

SUCCEED!

Are You Ready for Grants.gov Adobe Forms ?



Life Sciences' Manfred Auer and group

Gain the tools to get started, apply, and submit proposals through Grants. Gov.

Learn to successfully submit Grants.gov proposals and the pitfalls to avoid.

Presented by:
LBNL Sponsored Projects Office
December 2008



SUCCEED!

Are You Ready for Grants.gov Adobe Forms ?



Life Sciences' Manfred Auer and group

Presenters:

Jeff Weiner, SPO Manger
Cynthia Ernest, Contracts Officer
Susan Hedley, Contracts Officer
Phyllis Gale, Contracts Manager



Grants.gov is a Portal (a delivery system)

- Grants.gov is a portal that allows users to electronically find, apply for, and manage Federal Grant Opportunities
- Grants.gov is THE single access point for over 1000 grant programs offered by 26 Federal Granting Agencies.



Grants.gov is a Portal (a delivery system)

- See Grants.gov Applicant User Guide at http://www.grants.gov/assets/UserGuide_Applicant.pdf
- The Table of Contents is included as a handout.



Grantor Agency Transition Schedule

In Adobe 100% Today	Scheduled by Sept 30, 2008	Scheduled by December
<ul style="list-style-type: none"> • Homeland Security • HUD • Transportation • NASA • Small Business Administration • Social Security Administration • Dept of Commerce • Dept of State • Environmental Protection Agency • National Archives and Records Administration • National Endowment for the Arts • National Endowment for the Humanities • Dept of Treasury 	<ul style="list-style-type: none"> • Dept of Justice • Dept of Veteran Affairs • Dept of Education • US Agency for International Development • Institute of Museum and Library Services • Dept of Interior • Dept of Labor 	<ul style="list-style-type: none"> • National Science Foundation • Corporation for National and Community Service • Health and Human Services • United States Dept of Agriculture • Dept of Energy • Dept of Defense

See handout for full-size chart

Not all electronic proposal (even if on this list) go through Grants.gov. Some Federal Agencies still using other electronic systems (i.e. FedConnect)

Grants.gov is only for Federal Agencies.

Interagency Agreements (IAGs) are procurement actions and probably will not go through Grants.gov

Grants.gov is not used for the annual DOE Budget Formulation Process



Grants.gov (Home Page)

[Search](#) [Contact Us](#) [Site Map](#) [Help](#) [RSS](#)

FOR APPLICANTS

- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

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SITE MAP

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

What's New This Week at Grants.gov

New Opportunities This Week

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

[New! Grants.gov Blog](#)

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login

FOR GRANTORS

- Agency Login
- New Grantor Users
- Resources



Navigation Bar for Applicants (on the left)

Find Grant Opportunities
Get Registered
Apply for Grants
Track Your Application
Applicant Resources
Search FAQs, User Guides and Site Information

Find Grant Opportunities

GRANTS.GOV™ Search Contact Us Site Map Help RSS

Home > For Applicants >

FOR APPLICANTS

- Find Grant Opportunities**
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Subscriptions
- Get Registered
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APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

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FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [get registered](#). This process takes 3-5 business days.

Search Grant Opportunities

- [Basic Search](#)
Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.
- [Browse by Category](#)
Search by a variety of categories of funding activities.
- [Browse by Agency](#)
Search from a list of agencies offering grant opportunities.
- [Advanced Search](#)
Search by more specific criteria such as funding instrument type, eligibility or sub-agency.

Basic Search

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search | Browse by Category | Browse by Agency | Advanced Search | Search Tips

To perform a **basic search** for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; OR the "Search by CFDA Number" field; and then click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

Grants Opportunities are also referred to Funding Opportunity Announcements (FOA)

1 START EARLY 2 FIND 3 APPLY SUBMIT GRANTS.GOV

Browse by Category

GRANTS.GOV™

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Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search | Browse by Category | Browse by Agency | Advanced Search | Search Tips

To **browse by Category**, please access any of the links below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

[All Categories of Funding Activity](#)

[Arts \(see "Cultural Affairs" in CFDA\)](#)

[Community Development](#)

[Disaster Prevention and Relief](#)

[Employment, Labor and Training](#)

[Environment](#)

[Health](#)

[Humanities \(see "Cultural Affairs" in CFDA\)](#)

[Income Security and Social Services](#)

[Natural Resources](#)

[Agriculture](#)

[Business and Commerce](#)

[Consumer Protection](#)

[Education](#)

[Energy](#)

[Food and Nutrition](#)

[Housing](#)

[Information and Statistics](#)

[Law, Justice and Legal Services](#)

