Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
- Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** key.
- Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** key.
- To clear the **Advanced Search** form, click the **Clear Form** button.
- Once you have entered in the necessary search criteria, click the **Start Search** button to begin the search.

Your search results will display on a **Search Results** screen at FedGrants.gov.

The screenshot shows the Grants.gov Search Results page. The page header includes the Grants.gov logo and navigation links. The main content area displays a table of search results. The table has the following columns: Close Date, Opportunity Title, Agency, and Funding Number. The results are sorted by Close Date, Ascending. The table lists 10 opportunities, with the first one being 'Early Career Principal Investigator Program in Applied Mathematics, Computer Science, and High-Performance Networks' with a funding number of DE-FG01-05ER05-25. The page also includes a sidebar with 'QUICK LINKS' and 'RESOURCES'.

Close Date	Opportunity Title	Agency	Funding Number
01/31/2006	Early Career Principal Investigator Program in Applied Mathematics, Computer Science, and High-Performance Networks	Headquarters	DE-FG01-05ER05-25
01/31/2006	Inventions and Innovation Program (I I)	Golden Field Office	DE-PS36-06G096001
02/08/2006	Innovative Energy Systems Challenge	US Department of Energy	DE-PS36-06G096009
02/23/2006	Plant Feedstock Genomics for Bioenergy: A Joint Research Solicitation- USDA, DOE	Headquarters	DE-FG02-06ER06-03
02/28/2006	Low Impact Natural Gas and Oil (LINGO)	US Department of Energy	DE-PS26-06NT15570
03/01/2006	Research in High Energy Density Physics Using the ATLAS Pulsed Power Facility	Chicago Service Center	DE-FG02-06ER06-05
03/06/2006	Scientific Discovery Through Advanced Computing	US Department of Energy	DE-FG02-06ER06-04
03/10/2006	Codes and Standards for the Hydrogen Economy	Headquarters	DE-PS36-06G096011

Note: Clicking on the Opportunity Title hyperlink will take you to the funding announcement where you can locate the CFDA number. Once you find an opportunity you wish to apply for, you will need to record the Funding Opportunity Number or CFDA Number and then enter it manually when you apply for the grant.

You can also click the **Apply for Grant Electronically** button in the Grant Announcement to automatically search for the application package for that specific grant. Simply click the **Grant** link on the **Search Results** screen. Then click the **Apply for Grant Electronically** button at the bottom of the screen. When you click this button, you will be taken to the **Selected Grant Applications for Download** screen which will list any available application packages for the grant.

If the download page does not have a link to download an application, the application is not found in Grants.gov. Instead, applicants should apply for that grant as the on screen instructions state.

Additional Advanced Search Tips

The following are search strategies to help improve the results of an **Advanced Search** for grant opportunities.

- **Select multiple items when searching by Funding Activity Category, Funding Instrument Type, Agency, and Office.**

If you want to select multiple items, it may be necessary on some browsers to hold down the CONTROL or SHIFT key to select multiple items. If you are a MAC user, use the APPLE key to mark multiple items.

- **Expand your search by Keyword, Funding Opportunity or CFDA Number with a wildcard.**

The following two wildcards can be used to expand your search:

- Asterisks can be used to replace one or more characters at the end of the term. This is useful for finding pages with words that have multiple endings. For example, if you typed "National*" in to the search field, the results would contain links to all grant opportunities with phrases that include the word National, such as National Aeronautics and Space Administration or National Endowment for the Humanities.
- Question marks provide more search flexibility and can be used to replace any single character with the exception of the first character of a word. For example, if you typed "bl?ck" in to the search field, the results might contain phrases that contain "block" or "black", such as "Black Lung Clinics Program" or "Building Blocks Research for Advanced Concepts for High Temperature Tribology".
- **Narrow your search by using Boolean operators to include and exclude words when searching by Keyword.**

To help limit your results to specific information you can include Boolean operators, or special modifiers, that require certain words be included or excluded. Boolean operators that are words, such as OR, AND, and NOT, have to be upper case letters and require a space between search words. For example, "Housing AND Farming" will generate search results, but "HousingANDFarming" will not generate search results. The following are Boolean operators that can be used to complete a Keyword search:

- OR (Space is also considered as OR). If you type "Housing Farming" or "Housing OR Farming", the results would contain a match if Housing or Farming appears in the grant opportunity listing.
- AND (+ is also considered as AND). If you type "Housing+Farming" or "Housing AND Farming", the results would contain a match if Housing and Farming appears in the grant opportunity listing.
- NOT (- is also considered as NOT). If you type "Housing-Farming" or "Housing NOT Farming", the results would contain a match if Housing

appears in the document and Farming does not appear in the grant opportunity listing.

