

# **Purdue University/Grants.gov User Instructions**

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## Starting a Proposal in Grants.gov

### **System Requirements**

Windows Users:

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, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

Non-Windows Users:

Grants.gov does support the use of systems that do not use Windows. To find more information about the use of the Citrix Server Application please contact SPS or go to: <http://www.grants.gov/MacSupport>

### **Registration with Grants.gov**

There is no individual user registration required to search, download or complete Grants.gov proposal packages. Purdue University has completed all required registrations for the institution to allow submission through Grants.gov.

### **Notification to BO/SPS**

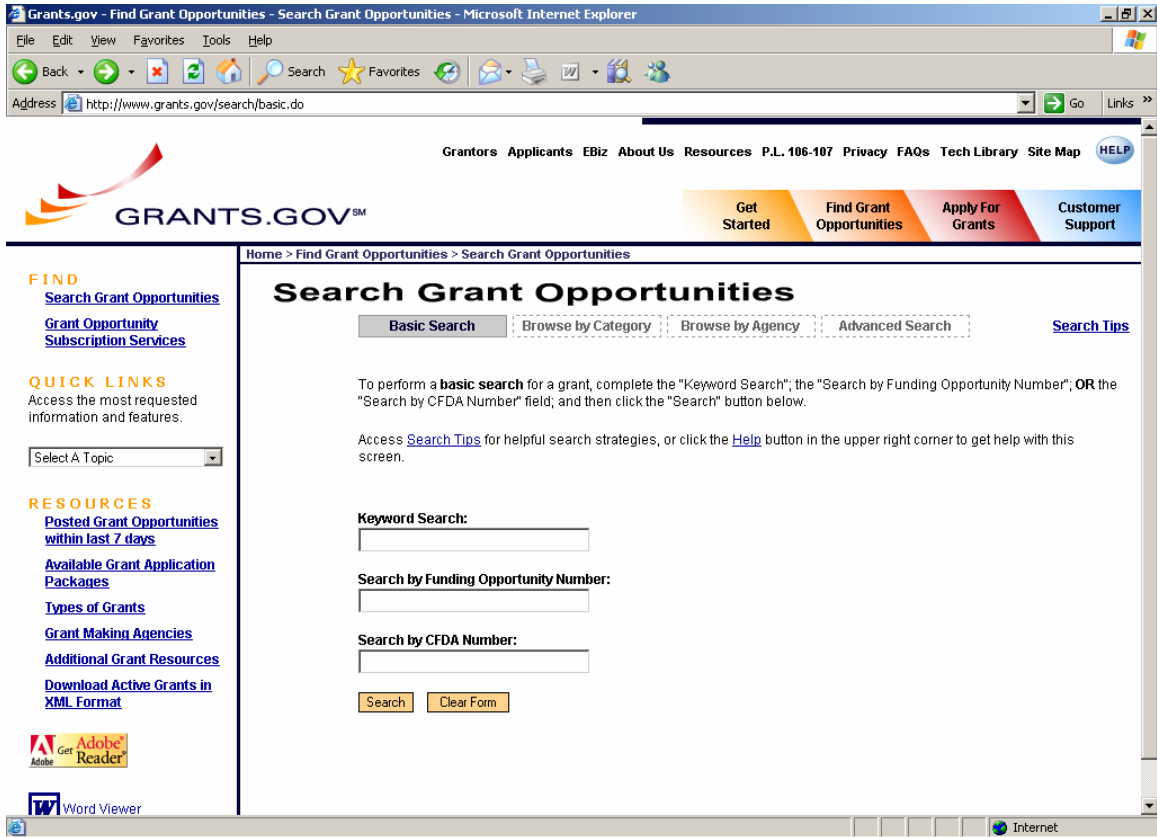
- PIs must notify their Business Offices as soon as they are aware that their proposal will be submitted through Grants.gov so that the BO may ensure that all necessary software downloads are complete.
- Once the BO is aware that a Grants.gov proposal will be submitted, they must contact SPS for notification and for any assistance required.