[Other \(see text field entitled "Explanation of Other Category of Funding Activity" for clarification\)](#)

1 START EARLY 2 FIND 3 APPLY SUBMIT GRANTS.GOV

Browse by Agency

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search Browse by Category **Browse by Agency** Advanced Search Search Tips

To **browse by Agency**, please access any of the links below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

[All Agencies](#)

Bureau of Reclamation - South Central CA Area Ofc	Appalachian Regional Commission
Corporation for National and Community Service	Christopher Columbus Fellowship Foundation
Department of Defense	Department of Commerce
Department of Homeland Security	Department of Health and Human Services
Department of State	Department of Labor
Department of the Interior	Department of Veterans Affairs
General Services Administration	Environmental Protection Agency
James Madison Memorial Fellowship Foundation	Institute of Museum and Library Services
Marine Mammal Commission	Japan-United States Friendship Commission
	National Aeronautics and Space

START EARLY 1 FIND 2 APPLY 3 SUBMIT GRANTS.GOV

Download Application Package

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicants > Search Opportunities >

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.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, **ALL** applicants must be using the same software version.

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.

START EARLY 1 FIND 2 APPLY 3 SUBMIT GRANTS.GOV

Download Application Package, cont.

ABOUT GRANTS.GOV
HELP
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SITE MAP

- Visit [help](#) for FAQs and more information on Applying for grants.

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
93.279	PA-08-218	VERSION-2A-FORMS	Version-2a-Forms	National Institutes of Health	download



Download Application Package, cont.

GRANTS.GOV[®] CONTACT US SITE MAP HELP

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 93.279: Drug Abuse and Addiction Research Programs
Opportunity Number: PA-08-218: Drug Abuse Prevention Intervention Research (R21)
Competition ID: VERSION-2A-FORMS
Competition Title: Version-2a-Forms
Agency: National Institutes of Health
Opening Date: 09/05/2008
Closing Date: 09/07/2011

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](#)



Subscribe for Grants.gov announcements



The screenshot shows the Grants.gov website interface. At the top right, the 'RSS' link is circled in red. On the left sidebar, the 'Subscriptions' link is also circled in red. The main content area features a 'SUBSCRIPTIONS' section with text explaining the transition from email to RSS feeds. A 'NEW!' starburst graphic is placed next to the 'New! Grants.gov RSS Feed' link. At the bottom right, a process flow diagram shows steps 1 (START EARLY), 2 (FIND), and 3 (APPLY) leading to a 'SUBMIT' button and the 'GRANTS.GOV' logo.

GRANTS.GOVSM Search Contact Us Site Map Help **RSS**

FOR APPLICANTS
Find Grant Opportunities
Basic Search
Browse by Category
Browse by Agency
Advanced Search
Subscriptions
RSS Feed
Updates
Unsubscribe
Get Registered
Apply for Grants
Track Your Application
Applicant Resources

Home > For Applicants > Find Grant Opportunities >

SUBSCRIPTIONS

Subscribe now and receive notifications of new grant opportunity postings and updates on Grants.gov. You do not need to be a registered user of Grants.gov to sign-up for this service.

If you are currently subscribed to "All Grant Notices, Notices based on Advanced Criteria and/or Notices based on Funding Opportunity Number" you can unsubscribe below. These notices will no longer be sent via email on January 31, 2009. To continue to receive this information you can subscribe to the RSS Feed below.

NEW!

[New! Grants.gov RSS Feed](#)
Stay informed about new and updated grant opportunities. Once you see all of the benefits of receiving the Grants.gov RSS feed, you may want to discontinue your email notification subscription (terminating on January 31, 2009). [Click here](#) to unsubscribe from the email notifications.

1 START EARLY 2 FIND 3 APPLY SUBMIT GRANTS.GOV

RSS Feeds replacing email notifications



Subscribe to RSS Feeds

[New/Modified Opportunities by Agency](#)

Receive a listing of new and recently modified opportunities by agency name.

[New/Modified Opportunities by Category](#)

Receive a listing of new and recently modified opportunities by category.



