Functional Differences: PureEdge vs. Adobe Applications
How will my Adobe application behave differently?

Topic:	PureEdge:	Adobe:
Opening Documents within a package	In a PureEdge application package, mandatory and optional documents (components) could be opened from the "Mandatory Documents" box on the left hand side of the application.	In Adobe packages, documents **must** be moved to the right and into the "Mandatory Documents for Submission" box before they can be opened.
Operating System Compatibility (Platform Independence) Operating System Compatibility Table	PureEdge Software was not compatible with Tiger or Vista Operating Systems. Mac users could not utilize PureEdge software without access to the citrix server.	Adobe offers a wider range of system compatibility and is compatible with the latest Mac and PC operating systems.
R&R Senior/Key Person Profile	After the first **8** Senior/Key Persons are entered in the PureEdge form, up to four additional forms can be extracted, completed and attached for up to 40 Senior/Key Persons in structured data.	The Adobe version of the R&R Senior/Key Person Profile expanded form allows users to continue to click the "Next Person button for **up to 40** Senior/Key Persons. *No additional forms are necessary to enter up to 40 Senior/Key Persons.*
Software Version Requirements	No specific version of the PureEdge viewer is recommended.	Adobe Reader 8.1.3 or higher are currently the recommended compatible versions for use with Grants.gov. **Applications opened with an incompatible version of the Adobe Reader can become corrupted, *even if they are not saved*.** **Users are advised to regularly check the Grants.gov Download Software page for updates or changes to the recommended software.**

Saving and Submitting the Application	If a previously saved PureEdge application was opened, it did not need to be saved again before submitting unless the application's content was changed.	Adobe reader forces users to save their applications before submitting – regardless of whether or not any changes were made since the last save.
"Previous" and "Next" Buttons	In PureEdge, the "Previous" and "Next" buttons are always present at the top of the form.	In Adobe PDF based application packages, the "Previous" and "Next" buttons are part of the form, so they "move up the page" as you progress to the bottom. The Adobe Reader also allows scrolling from one form to the next, without requiring you to use the "Previous" and "Next" buttons.
Document Extensions	In PureEdge, all documents were created and saved as .xdf files.	In Adobe, all documents will be created and saved as .pdf files

Cosmetic Differences: PureEdge vs. Adobe Applications
How does the Adobe application look and feel different?

Topic:	PureEdge:	Adobe:
Dates	PureEdge Required dates be entered in single specific format: mm/dd/yyy	Adobe gives users the option of utilizing a drop down calendar. It will also accept dates manually entered in the following formats: • mmddyy • mmddyyyy • mm/dd/yy • mm/dd/yyyy
Grants.gov Mandatory Form Fields - Coloring	Mandatory Form Fields were indicated with an asterisk (*) and highlighted in yellow.	Form Fields that are mandatory for submission are now indicated with an asterisk (*) and highlighted in yellow with a red border.
Grants.gov Mandatory Form Fields	PureEdge based forms did not allow users to submit applications if any of the Mandatory Form Fields were incomplete. PureEdge forms did not provide any warnings if mandatory fields were skipped.	Like PureEdge, Adobe based forms do not allow users to submit applications if any of the mandatory form fields are incomplete. The Adobe based forms provide pop-ups to alert users whenever mandatory fields are skipped.
Help Tips	Users could toggle Help Tips off/on using a button on the tool bar. After turning them on, Tips would appear by hovering the cursor over any field.	Help Tips will appear automatically by hovering the cursor over any field.
Help Tips for Pre-Populated Fields	PureEdge applications offered Help Tips for pre-populated fields.	Help Tips are not available for pre-populated fields.

GRANTOR AGENCY TRANSITION SCHEDULE

2007 ADOBE SYSTEM TRANSITION

Grants.gov is transitioning to the 2007 System featuring Adobe Reader. The transition is being coordinated with Grantor agency leads and the Grants.gov Program Management Office (PMO). If you have any questions regarding the transition please contact your Grants.gov Program Advisor: http://www.grants.gov/assets/GrantsgovAgencyContactList.pdf.

GRANTOR AGENCY TRANSITON SCHEDULE

Many Grantor agencies are currently posting in both the 2006 PureEdge System and the 2007 Adobe System. All Agencies must transition to using the 2007 Adobe System by December 31, 2008.

The chart below details the dates proposed for Grantor agency transiton to the 2007 Adobe System.

In Adobe 100% Today	Scheduled by Sept 30, 2008	Scheduled by December
• 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	• 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	• National Science Foundation • Corporation for National and Community Service • Health and Human Services • United States Dept of Agriculture • Dept of Energy • Dept of Defense

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Applicant User Guide

Version 2.1
Prepared August 21, 2008

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Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than $450 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for every step of the process – whether you're an applicant or grant-making agency.

From getting started and registration to viewing and tracking completed applications, this user guide offers clarification throughout the entire process.

Provided information in this user guide:

- How To Register Your Organization
- How To Register As An AOR
- How To Register As An Individual
- Find and Search Grant Opportunities
- Apply For Grants
- Download Application Packages
- Complete Application Packages
- Track Your Application

Section I:

Get Registered: Overview
This is an overview of the steps you will take during the registration process. You will either register your organization or as an individual.

Register Your Organization:
Submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution

STEP 1 Obtain Data Universal Number (DUNS)

STEP 2 Register Your Organization with the Central Contractor Registry (CCR)

STEP 3 Register with the Grants.gov's Credential Provider and Obtain a Username and Password

STEP 4 Register with Grants.gov to establish yourself as an AOR

STEP 5 E-Biz POC Assigns the "Authorized Applicant Role" to you

Register as an Individual:
Submitting a grant **on your behalf**

STEP 1 Register with the Grants.gov's Credential Provider

*Central Contractor Registration (CCR) must be complete and active before you can register with the Credential Provider