### **Software Download**

- All Grants.gov users (PI/Co-PI/Business Office/ETC.) MUST download the application viewer software: PureEdge ICS Viewer software found at [http://www.grants.gov/PEViewer/ICSViewer602\\_grants.exe](http://www.grants.gov/PEViewer/ICSViewer602_grants.exe)
- **\*\*\*If this software is not downloaded you CANNOT view the Grants.gov proposal package.\*\*\***
- Please contact your area Zone administration for software download

### **Package Search**

- To search for funding opportunities and the corresponding application/proposal packages: go to <http://www.grants.gov> and click on the **Find Grant Opportunities** tab located at the top of the page.
- Click on **Search Grant Opportunities**
- Click on a specific search type (Basic – Category – Agency – Advanced).



- Record the specific CFDA number.

## Package Download

- Once the desired funding opportunity is found: Downloads may be found by clicking **Apply for Grant Electronically** on the solicitation page -or- click on the **Apply for Grants** tab at the top of the home page
- Using the Apply for Grant Electronically option: click on **Apply Step 1**
- Using the Apply for Grants tab option: click on **Download Application Package** on the left of page

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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 OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

Download Package

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.

- Enter the Funding Opportunity # or CFDA #

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Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

## Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here to download the PureEdge Viewer](#) if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
81.049	DE-FG02-06ER06-11	06-11	Terrestrial Carbon Processes Research	Chicago Service Center	<a href="#">download</a>

- Click **Download**

Download Opportunity Instructions and Application - Microsoft Internet Explorer

Address <http://apply.grants.gov/agency/UpdateOffer?id=2768>

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

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### Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 81.049: Office of Science Financial Assistance Program  
**Opportunity Number:** DE-FG02-06ER06-11: Terrestrial Carbon Processes Research  
**Competition ID:** 06-11  
**Competition Title:** Terrestrial Carbon Processes Research  
**Agency:** Chicago Service Center  
**Opening Date:** 02/03/2006  
**Closing Date:** 03/21/2006

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

- If you wish to be notified of any changes to the specified funding opportunity that are made prior to the deadline date enter email address in the available field and click "Submit".
- Click **Download Application Package** also **Download Application Instructions** if available
- Save package and instructions to your computer

# Completing - Processing - Submitting a Proposal using Grants.gov

## Overview of package Cover Page

The Grants.gov Cover Page is divided into three sections.

- Top Section: Includes Identifying Information for the Opportunity. You should use this information to verify that you have downloaded the correct application package

The screenshot shows a web browser window displaying the Grants.gov Grant Application Package cover page. The browser address bar shows the URL: <http://apply.grants.gov/opportunities/packages/oppDE-FG01-05ER05-30-clds81.043.xld>. The page title is "Grant Application Package". The Grants.gov logo is visible in the top left corner. The page contains several input fields for identifying information:

Opportunity Title:	Basic Research for Chemical Imaging
Offering Agency:	Office of Science
CFDA Number:	81.049
CFDA Description:	Office of Science Financial Assistance Program
Opportunity Number:	DE-FG0105ER05-30
Competition ID:	
Opportunity Open Date:	09/26/2005
Opportunity Close Date:	03/15/2006
Agency Contact:	Pam Carter Grant & Contract Analyst E-mail: Pam.Carter@science.doe.gov

On the right side of the page, there is a blue text box with the following text: "This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the 'Cancel' button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply." At the top of the page, there are buttons for "Submit", "Save", "Print", "Cancel", and "Check Package for Errors".

- Middle Section: Application Filing Name: Usually Proposal Title, but check Package Instructions, as Sponsors sometimes define this differently.

The screenshot shows the middle section of the Grants.gov application filing page. It includes a checkbox for "I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization." Below this is the "Application Filing Name" field, which is highlighted in yellow. The page is divided into four sections for document management:

Mandatory Documents	Mandatory Completed Documents for Submission
SF424 (R&R) Research & Related Other Project Information Research & Related Budget	
Optional Documents	Optional Completed Documents for Submission
Disclosure of Lobbying Activities (SF-LLL) Research & Related Subaward Budget	

Each document section has "Open Form" buttons and "Move Form to Submission List" / "Move Form to Documents List" buttons with right and left arrows.