Applying For Grants

To apply for a grant:

1. Download the application package and application instructions.
2. Complete the application package.
3. Upload the application package to ORAA at <http://wwwumresearch.umd.edu/ORAA/upload/>

To perform the steps above, access the Apply for Grants page at https://apply.grants.gov/forms_apps_idx.html

Apply Step 1 – Download a Grant Application Package and Application Instructions

In order to download an application package and its instructions, you will need to enter the CFDA and/or Funding Opportunity number for that grant.

At this time, not all applications are available for download on Grants.gov. To view the list of the grants currently available on Grants.gov, click the Grants.gov Programs List (<http://www.grants.gov/assets/GrantsgovProgramsList.pdf>) found on the Get Started page under Step 2 Download and application package.

If the grant for which you want to apply is not listed on this list, follow the steps found in “Searching Grant Synopses” and following the instructions found in the announcement.

To download an application package go to https://apply.grants.gov/forms_apps_idx.html

The screenshot shows a web browser window titled "Grants.gov - Download Application Package - Microsoft Internet Explorer". The address bar shows the URL https://apply.grants.gov/forms_apps_idx.html. The page content includes the Grants.gov logo, navigation links (Grants, Applicants, EBiz, About Us, Resources, P.L. 106-107, Privacy, FAQs, Site Map, HELP), and a sidebar with "APPLY" and "QUICK LINKS" sections. The main content area is titled "Download Application Package" and contains a note about installing PureEdge Viewer, a form with input fields for "CFDA Number", "Funding Opportunity Number", and "Funding Opportunity Competition ID", and a "Download Package" button. A footer note provides instructions for finding the Funding Opportunity Number.

Grants.gov - Download Application Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://apply.grants.gov/forms_apps_idx.html

GRANTS.GOVSM

Grants Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Site Map HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply > Download Application Package

Download Application Package

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number and/or Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number. You can also refer to the [Available Grant Application Packages](#) list, which provides information on CFDA Numbers and/or Funding Opportunity Numbers.

Done Internet

Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

OR

Enter the Funding Opportunity Number of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Synopses. If you know the CFDA number or Funding Opportunity Number you can check the Grants.gov Programs List found by clicking the button Get Started at the top of any Grants screen and going to Step 2 Download an Application Package.

You must complete at least one of these fields to download an application.

Click the **Download Package** button to download the application package.

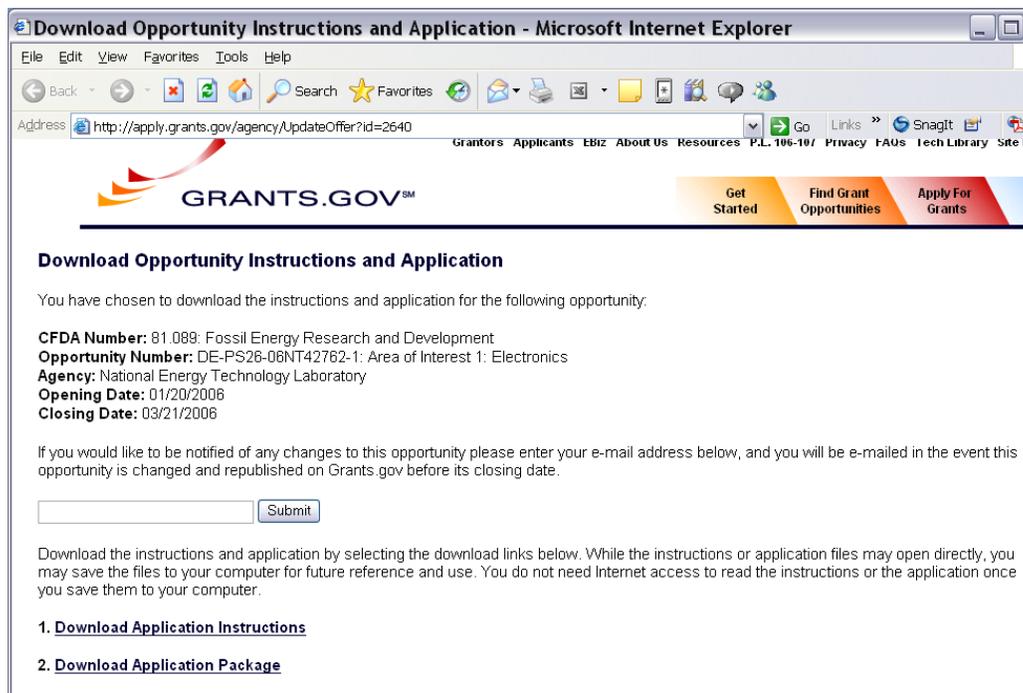
This will take you to the **Selected Grant Applications for Download** screen.