STEP 2 Register with Grants.gov

1.0 Register Your Organization

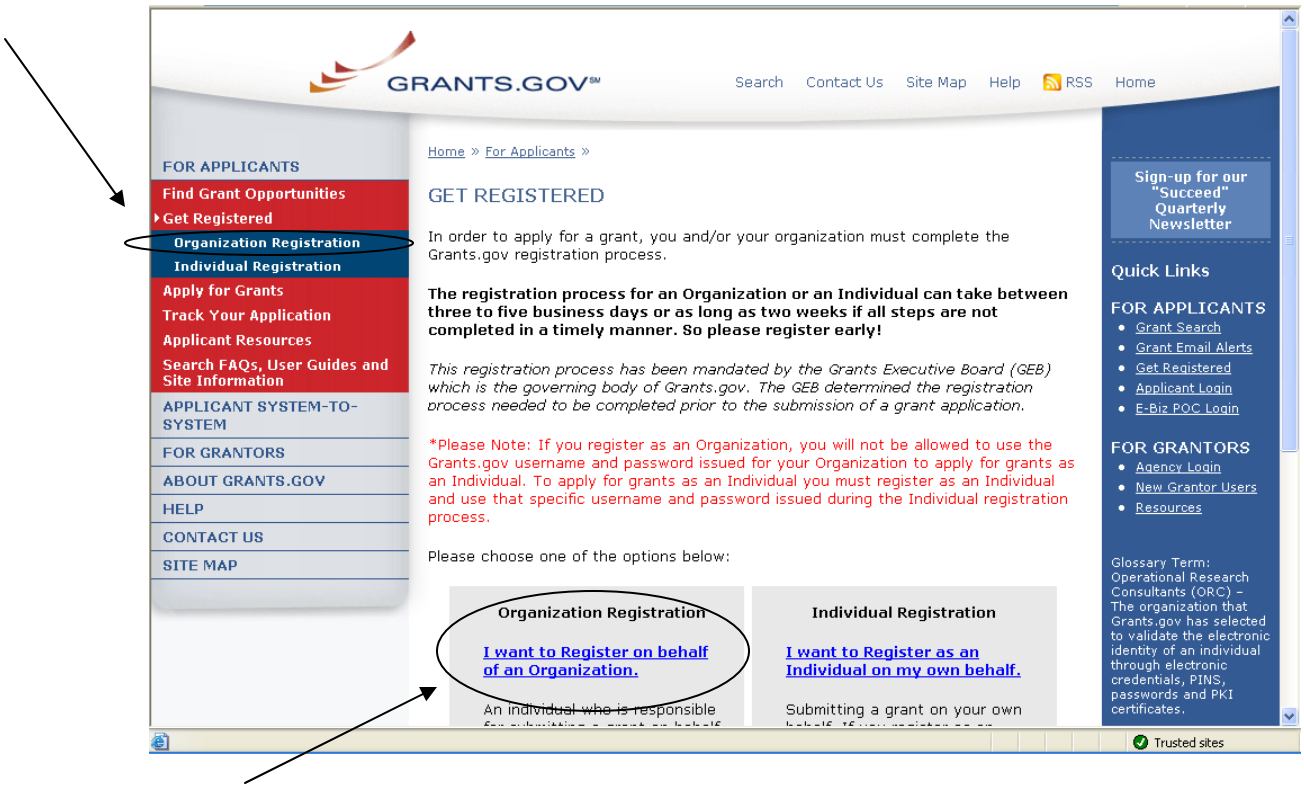
Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

If you are submitting an application as an individual, please go to the Individual Registration section of the user guide.

Instructions for Registering your Organization:

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.

2. On the Get Registered screen, you will be presented with two options. Click on **Organization Registration** in the left navigation bar or follow the instructions on the page and select “I want to Register on behalf of an Organization”.



1.1 Register Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist.

Follow the steps below to review the Registration Checklist for Organizations.

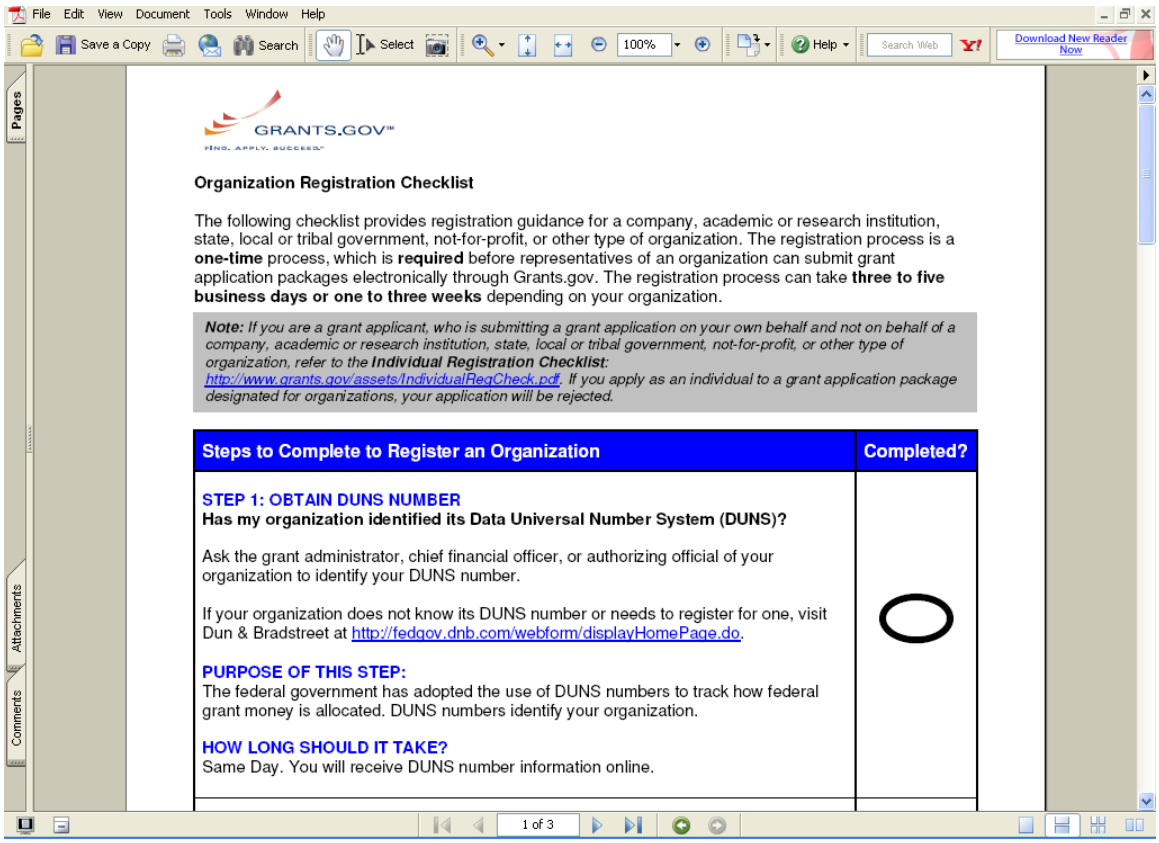
1. To access the Registration Checklist for Organizations, select **Get Registered** from the Quick Links on the right side of the screen in the blue boxed navigation of any Grants.gov page.

2. On the **Get Registered** page, select **Organization Registration Checklist** under the Organization Registration gray box.

3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and click on the link for the **Organization Registration Checklist**.

The Organization Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.



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Organization Registration Checklist

The following checklist provides registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **three to five business days or one to three weeks** depending on your organization.

Note: *If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the* ***Individual Registration Checklist****: http://www.grants.gov/assets/IndividualRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Steps to Complete to Register an Organization	Completed?
STEP 1: OBTAIN DUNS NUMBER **Has my organization identified its Data Universal Number System (DUNS)?** Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do. **PURPOSE OF THIS STEP:** The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization. **HOW LONG SHOULD IT TAKE?** Same Day. You will receive DUNS number information online.	