**Mandatory Documents:** Those documents that all 26 of the participating Federal Agencies have agreed to use, and have agreed on how to fill out. If they are in the package, they must be filled out (all Yellow fields must be completed). Once filled out, the forms must be moved to the "Mandatory Completed Documents for Submission" Box

*If Mandatory Documents are not fully completed (all yellow fields filled in) the package will fail the Grants.gov Error check, and will not be able to be submitted*

**Optional Documents:** These may still be required by the Sponsor. You MUST check the Package instructions for further guidance.

*If Optional Documents are required by the Sponsor but are NOT completed, Grants.gov will still allow you to submit, but the proposal will be rejected by the Sponsor for not have the required forms. (This rejection may come 2-3 days after the Grants.gov submission, and if that is after the Opportunity deadline, You will be unable to resubmit.)*

- Bottom Section: Includes basic instructions. For detailed, opportunity specific instructions, see the Package Instructions.

**Instructions**

- 1 Enter a name for the application in the Application Filing Name field.**
  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - 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.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "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 "Completed Documents" box. 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 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.
- 3 Click the "Submit" button to submit your application to Grants.gov.**
  - Once you have properly completed all required documents and saved the application, the "Submit" button will become active.
  - You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you want to submit an application.

## Uploading/viewing attachments

Proposal Packages may also require that you submit specific documentation, such as a budget justification. These additional documents must be completed outside of the Proposal Package and saved as a word doc, pdf, etc per sponsor guidelines and then attached to the Proposal Package.

To attach additional documents:

Method 1

- Click "Browse" to the right of the attachment field to open the Browse window.

6. \* Project Summary/Abstract  Add Attachment Delete Attachment View Attachment

7. \* Project Narrative  Add Attachment Delete Attachment View Attachment

8. Bibliography & References Cited  Add Attachment Delete Attachment View Attachment

9. Facilities & Other Resources  Add Attachment Delete Attachment View Attachment

10. Equipment  Add Attachment Delete Attachment View Attachment

11. Other Attachments  Add Attachments Delete Attachments View Attachments

OMB Number: 4040-0001

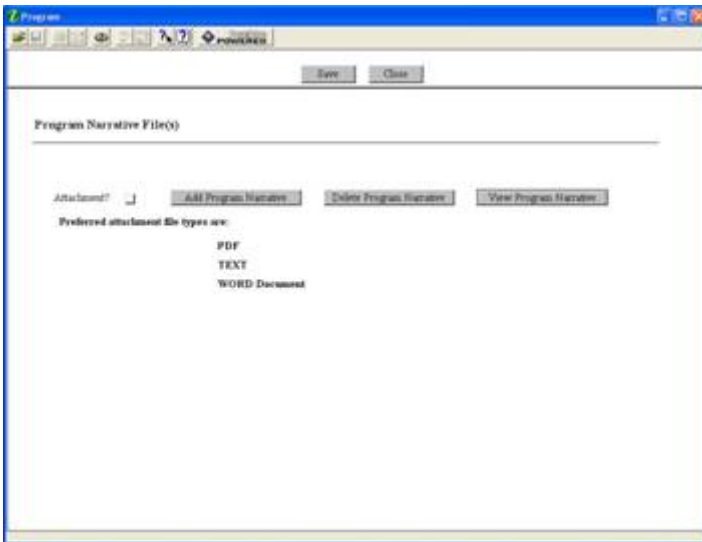
- Locate and select the document that you wish to attach.



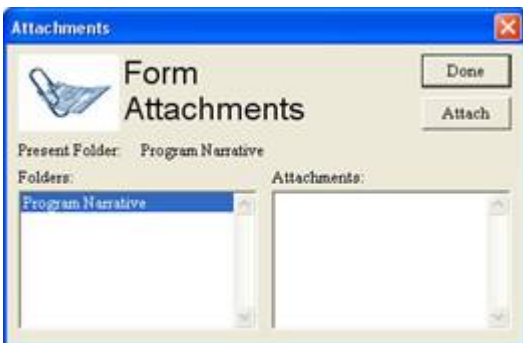
- Name the attachment per sponsor guidelines.
- Click “Open” to attach.

## Method 2

- Click the “Add” button that will open the Attachment window.