The screenshot shows a web browser window titled "Grants.gov - Download Application Package - Microsoft Internet Explorer". The address bar shows "https://apply.grants.gov/forms_apps_idx.html". The page header includes the Grants.gov logo and navigation links: "Grants Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map HELP". Below the header are buttons for "Get Started", "Find Grant Opportunities", "Apply For Grants", and "Customer Support". The main content area is titled "Selected Grant Applications for Download" and contains instructions for downloading the application package. A table lists the available applications:

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
81.089	DE-PS26-06NT42762-1			National Energy Technology Laboratory	download
81.089	DE-PS26-06NT42762-2			National Energy Technology Laboratory	download
81.089	DE-PS26-06NT15570			National Energy Technology Laboratory	download

To download an application package and its instructions, click the corresponding download link.

When you download an application package, you will first be taken to the **Download Opportunity Instructions and Application** screen.



Confirm that you are downloading the correct application for the grant for which you want to apply.

If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button.

NOTE: ORAA strongly recommends that you enter your email address here. If a change is made to this application package and you have the old one, it will cause problems when ORAA tries to submit your final version of the PureEdge file.

If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

Click the **Download Application Package** link.

The application package will open in the PureEdge Viewer.

Application Package screen

Opportunity Title: FY 2004 WIC Electronic Benefit Transfer (EBT) Full Grant C
Offering Agency: Food and Nutrition Service
CFDA Number: 10.557
CFDA Description: Special Supplemental Nutrition Program for Women, Infants and Children
Opportunity Number: USDA-FNS-WIEB-04F
Competition ID: USDA-FNS-WIEB-04F
Opportunity Open Date: 05/06/2004
Opportunity Close Date: 06/28/2004
Agency Contact: Lisa Johnson
Grant Officer
E-mail: lisa.johnson@fns.usda.gov

* Application Filing Name:

Mandatory Documents: Application for Federal Assistance (SF-424)
Mandatory Completed Documents:

Click the **Save** button to save the application to your computer. **NOTE: Do not work on the package while you are in the browser. Your information may not save correctly.**

Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click Yes.

This will open the **Save Form** window.

Save Form window

Save in: My Documents

My eBooks
My Pictures
Security
Snagit Catalog

File name:

Save as type: InternetForms Document

Browse to where you want to save the application on your computer. Enter the name that you want the application to be saved as in the **File name** field.

Click the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

Completing Application Packages

Apply Step 2 – Complete the Selected Grant Application Package

Once you download an application and its instructions, you can complete the application offline – just be sure to save the application to your computer. Application packages will save as an **xfd** file. Everything you need to know is included in the application package and instructions.

You can share the application with others at your organization simply by emailing the saved package file.

When the application downloads, it will automatically open in PureEdge Viewer. You should save the application to your computer. Once the application is saved, you will not need to be online to complete the application.

Sample Application Package

The screenshot shows a web browser window titled "Grant Application Package". The form contains the following information:

Opportunity Title:	MI
Offering Agency:	Training Day 1
CUSA Number:	47,956
CUSA Description:	Greenhouses
Opportunity Number:	TD1A
Opportunity Open Date:	
Opportunity Close Date:	
Agency Contact:	Kristina Rowlandson contact development E-mail: kristina.rowlandson@edcomm.com

Required documents that you must fully complete before you can submit this application are listed in the Required Documents box. To open a form, highlight it and click the Open Form button. More detailed instructions are provided below the list of documents.

Please note that required fields are designated with an asterisk (*).

* Application Filing Name: Training Day 1

The Open Form button will open the individual forms. However, to complete and submit this Grant Application Package, you must select and move the completed form to the appropriate "Completed Documents for Submission" list.

Mandatory Documents	Move Form to Submission List	Mandatory Completed Documents for Submission
		Budget Information for Construction Programs (SF-424C)
		Assurances for Non-Construction Programs (SF-424D)
		Budget Information for Non-Construction Programs (SF-424E)
		Application for Federal Assistance (SF-424)

Verify that the pre-entered information is for the grant opportunity for which you want to apply.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

If the Federal funding opportunity listed is the opportunity for which you want to apply, you will need to complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline. If you have any application specific questions, you can contact the offering agency directly using the contact information provided on the application's cover page.

Completing the Cover Page

Enter a name for the application in the **Application Filing Name** field.

NOTE: There is a 43 character limit. Enter as much of the title as you can.