1.2 Register Your Organization: Obtaining a DUNS Number

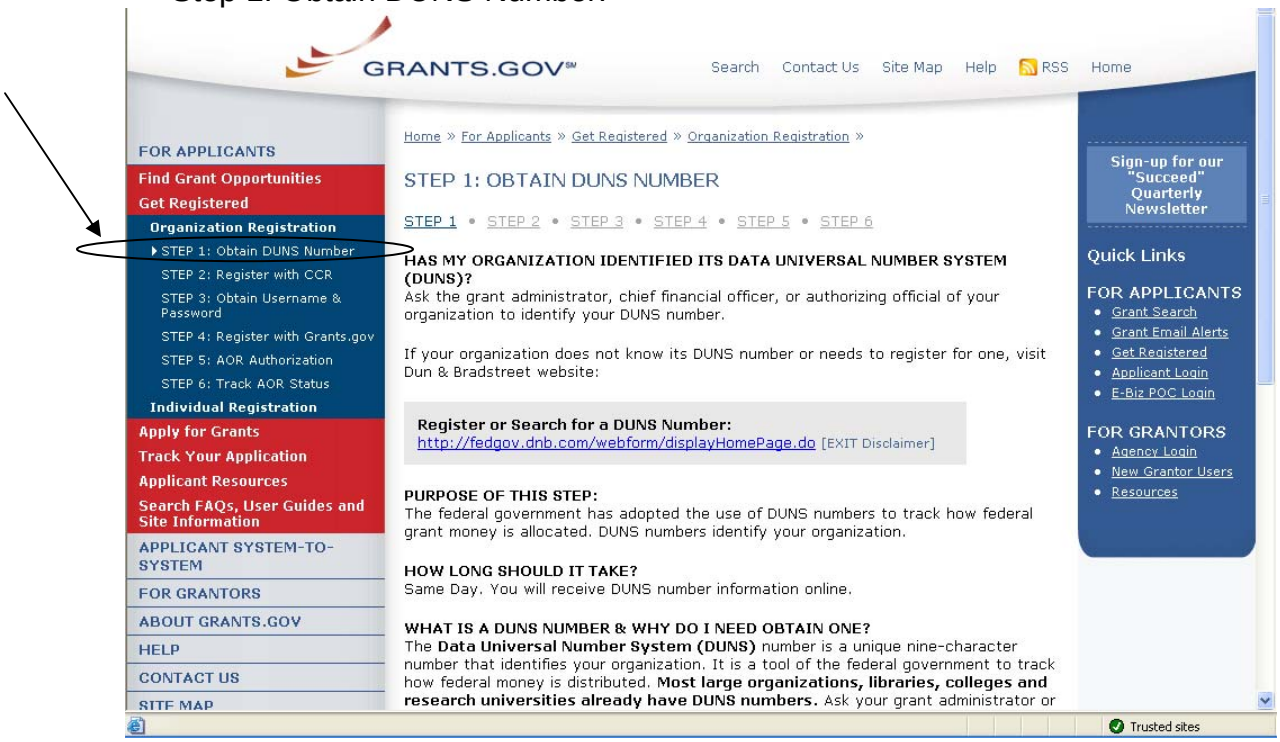
In order to register with the Central Contractor Registry (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once you have completed the registration, your DUNS number should be available the next business day.

Have the following information prepared when requesting a DUNS number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

Note: As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

You can find further online instructions under, For Applicants >> Get Registered >> Step 1: Obtain DUNS Number.

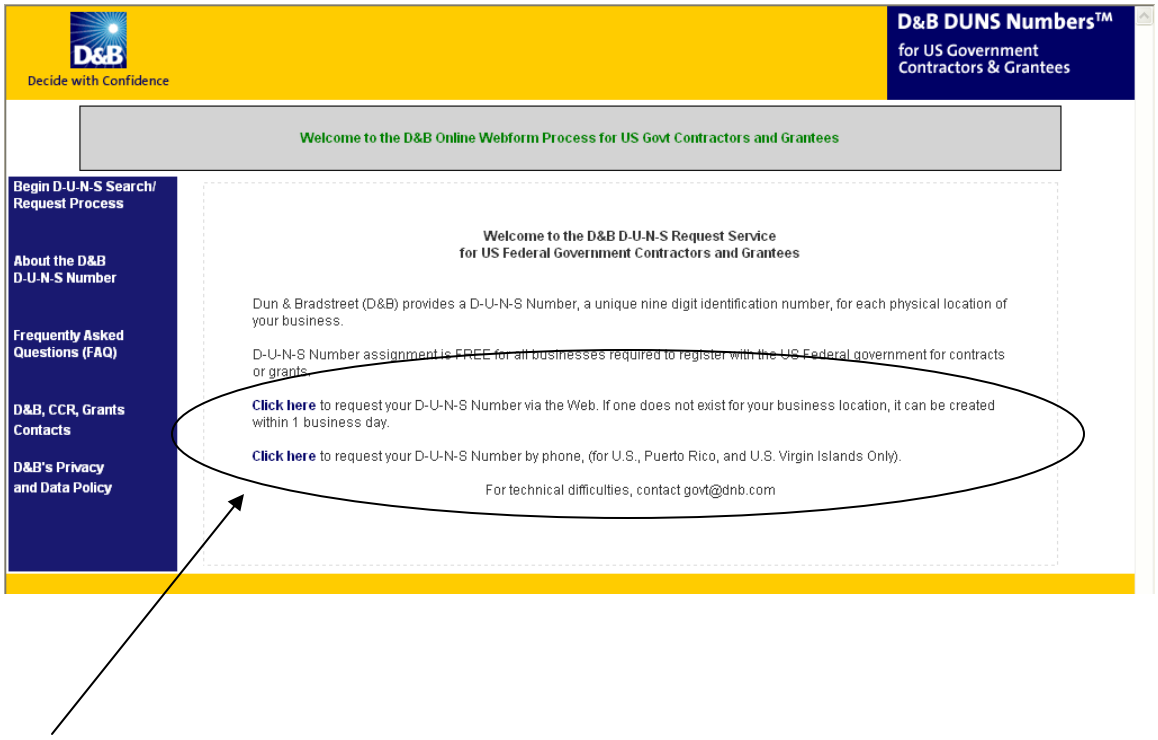


Instructions for Requesting a DUNS Number

Follow the steps below to request a DUNS number:

1. Check to see if your Organization has a DUNS number:
Prior to requesting a DUNS number, you should investigate if your organization already has a DUNS number. Most large organizations, independent libraries, colleges and research universities already have DUNS numbers. You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number. Alternatively, you can determine if your organization has a DUNS number online by using the DUNS web registration.

2. Register for a DUNS Number:
If your organization does not have a DUNS number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. Or request a DUNS number online via web registration. The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS number online via web registration.