- Click the “Attach” button to open the Browse window.



- Follow above steps to complete attachment.

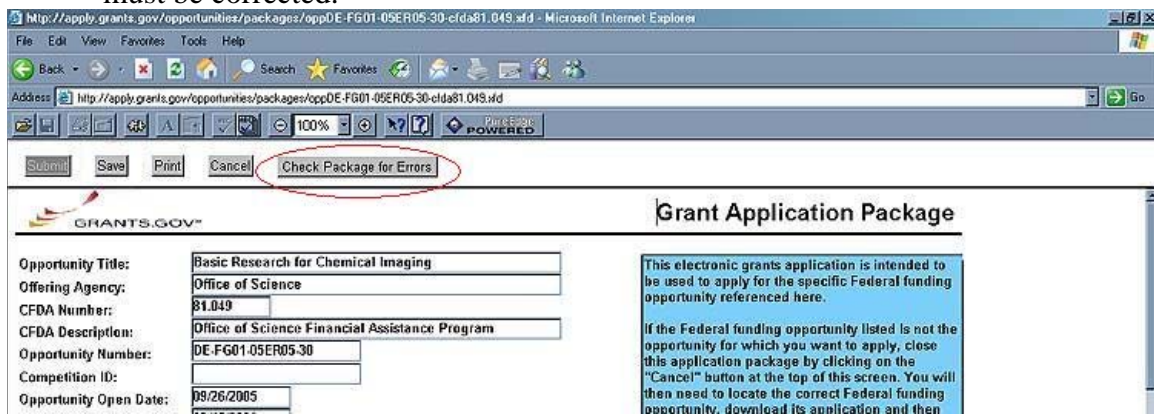


To view an attached document:

- Click “View” to the right of the attached document field. This will open your internet browser window where the document will be displayed.
- Purdue security may block viewing of these documents. To view: right click on the security bar at the top of your browser window. Select “Allow Blocked Content” to view attachment.

### Checking for Errors

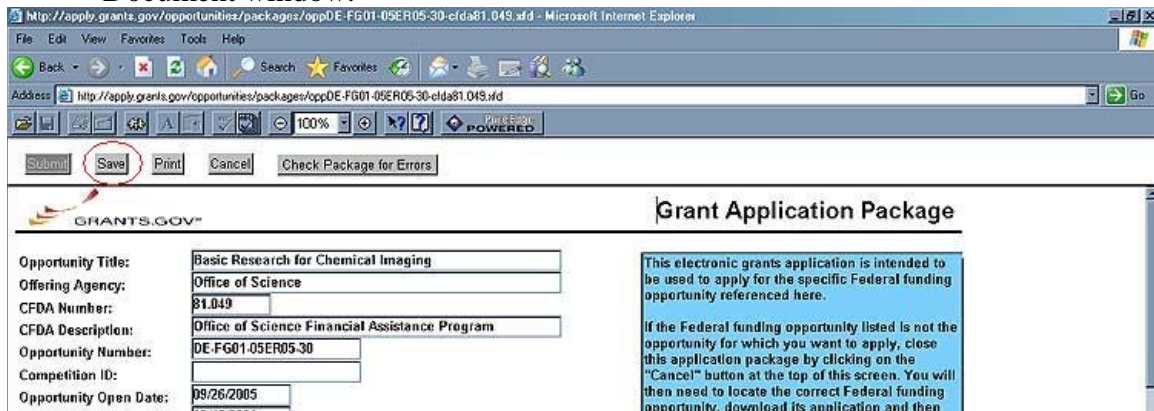
- At the Proposal Package Cover Page: click the “Check Errors” button.
- The error description and page location of the error will be displayed in addition to the total number of errors.
- Package errors are listed one at a time. To view remaining errors the current error must be corrected.



### Saving a Proposal Package

Initial Save:

- On the Proposal Package Cover Page: click the “Save” button to open the Save Document window.



- Name the file
- Select a location to save the file to.
- Click “Save” to download package and save to your computer.

Saving after Initial Save:

- On the Proposal Package Cover Page: click the “Save” button to open the Save Document window.
- Search to locate the original file.
- Overwrite the existing file with the updated version. NOTE: In order to prevent multiple versions of the same proposal it is necessary to overwrite the existing file.
- Click “Save” to save the file.

