

Navigating the Adobe Application Package

Learn how to navigate through a sample application package; print the Application Form pages; print the budget pages.



Life Sciences' Manfred Auer and group

Learn about Grants.gov and Sponsor required fields and standard LBNL information for the Grants.gov electronic submission

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For demo, NIH Pilot Form

Why use the NIH for sample?

- Most complex, other agencies copy NIH
- Frequently used at LBNL
- It is available. (Many of our sponsor agencies are transitioning and don't have samples available.)

See handout for sample of Adobe Grant Application Package



Required Fields

Grants.gov required fields
highlighted in yellow
bordered with red

1. TYPE OF SUBMISSION	3. DATE RECEIVED BY STATE	State Application Identifier
<input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	4. Federal Identifier	



Conditionally Required Fields

- Conditionally required fields will highlight based on answers to other questions
- Example:
 - Change/Corrected Application & Federal Identifier

1. * TYPE OF SUBMISSION	STATE RECEIVED BY STATE	State Application Number
<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	4. Federal Identifier	

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<input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	4. Federal Identifier	



Navigation Features

- Individual documents must be moved to the right side before opening

Mandatory Documents [Empty box]	Move Form to Complete => Move Form to Delete <=<	Mandatory Documents for Submission SF424 (R & R) Research & Related Other Project Information Research & Related Senior/Key Person Profile (E) Research & Related Project/Performance Site Loc PHS 398 Research Plan PHS 398 Cover Page Supplement PHS 398 Checklist [Open Form]
Optional Documents R & R Subaward Budget Attachment(s) Form PHS 398 Modular Budget	Move Form to Submission List => Move Form to Delete <=<	Optional Documents for Submission Research & Related Budget PHS 398 Cover Letter File [Open Form]





Navigation Features

- Cannot open documents on the left
- “Open” button has been removed



Navigation Features

- Only documents on the right side are submitted with the completed application package
- Can move a document back to the left, if not needed for the application
- This removes a potential error of missing a document in the final application



Navigation Features



- Can open entire application as a single, scrollable document

button. This will move the document to the appropriate "Documents" box. When you scroll down the screen or select the form name and click on the "Documents" box, click the document name to open the "Submission" box. When you open a required form, the field is displayed in white. If you enter invalid or incomplete information, save the completed application by clicking on the "Save" button. Correct any errors or if none are found, save the application on the submission process. If you have any questions, please refer to the onscreen instructions for submission.

Print Page About

ID	Applicant Identifier
BY STATE	State Application Identifier



File Formats in Grants.gov

- Grants.gov can accept several file formats, therefore incorrect file formats might not create a Grants.gov error.
- Check the agency instructions for correct file labeling, name, and formats (i.e. PDF or DOC) for each agency.



Attaching Documents

- Only use standard character names:
 - A through Z
 - 0 through 9
 - Hyphen (-)
 - Underscore (_)
- Confirm you have the correct document with “view” after uploading document into application package



Attaching Documents



- Do **NOT** use the paperclip icon to attach files.



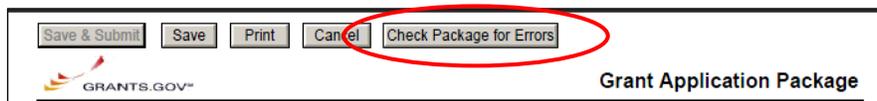
Application Package Complete ?

- Scroll through Application package and confirm all Grants.gov required fields have been completed (highlighted in yellow and bordered in red)
- Confirm all sponsor-specific required fields are complete



Check Package for Error

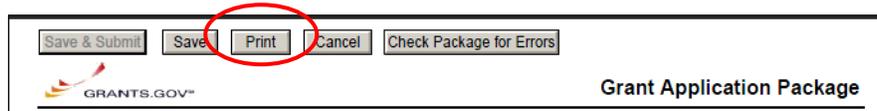
- “Check Package for Errors” is now REQUIRED.





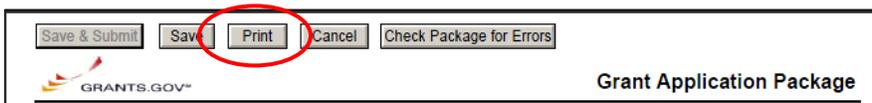
Print Document

- Can now print entire document (without attachments) as a single file



Print Document

- Entire Budget prints as part of the entire Application Package



Division sends file to SPO

**SPO
submits
Work for Others
Electronic Application Package
to
Grants.gov**



Resources

- **Sample Grant Application Package**



Questions