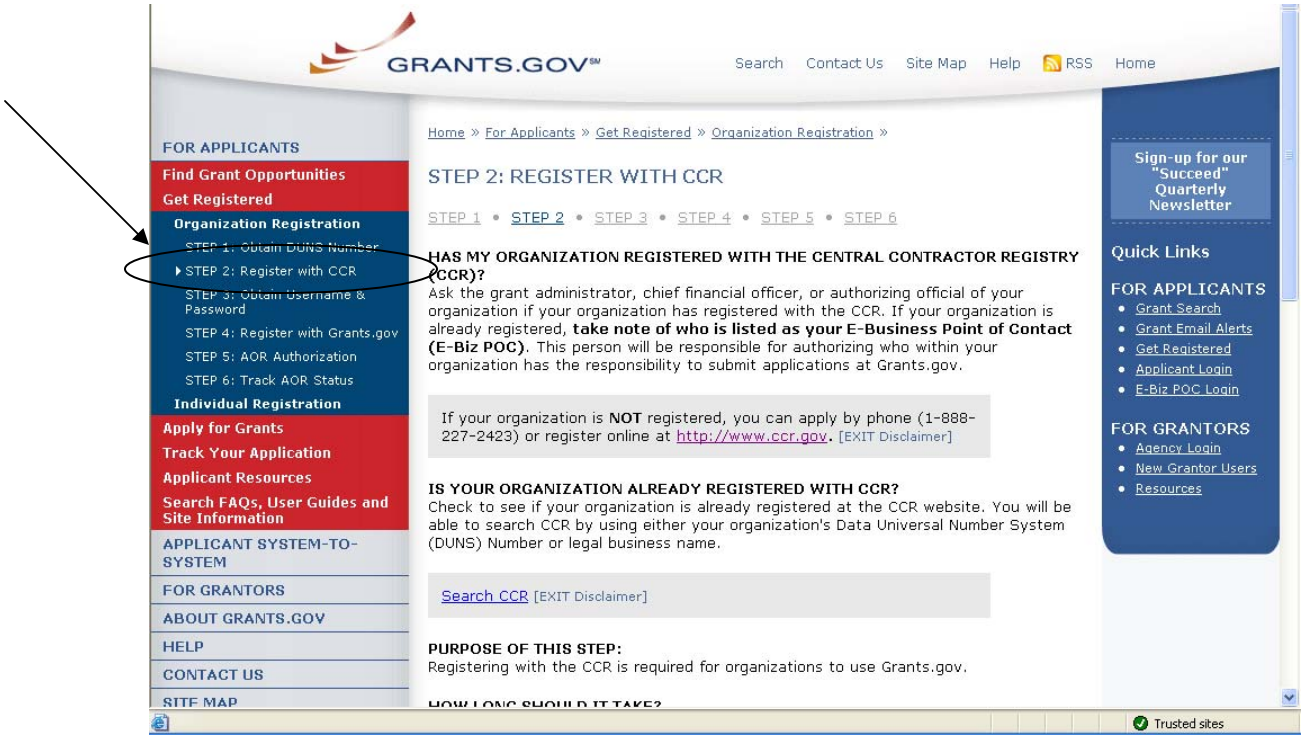
1.3 Register Your Organization: Registering with CCR

The Central Contractor Registry (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants.

Tips for registering with CCR

1. Information for registering with the CCR and online documents can be found at http://www.ccr.gov/.
2. Before registering, applicants and recipients should review the Central Contractor Registration Handbook at http://www.ccr.gov/handbook.asp.

You can find further online instructions under, For Applicants >> Get Registered >> Step 2: Register with CCR.



Instructions for Registering with CCR

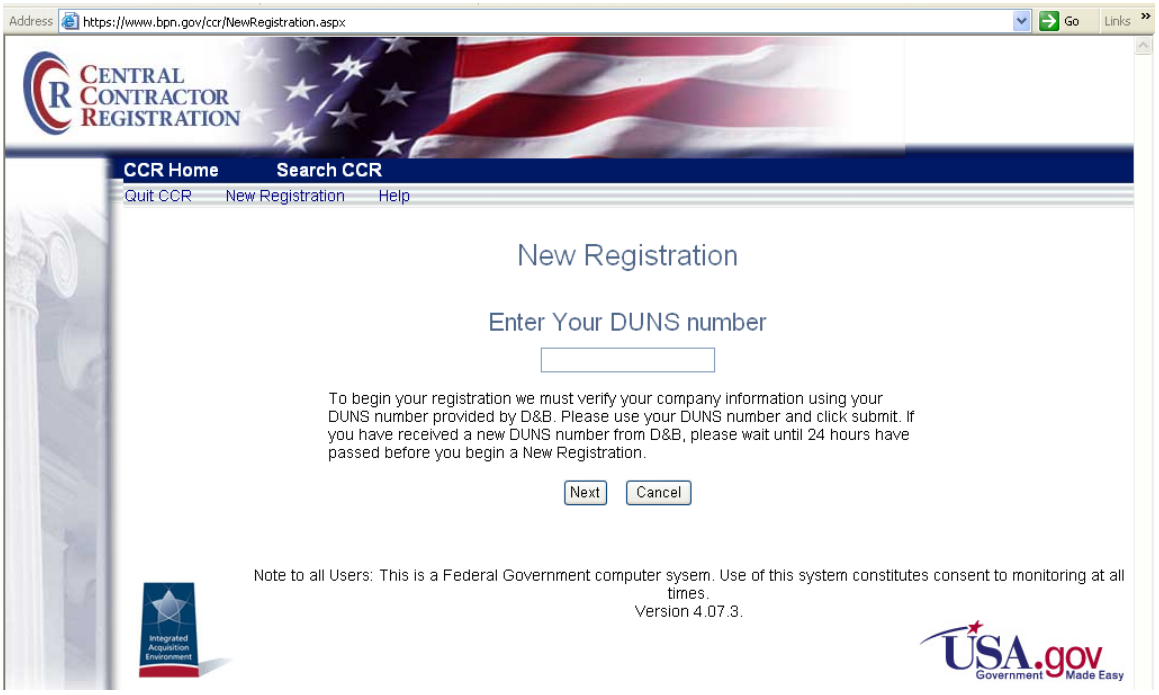
If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

1. Visit the **CCR** website at http://www.ccr.gov/.
2. Click the **Start New Registration** link at the top left of the screen.

3. Next follow the on screen instructions, once you select one of the choices, click on the **Continue** link to proceed.

4. On the next screen review the four key items you will need before registering. Then click **Continue with Registration** at the bottom of the screen.

5. Enter your DUNS Number and click on the **Next** button to begin your registration with CCR.



1.4 Register Your Organization: CCR Registration Worksheet for Grant Applicants

General Information

Enter information into all fields with an "**M**" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

Cage Code

For U.S. applicants, do not enter a Cage Code. One will be assigned. For foreign applicants, follow the instructions in the CCR.