### Printing a Proposal Package

The Proposal Package Cover Page does have a “Print” button that will print the entire proposal in one action. However, when this function is used the formatting of the proposal is highly distorted and will result in an illegible hardcopy. Please do not use this function when printing hardcopies of a Grants.gov Proposal Package.

To print:

- Open each form within the Proposal Package one at a time.
- Click the “Print” button at the top of each form to print that form.

The screenshot shows a Microsoft Internet Explorer browser window displaying a Grants.gov form. The address bar shows the URL: http://apply.grants.gov/opportunities/packages/oppDE-FG01-05ER05-30-cfda81.049.xfd. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains the same URL. The toolbar shows various navigation and utility icons. The main content area displays a form titled "RESEARCH & RELATED Other Project Information". The form includes several sections with radio buttons for "Yes" and "No":

- 1. \* Are Human Subjects Involved?  Yes  No
- 1.a If YES to Human Subjects
  - Is the IRB review Pending?  Yes  No
  - IRB Approval Date:
  - Exemption Number:  1  2  3  4  5  6
  - Human Subject Assurance Number:
- 2. \* Are Vertebrate Animals Used?  Yes  No
- 2.a If YES to Vertebrate Animals
  - Is the IACUC review Pending?  Yes  No

At the top of the form, there are three buttons: "Close Form", "Print Page" (circled in red), and "About".

- Open each attached document and print using your browser’s print function.

### Routing a Proposal Package

A Grants.gov Proposal Package is saved and completed as a .xfd file on an individual computer. During the completion of a Proposal Package there is no online aspect. The routing of a Proposal Package is similar to the forwarding of a word doc. To route a proposal package simply save the .xfd file as an email attachment and forward to the next appropriate person. It is critical to note that once a Proposal Package is forwarded any alterations to the original file will not transfer to the forwarded file. Please ensure that all packages are complete and accurate prior to forwarding.

### SPS Receipt Requirements

All proposals submitted through Grants.gov should follow all standard University guidelines and policies. For a Grants.gov proposal to be accepted for processing and

submission by Sponsored Program Services all of the following must be received both completed and in final form.

- Completed Grants.gov Proposal Package forwarded to the SPS Proposal Office at [proposal@purdue.edu](mailto:proposal@purdue.edu).
- Complete hardcopy printed from the final .xfd Proposal Package.
- Any additional hardcopies that must be sent per sponsor guidelines.

**Submission of Completed Proposal Package to Sponsor**

Once the Institutional Authority has reviewed and signed the completed Proposal Package, Sponsored Program Services will submit to Grants.gov via the specified online system. There are no required actions to be taken outside of SPS to submit to Grants.gov.

\*NOTE: Additional actions may be required by PI after Grants.gov has forwarded proposal depending on sponsor requirements.

**SF 424 (R&R)**  
**Form instructions for all proposals**

Block 1. Type of Submission:

Pre- application – White paper submissions  
Application – First time submissions  
Changed/Corrected Application – If a proposal has been submitted through grants.gov, but rejected by sponsor for errors, then resubmitted

Blocks 2-4 – Leave blank except “Applicant Identifier” – SPTS # (entered by SPS).  
(After Coeus implementation – this will be the Coeus #)

Block 5. Applicant Information: Purdue University

**AG Field Office Proposals:**

Agricultural Sponsored Program Services  
615 W. State Street  
West Lafayette, IN 47907-2053

**All Other Proposals (including Discovery Park):**

Sponsored Program Services  
302 Wood Street, Young Hall  
West Lafayette, In 47907-2108

**“Person to be contacted on matters involving this application”** – Responsible Account Manager,

**AG proposals** – telephone: (765)494-8449, fax: (765)494-1104, email: [proposal@purdue.edu](mailto:proposal@purdue.edu)

**All others proposals** – telephone (65)494-6204, fax (765)494-1360, email: [proposal@purdue.edu](mailto:proposal@purdue.edu)

