

# Grants.gov Step by Step

## Preparing electronic grant applications

# Information for Researchers at UNC-CH

## from the Office of Sponsored Research and SOM Sponsored Programs Office

Grants.gov is the federal web portal for finding grant opportunities from any federal agency and locating electronic application packages. It is also where OSR/SPO submit applications for programs that now require electronic submission. The site is located at <http://www.grants.gov>

### 1 Prepare

#### ▶ Get PureEdge or CITRIX

*(you need do this only once.)*

All users must use the PureEdge Viewer software to view and complete applications.

*Windows users* get PureEdge at:  
<http://www.grants.gov/DownloadViewer>

*Non-Windows Users:* CITRIX allows you to use PureEdge Viewer. Get access to the Grants.gov Citrix Server at: [http://www.grants.gov/resources/download\\_software.jsp#non\\_window](http://www.grants.gov/resources/download_software.jsp#non_window)

Problems? See your system administrator.

#### ▶ Register with your agency, such as NIH, if required.

#### ▶ Do **NOT** register with Grants.gov (only the institution has to register, and UNC-CH is registered)

### 2 Find

#### ▶ Locate and Download Application Package

*(Windows and Non-Windows users follow the same procedure.)*

Open your web browser to [www.grants.gov](http://www.grants.gov)

- Click "Find Grant Opportunities" (left) or "Grant search" in the Quick Links (right)
- Choose a search method (keyword, CFDA, etc.) NOTE: NIH applications cannot be located via CFDA number
- In the search results, select the desired opportunity
- On the opportunity page, read the instructions. Click on "how to apply"
- From application for download, click "Download" button

➔ **Download Application Instructions**

➔ **Download Application Package**

➔ **Add your email for updates**

*Windows users:* Package will open automatically. Save to your computer.

*Non-Windows users:* Package will not open, but should save to your computer.

### 3 Apply

#### ▶ Read the application specific instructions. Forms may require you to complete them in a particular order.

*Windows Users:*

1. In PureEdge Viewer, open the Application Package (saved on your computer)
2. Complete the application

*Non-Windows users:*

1. First, open CITRIX\*
2. In CITRIX, open the PureEdge Viewer
3. In PureEdge Viewer, open the Application Package (saved on your computer)
4. Complete the application

☛ A detailed user guide is available on the federal Grants.gov web page under "Training Materials" in the Resources section

☛ Many of the federal agencies also have detailed guides for completing the electronic application packages

☛ UNC-CH information to be included in the application, as well as examples of the forms can be found on Resources web page listed below.

### 4 Send to OSR/SPO ❖

#### ▶ Submit electronic Internal Processing Form (eIPF) for necessary departmental approvals and PI certification. (prepare eIPF in RAMSeS.unc.edu)

#### ▶ Submit **FINAL** electronic application package to OSR/SPO using one of the following methods:

• **Upload in eIPF under Attachments tab**

• **Email** package to appropriate OSR/SPO contract specialist

☛ Provide only the **final version**.  
~~OSR/SPO cannot process incomplete application packages.~~

### 5 OSR/SPO Submits to Grants.gov

OSR/SPO reviews the file and submits electronic grant (error checking can take 2 days).

Sponsor agency retrieves grant application package from Grants.gov (error checking can take 2 days).

**Grant application packages must pass all error checks prior to the agency deadline.**

### ❖ OSR/SPO Submission Timeline

▶ **electronic Internal Processing Form:** submit the eIPF early enough to allow routing through departments for approval receipt by OSR/SPO at least 5 business days before submission deadline

▶ **Final electronic grant application file:** must be emailed or uploaded within **5 business days** before submission deadline

**QUESTIONS:** Contact James Peterson, AVC Research/OSR 966-2542 [petersoj@email.unc.edu](mailto:petersoj@email.unc.edu)

**RESOURCES:** [http://research.unc.edu/osr/electronic/index.php#grants\\_gov](http://research.unc.edu/osr/electronic/index.php#grants_gov)

## **Do's and Don'ts for Grants.gov @ UNC-CH**

- **DO refer to UNC-CH Grants.gov web site**  
[http://research.unc.edu/osr/electronic/index.php#grants\\_gov](http://research.unc.edu/osr/electronic/index.php#grants_gov)
- **DO register with the SPONSOR, e.g. NIH, NSF, (for NIH include the PI User Name in the Key Personnel Form “credential field”)**
- **DO go to Grants.gov site, get PrueEdge or if you have a Mac, Get Citrix**  
<http://grants.gov>
- **DO subscribe to Grants.gov program announcements**  
<http://www.grants.gov/search/subscribeAll.do>
- **DON'T try to register with Grants.gov (UNC-CH is already registered)**
- **DON'T try to use Grants.gov to apply until your program is scheduled for electronic submission** [http://research.unc.edu/osr/electronic/gg\\_info.php](http://research.unc.edu/osr/electronic/gg_info.php)
- **DON'T get a DUNS number - use UNC-CH DUNS number: 608195277 and refer to the Information Sheet for other required information**  
[http://research.unc.edu/osr/information/general\\_info.php](http://research.unc.edu/osr/information/general_info.php)
- **Do read the APPLICATION instructions and Agency Guidelines – go here for NIH's**  
[http://grants.nih.gov/grants/funding/424/sf424\\_RR/Guide\\_General.doc](http://grants.nih.gov/grants/funding/424/sf424_RR/Guide_General.doc)
- **Do make a back up copy of the PureEdge application file**
- **Do send your FINAL application package to OSR/SPO within the 5 business days before the submission date**
- **Do contact James Peterson, AVC Research/OSR with any questions at 966-2542 or [petersoj@email.unc.edu](mailto:petersoj@email.unc.edu)**