Legal Business Name

Enter the name of the business or entity as it appears on legal documents.

Business Name

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue

For some organizations/entities this can be an annual budget.

Type of Organization

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use “Other” if the organization does not fit in the designated categories.

Owner Information

Fill in if a sole proprietorship.

Business Types

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use “Nonprofit Institution” plus any other type that may fit the description. (The listing is being revised to include grant applicants’ business types.)

Party Performing Certification

Enter information only if the organization has a certification from SBA. Most grant recipients and applicants do not fall into this category.

Goods and Services

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code

Is required. Follow the instructions.

SIC Code

Is required. Follow the instructions.

Financial Information

Follow the instructions found under “US Federal TIN” – the Tax Identification Number information will be validated at IRS;

http://www.ccr.gov/handbook.asp (Financial information can be found on pg 13 in the handbook)

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with an "**M**" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

CCR Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via email or U.S. mail services. The registrant and the alternate are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory; review under "Point of Contact;" http://www.ccr.gov/handbook.asp (Point of Contact information can be found on pg 14 in the handbook)

Electronic Business Point of Contact

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration. The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

Past Performance Point of Contact

Not required.

Marketing Partner ID (MPIN)

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive two letters via U.S. mail or email. This first notice is to welcome you to CCR and will include a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN). Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is your confidential password, to change your CCR information.

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

There are two elements required to complete this step – obtaining a username and password from the Grants.gov Credential Provider and then registering with Grants.gov. Both of these elements must be completed before receiving authorization by your organization.

1.5 Register Your Organization: Obtain Username and Password

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov uses Operational Research Consultants (ORC) as its Credential Provider.

Tips for registering with the Credential Provider

1. Your **CCR registration must be complete** and active before you can register with the Credential Provider.
2. Once you have completed the online CCR Registration, it will take up to 72 hours before your CCR Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active.
3. Once you are registered with the Credential Provider, you will create a username and password. You will use this username and password for your registration at Grants.gov. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

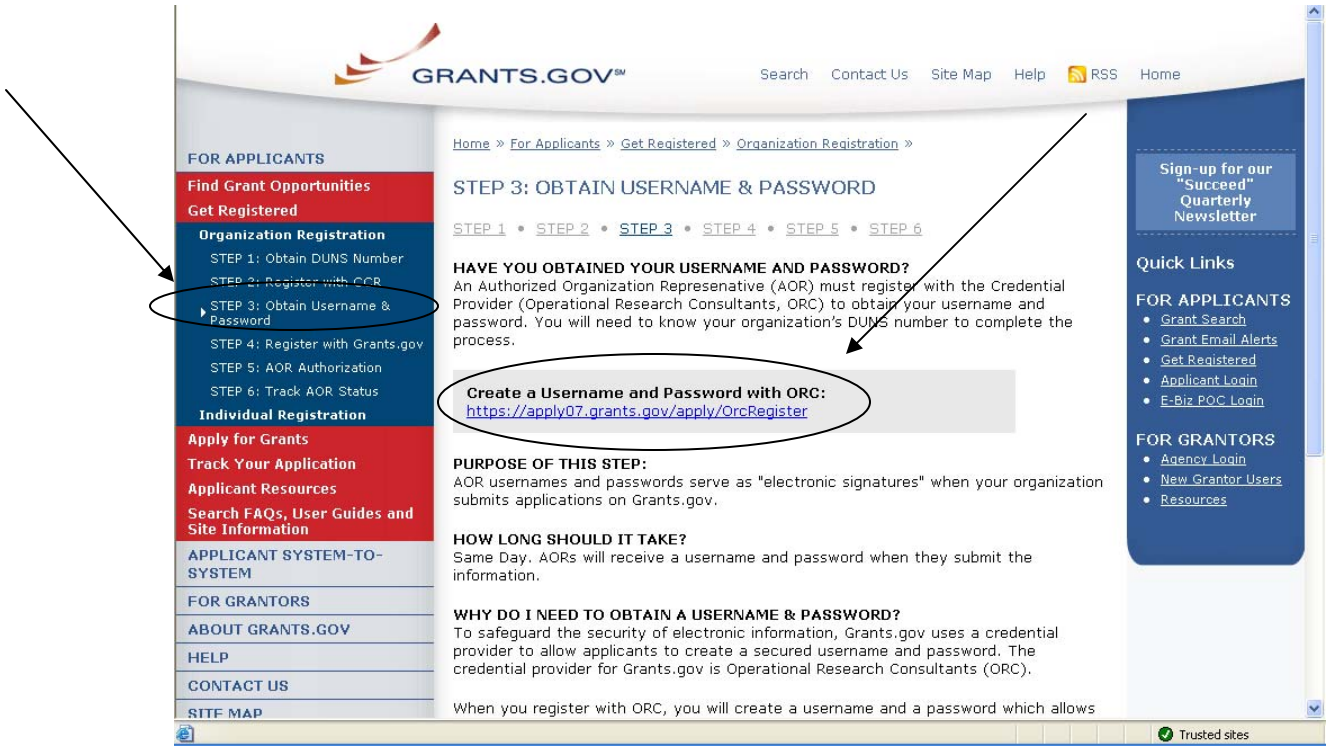
Instructions for Registering with the Credential Provider
Your organization's CCR registration must be complete and active before you can register with the Credential Provider.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