**Organizational DUNS** – 072051394 (Grants.gov adds 4 zeros)

Block 6. Tax ID # - 35-6002041

Block 7. Type of Applicant – F: State-Controlled Institution of Higher Education

Block 8. Type of Application

New – New  
Resubmission – Revised Proposal  
Renewal – Competing Continuation  
Continuation – Used for progress reports  
Revision – Equivalent to a Competing Supplement

Blocks 9-10 Prefilled by Grants.gov

Block 11. Descriptive Title of Applicant's Project – Proposal Title

Block 12. Areas Affected by Project

Block 13. Start and End Date

Block 14. Congressional Districts of

a. Applicant – 4<sup>th</sup>

b. Project – possibly different if off campus research is involved

Block 15. PI's contact information – SPS address will prefill from above. You must override that with the PI's information (including zip). In the Suffix field, you can pull down Ph.D.

NEXT PAGE

Block 16. Estimated Project Funding

a. Total Amount of the project

b. Total Federal and Non-Federal funds (usually a and b are the same, unless there is Cost share)

c. Estimated Program Income – should be zero unless project anticipates generating income as part of the project work statement.

Block 17. E.O 12372 Information – Should always be b. NO, program not covered by E.O. 12372

Block 18 – I agree

Block 19 – Authorized Representative – Leave Blank, SPS will fill in based on available Authorized Reps.

## Research & Related Budget

Budget period 1

Organizational DUNS: Prefills from SF 424

Budget Type: Select Project or Subaward/Consortium

Enter name of Organization: Prefills from SF 424

Start Date - Prefills from SF 424

End Date – Fill in the end date of budget period 1

### A. Senior/Key Person

PI's Name will Prefill from SF 424

1. Base Salary – Should be the annual compensation. If the Purdue budgeted raise factor is an issue for your proposal that should be explained in the Budget Justification.

2. Number of Cal Months/Acad.Months/Sum Months

a. Use Cal Months for FY personnel

b. Use Acad. Months and Sum Months for AY personnel

c. To calculate number of months, multiply total number of months budgeted by percent effort.

**Example: (using the example above)**

**a. Acad. Months =  $10 * .05 = .5$  months**

**b. Summer Months =  $2 * .25 = .5$  months**

3. Fringes – put requested fringes here

4. Funds Requested – Grants.gov totals Fringes and Requested Salary

B. Other Personnel –For Graduate Students, the fringe amount should include the graduate student insurance, but NOT THE GRAD FEE REMITS (They go in Other Direct Costs, F, line 8).

C. Equipment Description – This is the area for Capital equipment and will include all Equipment above \$2,500, as that is Purdue's capitalization threshold.

D. Travel

E. Participant/Trainee Support Costs – for most Research proposals, we will NOT use this category

F. Other Direct Costs

1. Materials and Supplies – Other S&E

8. Fill in Graduate Student Fee Remissions here

G. Direct Costs – G.G will total Direct costs

H. Indirect Costs

Type – put the type of rate here, i.e. On-Campus Research, MTDC

Cognizant Federal Agency – DHHS, Peter Nwaogu, (214)767-5362

I. Total Direct and Indirect Costs – G.G. will total

J. Fee – N/A

K. Budget Justification – upload budget justification here – **Be sure your budgeted amounts in the budget justification match the numbers entered on to the form.**

If you have more budget periods, once you have uploaded your budget justification and filled in any yellow required fields, you can click on “NEXT PERIOD”. **Don’t click that if you do not have a next period, or you will have to start over.**

## Where to Go For Help

### Technical or Process Assistance

Chris Tompkins	4-6204	<a href="mailto:proposal@purdue.edu">proposal@purdue.edu</a>
	4-1079	<a href="mailto:tompkinc@purdue.edu">tompkinc@purdue.edu</a>

### Sponsor/Program Specific Assistance - SPS Account Managers

Mary Millsaps	4-1078	<a href="mailto:mmillsap@purdue.edu">mmillsap@purdue.edu</a>
Dani Garamvolgyi	4-4856	<a href="mailto:dgaramvo@purdue.edu">dgaramvo@purdue.edu</a>

### Technical Assistance - Grants.gov Help Desk

1-800-518-4726

### PureEdge Software Assistance or Download

Contact your zone