Grants.gov Step by Step
Preparing federal grant applications

University of Washington
From the Office of Sponsored Programs
See Grants.gov at the UW
http://www.washington.edu/research/osp/gg.php

0 Get Ready
System readiness. Go to: http://www.washington.edu/research/osp/gg_ready.html for instructions on getting your desktop systems setup. You will find out how to:
• Download and install PureEdge or Citrix (you need do this only once)
  • PureEdge software is required to view and complete applications.
• Generate PDF documents. Many agencies (including NIH) require uploaded attachments in PDF format.
• Get registered with eRA Commons (NIH only). Request from your department or OSP administrator at least 2 weeks prior to submission deadline.
• Problems with installation or downloads should be directed to your local IT administrator.

Additional ways to be prepared
1. Attend an OSP Grants.gov training session. For schedule go to: http://www.washington.edu/research/osp/gg_training.html
3. Subscribe to eGrants Newsletter to receive announcements on research administration topics. To subscribe: http://www.washington.edu/research/oris/subscribe.html

2 Find & download Application
Locate and download an application file.
The process is the same for Windows and non-Windows.
• Open your web browser to www.grants.gov
• Click “Find Grant Opportunities” or “Grant Search” in the Quick Links.
• Can’t find what you’re looking for? Try “Find Grant Opportunities” and then “Search Grant Opportunities”.
• Choose a search method: keyword, CFDA # or FOA.
• NIH applications cannot be located via CFDA number
• In the search results, select the desired opportunity.
• On the opportunity for download, click “Download” button.
• On the page that opens download application instructions and package
• Add your e-mail for updates
Windows users: Package opens automatically if the PureEdge viewer is installed on your computer. Save to your computer.
Non-Windows users: Package will not open, but should save to your computer.
• Downloaded PureEdge file becomes your application package.

3 Complete Application
• Read all agency instructions prior to completing your application package.
Windows users:
• Open the application package that you saved to your computer
• Complete the application. Some applications may require you to complete the forms in a particular order
• Save each form upon completion to reduce risk of losing work
• Save package before exiting
Non-Windows users:
If using Citrix, open Citrix
• In Citrix, open the PureEdge viewer
• In the PureEdge viewer, open the application package (saved to your computer)
• Complete the application
If using a Windows Emulation program follow the instructions for Windows users
Check for Errors! Checking for errors will check for general Grants.gov errors, but will not validate against specific agency requirements

4 Route Proposal
10 working days before agency deadline, attach your application (final business and draft or final research plan) to the eGC1 and route to OSP.
• OSP will begin the review process, but will not submit until “Ready to Submit” (RTS) button is checked “Yes”
5 working days before agency deadline, your final application package should be attached to the eGC1 and routed to OSP.
• To route final application, withdraw your eGC1, attach final application, answer yes to RTS and re-complete eGC1.

5 OSP Submits to Grants.gov
• OSP submits final application to Grants.gov
• Grants.gov performs validation check
• Agency retrieves application from Grants.gov.
• NIH conducts agency specific validation through NIH eRA Commons.
Grants.gov applications are considered “on time” if the version that passes all validations was submitted to Grants.gov before the agency deadline.
• Applications received less than 5 working days before agency deadline, are at significant risk of missing the deadline.
Grants.gov Do’s

**DO!**

- Read the UW Grants.gov site.
- Subscribe to the e-grants newsletter.
  [http://www.washington.edu/research/oris/subscribe.html](http://www.washington.edu/research/oris/subscribe.html)
- Make sure your systems are prepared for Grants.gov
- Contact your IT administrator with technical questions.
- Register with NIH eRA Commons if submitting to NIH (and are not registered)
- Review the new guide on completing the SF424.
- Carefully read the application instructions.
- Sign up for e-mail updates to your application package.
- Check for errors.
- Route your proposals according to internal deadlines
  - **10 working days before sponsor deadline** – final business, draft or final research plan
  - **5 working days before sponsor deadline** – final application (including research plan)
- Answer “yes” to the “Ready to Submit” question as soon as you have attached your final application to your eGC1
  - OSP will not submit until you have indicated that your application is ready.

**Don’t!**

Register with Grants.gov.
The Office of Sponsored Programs (OSP) is already registered to submit applications to Grants.gov.