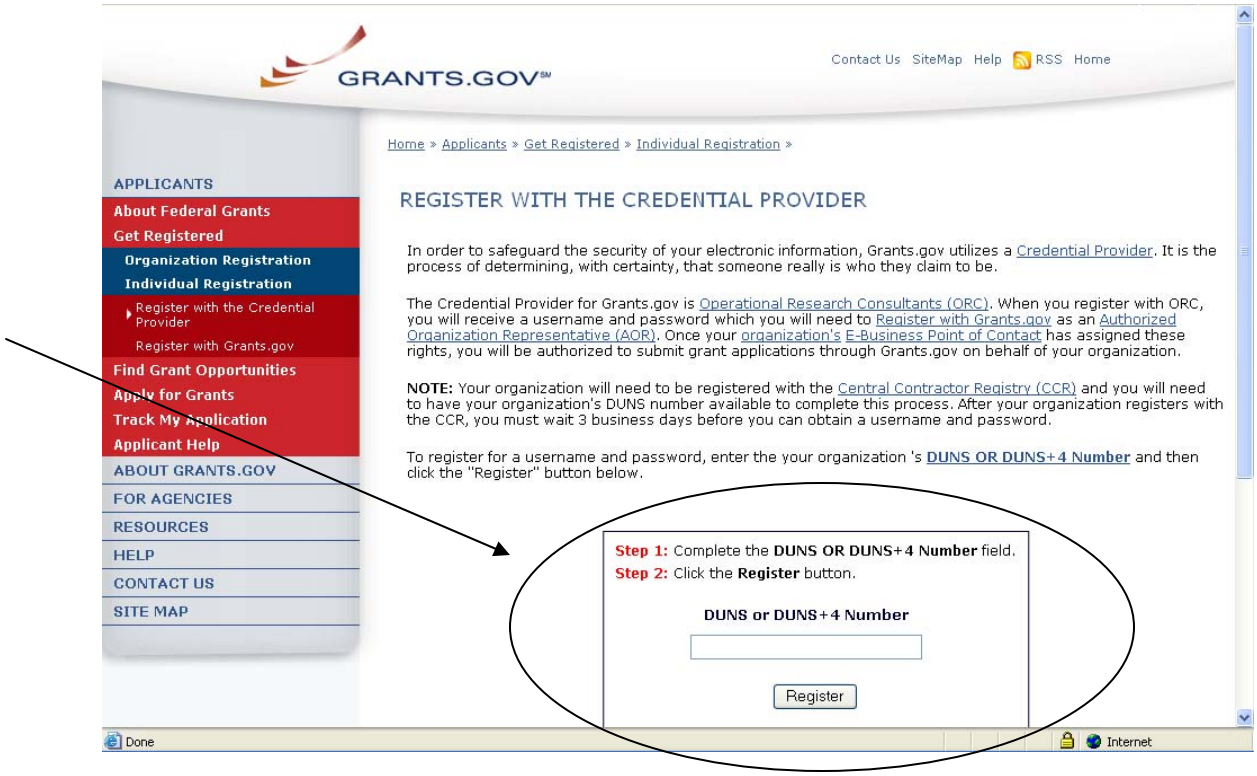
2. Under the Get Registered heading, click **Organization Registration** in the left navigation.

3. Under Organization Registration, click **STEP 3: Obtain Username & Password**.

4. Once you are on the **STEP 3: Obtain Username & Password** screen, click on the **Create Username and Password with ORC** in the gray bar on the screen.

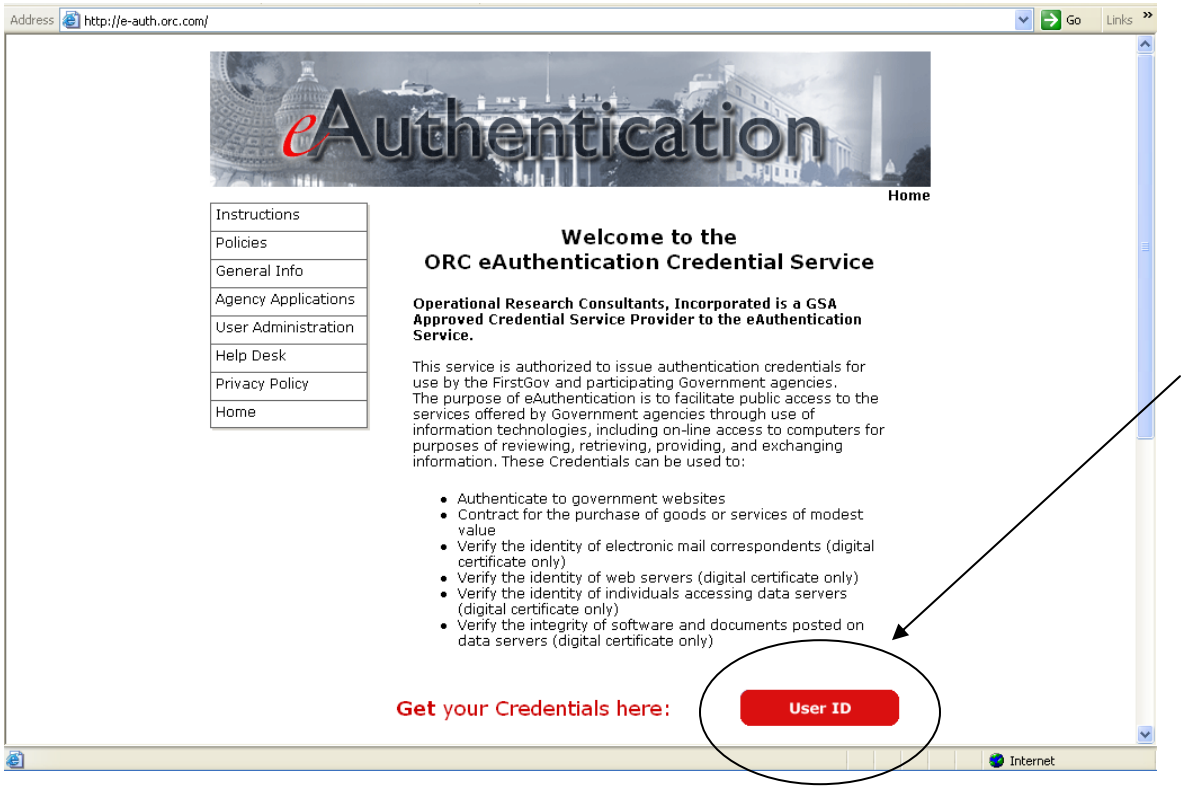


5. At the bottom of the screen you will need to enter your organization's DUNS Number and click the **Register** button. Your organization's CCR registration must be complete and active before you can register with the Credential Provider.