Apply for Grants

The screenshot shows the Grants.gov website interface. At the top, the logo 'GRANTS.GOV' is displayed with navigation links for Search, Contact Us, Site Map, Help, and RSS. A breadcrumb trail reads 'Home > For Applicants >'. A red sidebar menu on the left lists options: 'Find Grant Opportunities', 'Get Registered', 'Apply for Grants' (highlighted with a red circle), 'Track Your Application', 'Applicant Resources', and 'Search FAQs, User Guides and...'. The main content area is titled 'APPLY FOR GRANTS' and contains the following text: 'Provided below is an overview of the process to apply for grant opportunities. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed on a timely basis. Register for grant opportunities now. [Click here to "Get Registered"](#).' Below this text is a box stating: 'LBNL is completely registered in Grants.gov. No further actions required for proposal submittal'. At the bottom left is the '75 Years of World-Class Science' logo. At the bottom right is a process flow diagram with three steps: 1. START EARLY, 2. FIND, 3. APPLY, leading to a 'SUBMIT' button and the 'GRANTS.GOV' logo.

Step 1

[Download a Grant Application Package](#)

- Always Download a NEW grant application package for each submission.
- Do not copy or re-use grant applications



Step 2

Complete the Grant Application Package Step

PI and Division Staff work together to prepare the Adobe Application Package

Instructions / Resources:

- View the narrated tutorial at Grants.gov
http://www.grants.gov/applicants/app_help_reso.jsp#animated
- Review the materials presented by SPO
- Follow instructions in each specific application package
- Follow agency instructions for application preparation



Step 3

Submit the Completed Grant Application Package



Run error check inside the Grants.gov application package – now required

- Send the electronic application package to SPO
- Send all internal LBNL proposal forms to SPO
- Send copy of the funding opportunity application instructions to SPO



**Step
3**

Submit the Completed Grant Application Package

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



**Step
4**

Track the Status of a Submitted Grant Application Package

- **Grants.gov reports the movement of proposals through their system by automated email to the SPO Contracts Officer that submitted the application.**
- **SPO Contracts Officer can also track an application at the Grants.gov website “Track Your Application” page.**



Grants.gov Tracking Messages Confirmation



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.



Grants.gov Tracking Messages Confirmation, cont.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00079864
Applicant DUNS:	00-000-0000
Submitter's Name:	IBM Tester - Individual
CFDA Number:	93.223
CFDA Description:	Development and Coordination of Rural Health Services
Funding Opportunity Number :	RG-03312008-ADOBE-OPP1
Funding Opportunity Description :	RG-03312008-Adobe-Opp1-Today's posting date!
Agency Name :	Rathna-Agency-12072005
Application Name of this Submission :	Test Submission!



Grants.gov Tracking Messages

GRANT0000000 Grants.gov Submission Receipt

From: OS Support@grants.gov
 To: Gurdipal, Patna (+6) (ACRT)
 Cc:
 Subject: GRANT00079765 Grants.gov Submission Receipt
 Date: Fri, 3/21/2008 8:24 AM

Your application has been received by Grants.gov, and is currently being validated.
 Your submission was received at 21-Mar-08 08:33:52 AM ET

Validation may take up to 2 business days.

Type: GRANT

Grants.gov Tracking Number: GRANT00079765

We will notify you via email when your application has been validated by Grants.gov and is ready for the grantor agency to retrieve and review.

DUNS Number: 880088000INDV
 AOR name: EDM Tester - Individual
 Application Name: Check Confirmation Page!
 Opportunity Number: RG-03172008-SCM-TEST
 Opportunity Name: RG-03172008-SCM-Test
<https://apply.grants.gov/ApplicantLoginGetIT>

Thank you.
 Grants.gov
 If you have questions please contact the Grants.gov
 Contact Center:
 support@grants.gov
 1-800-518-4726 (F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



Grants.gov Submission Validation Receipt

for Application GRANT00000000

Subject: Grants.gov Submission Validation Receipt for Application GRANT00541032
 From: support@grants.gov
 Date: 11/17/2008 7:47 PM
 To: LBNProp2@lbl.gov

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT
 Grants.gov Tracking Number: GRANT00541032

We will notify you via email when your application is ready to be retrieved by the Grantor agency.

Thank you,

Grants.gov Customer Support
www.support@grants.gov
 800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

<https://apply.grants.gov/>



Grants.gov Agency Retrieval Receipt for Application GRANT00000000

From: OS Support@grants.gov
To: Gunkel, Ralfra (HHS/ASST)
Cc: Grants.gov Grant Agency Retrieval Receipt for Application GRANT00079668
Subject: Grants.gov Grant Agency Retrieval Receipt for Application GRANT00079668
Date: Tue 4/1/2008 1:41 PM

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT
Grants.gov Tracking Number: GRANT00079668

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<http://trapply.grants.gov>



Grants.gov Agency Tracking Number Assignment for Application GRANT00000000

Subject: Grants.gov Agency Tracking Number Assignment for Application GRANT00541032
From: support@grants.gov
Date: 11/17/2008 7:54 PM
To: LBNLProp2@lbl.gov

Your application has been reviewed by the Grantor agency and assigned an Agency Tracking Number.

