

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>

① Get Ready

System readiness. Go to: http://www.washington.edu/research/osp/gg_ready.html#req 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.
<http://www.washington.edu/research/osp/gg.php>
 - Subscribe to the e-grants newsletter.
<http://www.washington.edu/research/oris/subscribe.html>
 - Make sure your systems are prepared for Grants.gov
http://www.washington.edu/research/osp/gg_ready.html
 - 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.
<http://depts.washington.edu/sf424vq/wwhelp/wwhimpl/js/html/wwhelp.htm>
 - 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.