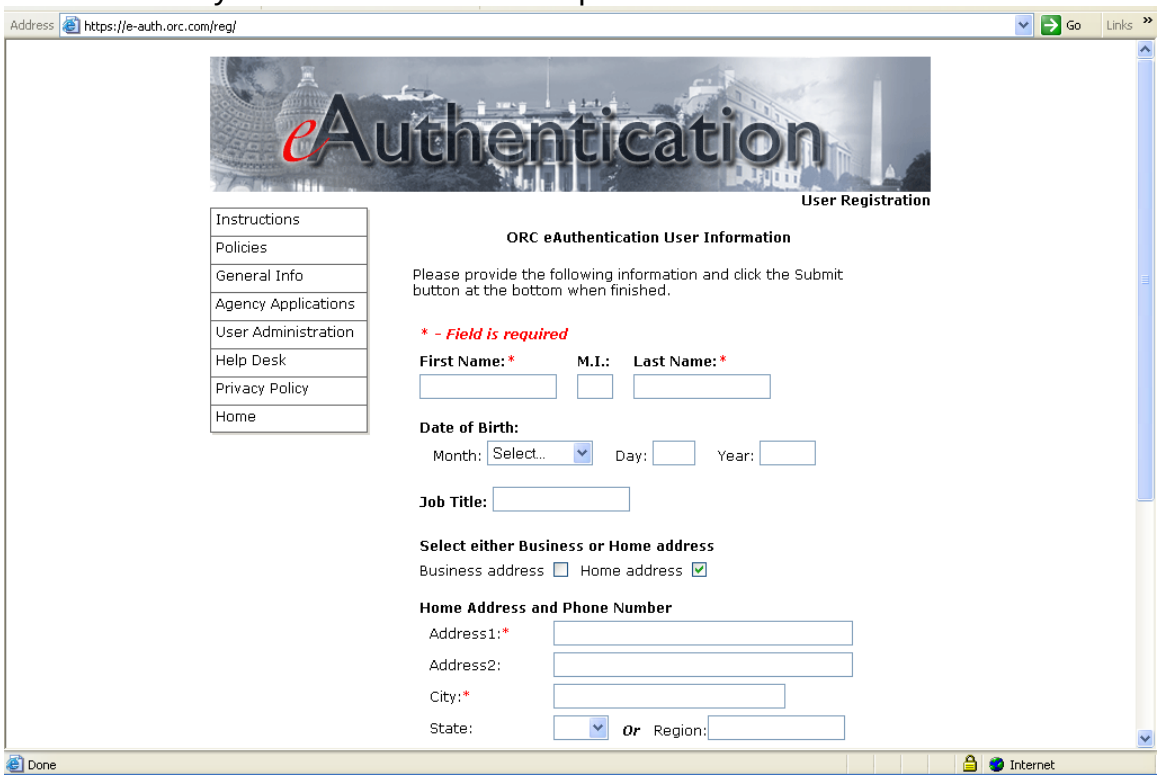


6. After entering your organization's DUNS Number, you will be taken to the E-Authentication website where you will be able to create your Username and Password.

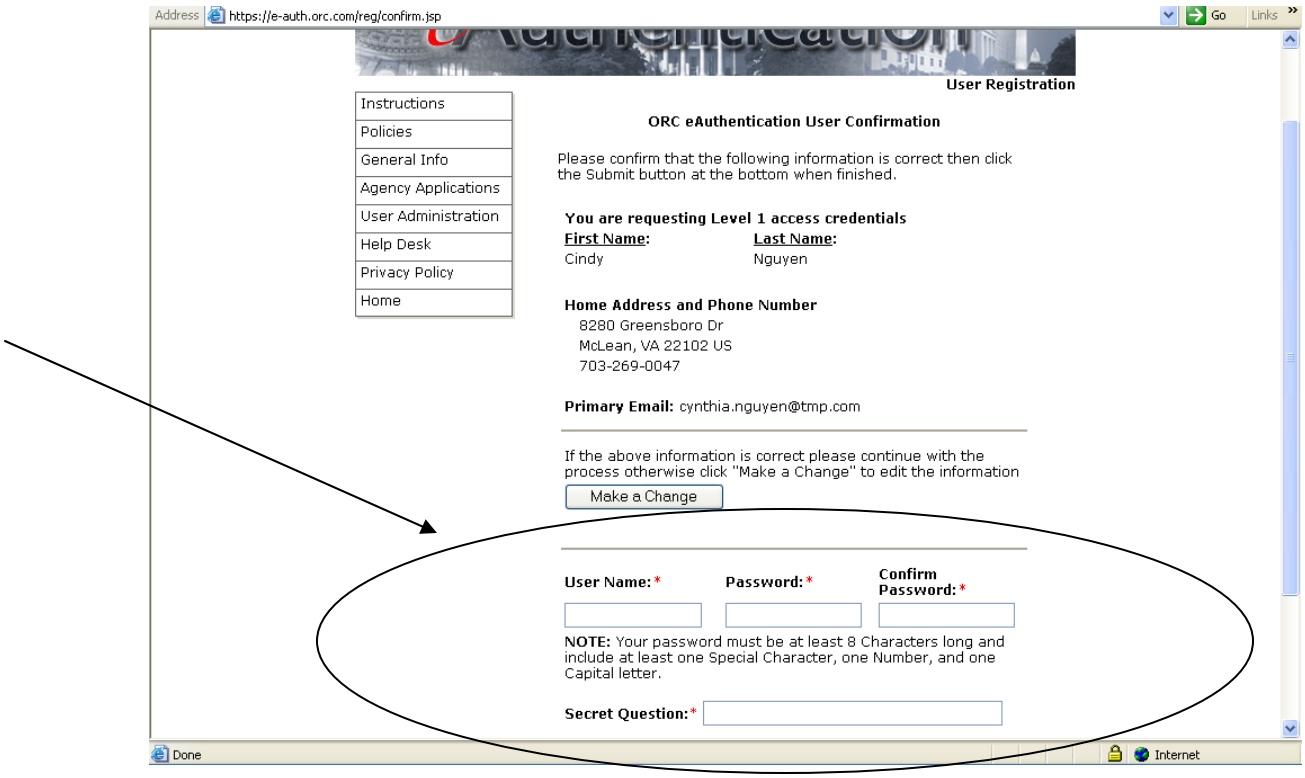
8. The E-Authentication screen is now visible. Click the **User ID** button.



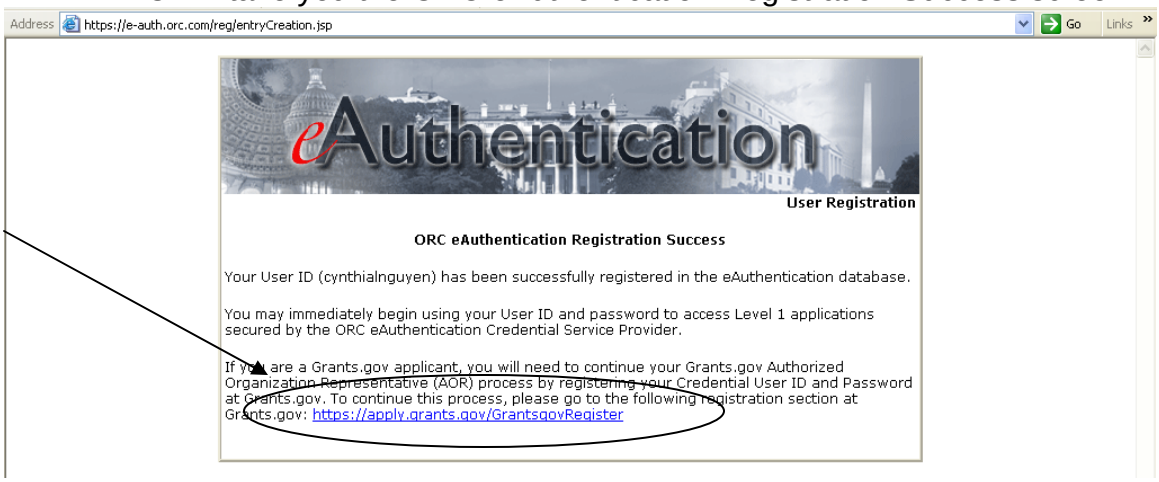
9. This will take you to the **ORC eAuthentication User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *****. Once completed click the **Submit** button.