You will need the Agency Tracking Number when corresponding with the Grantor agency about your application.

Use the Grants.gov Tracking Number at Grants.gov to check your application's status and to obtain your Agency Tracking Number.

Type: GRANT
Grants.gov Tracking Number: GRANT00541032

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<http://trapply.grants.gov>



What is the SF424 (R&R) Form Family?

- Stands for Standard Form 424 – Research and Related.
- Is actually a combination of separate forms focusing on the many aspects of a proposed grant.
- Is used government-wide to apply for all Research and Research-related grants.
 - Used by 15 different Federal agencies
 - Based on needs of all agencies, and not tailored to specific agencies, funding opportunities, or grant programs
 - Allows use of agency-specific forms and special instructions where appropriate



Features of the SF424 (R&R)

- A complete application to a sponsor will include a combination of (R&R) components chosen by the sponsor.
- The applicant must complete the application using the package attached to that particular Funding Opportunity Announcement (FOA). (*Information is drawn from the specific FOA and auto-completed for use in the forms*).
- Applicants should *not* use any forms or sample forms from other announcements.
- Allows applicants to complete data entry in all necessary components and upload appropriate attachments.



Example: 2 different agencies use SF424(R&R) Application Packages

- **DOD CDMRP**

- **NIH**



Appropriate Software for Grants.gov

Adobe Reader 8.1.3

Adobe Professional 8.1.3

Adobe Professional 9.0



How Can I Ensure I'm using compatible version of Adobe Reader ?

- Grants.gov has created a test package to check whether you are using the compatible version of Adobe software to view your application package, see [Verify Adobe Reader Version](#).

<http://www07.grants.gov/assets/ADOBE-VERSIONING-TEST-ONLY.pdf>



Adobe Reader Software Versioning Information (as of Nov 25, 2008)

*Adobe Reader Version	Compatible	Broken Pipe Resolved	Vista Compatible	Mac Compatible
8.1.1	Yes	No	Yes	Yes
8.1.2	Yes	No	Yes	Yes
8.1.3	Yes	Yes	Yes	Yes
9.0	Yes	No	Yes	Yes

See handout for compatible versions



What Happens if the Wrong Software is Used ?

Wrong Version of Adobe Reader
or Adobe Professional

= Corrupted File

= Start Over with new (empty) Application
Package



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, filename and formats (i.e. .PDF or .DOC) for each agency.



Grants.gov Rules for Filenames

Only use standard character names:

- A through Z
- 0 through 9
- Hyphen (-)
- Underscore (_)



PDF Conversion Software Recommended by Grants.gov

- Adobe:
<http://www.adobe.com/products/acrobatstd/main.html>
Print driver that will work with any application. (For PC or Mac)
- BLC Technologies:
<http://www.qohm.com/>
Web-based converter. Vendor e-mails PDF back to you. (For PC or Mac)
Create Adobe PDF Online:
<https://createpdf.adobe.com/index.pl/>
Web-based converter. Vendor e-mails PDF back to you. (For PC or Mac)
- CutePDF:
<http://www.cutepdf.com>
Print driver that will work with any application. (For PC)
- Go2PDF:
<http://www.go2pdf.com>
Print driver that will work with any application. (For PC)
- Pdff995:
<http://site4.pdf995.com/>
Print driver that will work with any application. (For PC)
- PDFcreator
<http://docupub.com/>
Web-based converter. View PDF or e-mails PDF to you (For PC or Mac)
- Win2PDF:
<http://www.win2pdf.com/>
Print driver that will work with any application. (For PC)
- Zeon Corporation:
<http://www.pdfwizard.com/>
Print driver that will work with any application. (For PC)



Tips for Creating PDF files

- Best to create or print the PDF from the existing Word (or other) document
- Avoid scanning documents. They may be accepted depending on the FOA instructions
- Disable all security features in the PDF document



Resources

- **Functional Differences: PureEdge vs. Adobe Applications** *How will my Adobe application behave differently*
- **Grantor Agency Transition Schedule**
- **Grants.gov Applicant User Guide (Table of Contents)**
http://www.grants.gov/assets/UserGuide_Applicant.pdf
- **View the narrated tutorial at Grants.gov**
http://www.grants.gov/applicants/app_help_reso.jsp#animated
- **Adobe Reader Test Site**
<http://www07.grants.gov/assets/ADOBE-VERSIONING-TEST-ONLY.pdf>
- **Compatible versions of Adobe Reader**
- **Using Acrobat Professional with Grants.gov**



Questions