- This application can be completed in its entirety offline. You can save your application at any time by clicking the “Save” button at the top of your screen.
- The “Submit” button will not be functional until the application is complete and saved. **Only ORAA is authorized to submit the application.**

Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the **Mandatory Documents** box and **Optional Documents** may be predefined forms, such as SF-424 or SF-424 R & R, or documents that need to be attached, such as a program background statement. **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.
- To open an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the =>> button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the <<=< button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
- When you open a required form, the fields which must be completed are noted by a *, and on some computers (depending on your settings) highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message once you have the field.
- To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.

Be sure to follow the steps below:

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked **after** all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.

Note: Although Grants.gov does not restrict types of file attachments, if more than one attachment is included in a grant submission and two or more files have the same name, the grant application cannot be processed without manual intervention. To correct this, you should:

1. Rename attached files with the same name so that no files share the same name.
2. Reattach the files.
3. Resubmit the application package.

Forms

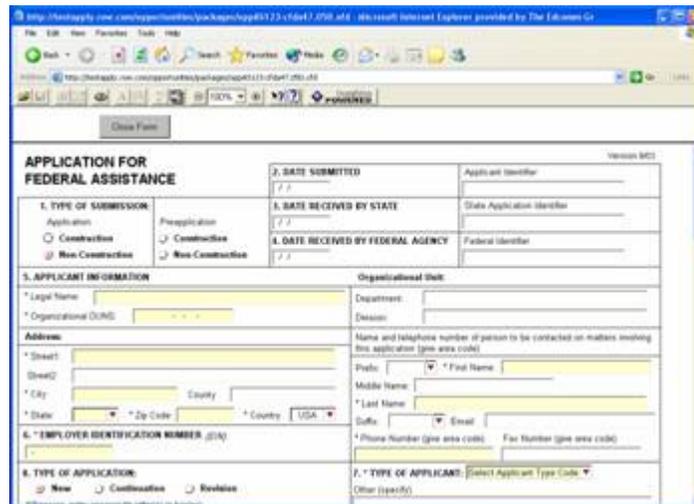
Forms, such as SF-424 and SF-424 R&R, are predefined and will require you to enter information into fields. (See last section, page 37, for UMCES information for these forms)

Note – the DUNS number that is entered within the application package must be the same DUNS number registered with the AOR who logs in to submit the application

If the SF-424 or SF-424R&R is in the package, you must complete it first. SF-424/SF-424R&R will automatically complete additional fields on other forms with the information you entered.

To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

Sample
Application
Form



When you open a required form, all required fields are noted by an * and sometimes (depending on your computer settings) highlighted in yellow.

Optional fields and completed fields are displayed in white.

You can click any field to enter the necessary information or you can also use the **TAB** button on your keyboard to move from field to field.

If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.

To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application. **Remember to save under the new name you gave the file.**

Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement.

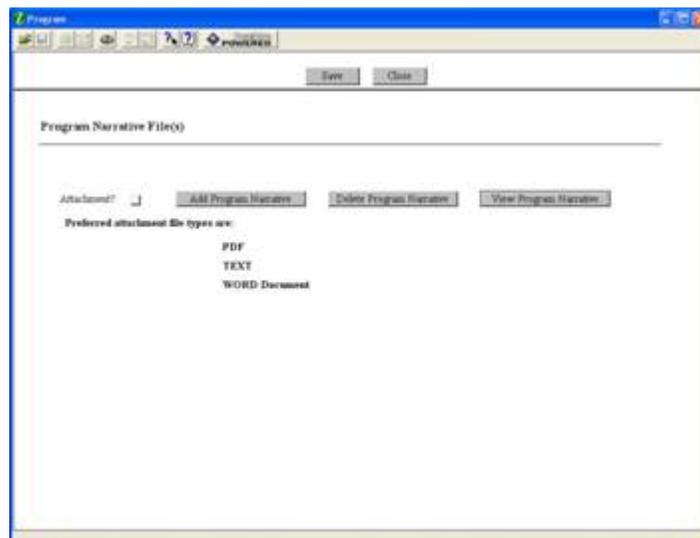
NOTE: Some agencies have specific directions for attachments (name of file, type of file, etc.) Be sure to read the solicitation carefully. Some require all documents to be in PDF format.

Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents.

To open a form that requires you to attach a document, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

When you open a form, you will be able to attach documents from your computer to it. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents.

Sample
Application
Document



Attaching a Document

To upload a document, simply click the **Add** button. This will open an **Attachment** window.

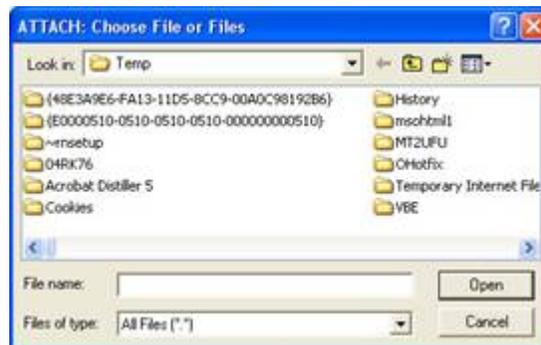
Attachment window



Click the **Attach** button.

This will open a **Browse** window which will allow you to select the document on your computer which you want to upload.

Browse window



When you have selected the document you want to attach, click the **Open** button.

You will return to the **Attach** window. Repeat this process until you have attached all of the necessary documents.

When you have selected all of the documents you want to include for this requirement, click the **Done** button.

If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

To delete a document which you have uploaded, to the form, open the form, click the **Delete** button.

If multiple documents are attached, the **Delete Attachment** window will open.

Delete Attachment window



On the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.

Click the **Done** button when you are finished deleting the documents. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button. The **Remove Attachment** window will appear. Click **Yes** to delete or **No** to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

To view a document which you have uploaded, simply click the **View** button.

If only one document was attached the document will open. If multiple documents are attached, the **View Attachment** window will open.

View Attachment window



If you have uploaded more than one document you will need to select the document which you want to view and click the **Display** button.

Click the **Done** button to return back to the form without displaying the attachment. Closing the open document, returns you back to the form. To exit the mandatory documents page, click the **Close** button.

Saving Your Application

To save your application, simply click the **Save** button at the top of your screen.

Printing Your Application

To print your application, simply click the **Print** button at the top of your screen on the face page of the grant application.

NOTE: There are some real issues with printing-especially budget pages and Key Personnel pages. Go to the Budget form and print each page. The same holds true for Key Personnel.

Finalizing Your Application

You can save your application at any time by clicking the **Save** button at the top of your screen.

Once you have properly completed and saved the application, you need to email it to UMCES/ORAA: Phyllis Rhoades, rhoades@umces.edu AND Erica Kropp, ekropp@umces.edu.

Supplemental Information for Macintosh Users

General Information

Remember, there is no need to register with Grants.gov. UMCES is already registered.

The files you need (Citrix client, Citrix connection file) are located via the Grants.gov website at <http://apple.doit.wisc.edu/grants.gov/>. The University of Wisconsin has created a single preconfigured package for Mac OS X users to access this solution. This site provides a link to download the files along with instructions to install and use the software.

(This package is provided to the community as a service by the University of Wisconsin, and is not an official product of Grants.gov. The University of Wisconsin cannot provide support for this solution.)

Additional information is also on <http://www.grants.gov/MacSupport>

Download PureEdge Application package and directions to your Macintosh first. You will need to create a folder in your DOCUMENTS folder or in MY DOCUMENTS and save them in there.

NOTE: If you have Adobe Acrobat 6.0 installed on your machine, it will try to open the PureEdge file and you'll get an error message. Just close Adobe.

The Citrix client is for systems running OS X only.

Make sure that you have your Macintosh configured to add the extensions to the file name ending in xfd.

Attaching files to the PureEdge application package: You will not be able to view the files once you have attached them because you are connected to the server at Grants.gov/NIH and they don't have Adobe or Word installed. If you try to view your Adobe documents they open in Notepad and are garbled. Word docs open in Wordpad. Your files are there and are correct. ORAA will check them before we submit to Grants.gov.

Also note that currently the maximum number of concurrent connections to the NIH server is fifteen.

Once you are connected to the Citrix server, save your file often!! If you mistakenly close the Internet Explorer window, you are disconnected from the server and will lose your information if you haven't been saving it to your hard drive.

UMCES information for parts of the SF 424 – Application for Federal Assistance -

1. Type of Submission: Non-Construction

5. Applicant Information:

Legal Name: University of Maryland Center for Environmental Science

DUNS: 021463831

Address: P.O. Box 775

Cambridge, MD 21613

Dorchester County

Department: Organization Unit/Lab performing project

Contact: Phyllis Rhoades

rhoades@umces.edu

Phone: 410-228-9250, 611

Fax: 410-228-9265

6. Employer Identification Number: 52-6002033

7. Type of Applicant: State-Controlled Institution of Higher Learning

14. Congressional Districts: applicant – always 1st (First)

16. State Review? Usually the answer is b.- not covered.

17. Delinquent on Federal Debt? No

18. Authorized Representative: Erica Kropp, Director of ORAA

phone: 410-228-9250 Email: ekropp@umces.edu fax: 410-228-9265