10. This will take you to the ORC eAuthentication User Confirmation screen. Complete all of the necessary fields and click the **Submit** button. Record the User ID and Password that you entered because you will need this information to Register with Grants.gov.



11. This will take you the ORC eAuthentication Registration Success screen.



Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov (you can click on the URL to go straight to Grants.gov Registration). After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have

registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to login to see if you have received your authorized status by logging-in as an Applicant. You can find the Applicant Login quick link on the right side of any screen throughout the website.

YOU WILL NOT BE ABLE TO SUBMIT APPLICATIONS UNTIL THE E-BUSINESS POINT OF CONTACT HAS COMPLETED THE AUTHORIZATION OF YOUR GRANTS.GOV PROFILE.

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider:
If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

1.6 Register Your Organization: Register with Grants.gov

Once your registration with ORC, Grants.gov's Credential Provider, is complete, you must register with Grants.gov.

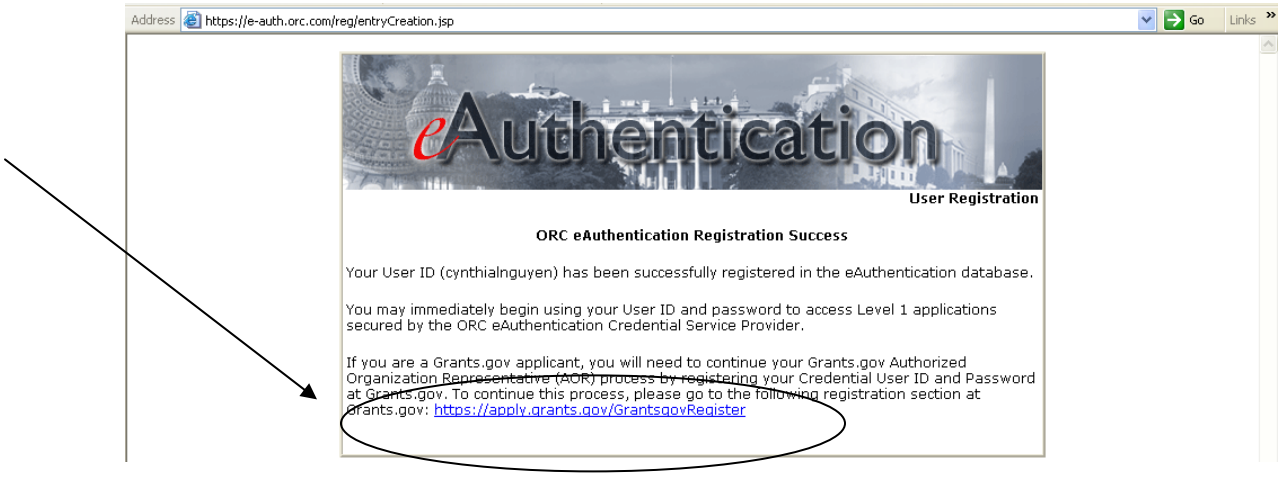
Tips for registering with Grants.gov

1. You should wait approximately 30 minutes after completing the Credential Provider registration before registering with Grants.gov.
2. After you have registered with Grants.gov, the E-Business Point of Contact (E-Biz POC) listed on your organization's CCR registration will receive a notification stating that you have registered.
3. The E-Biz POC will then need to login to the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you. Once the E-Biz POC completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

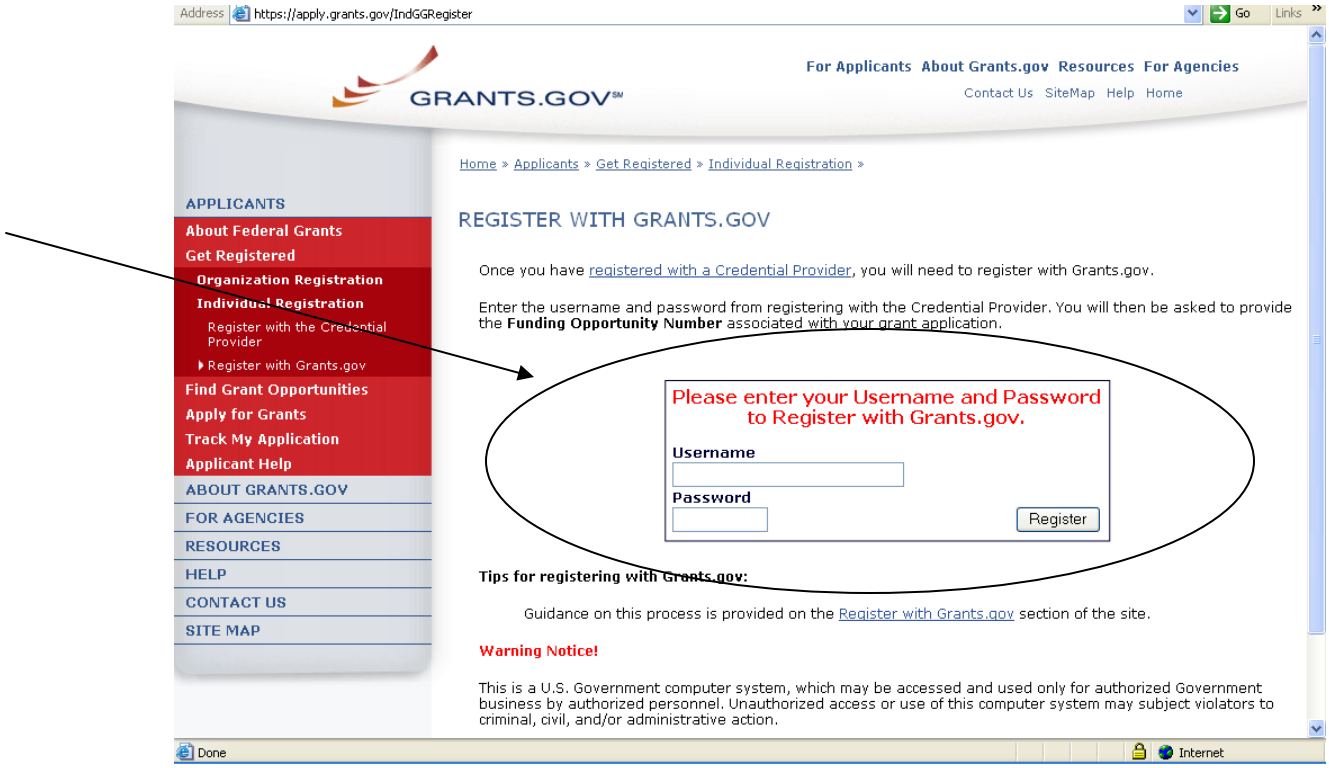
There are two paths to complete your registration. Both are outlined below.

OPTION 1:
From the E-Authentication website, directly after creating your username and password:

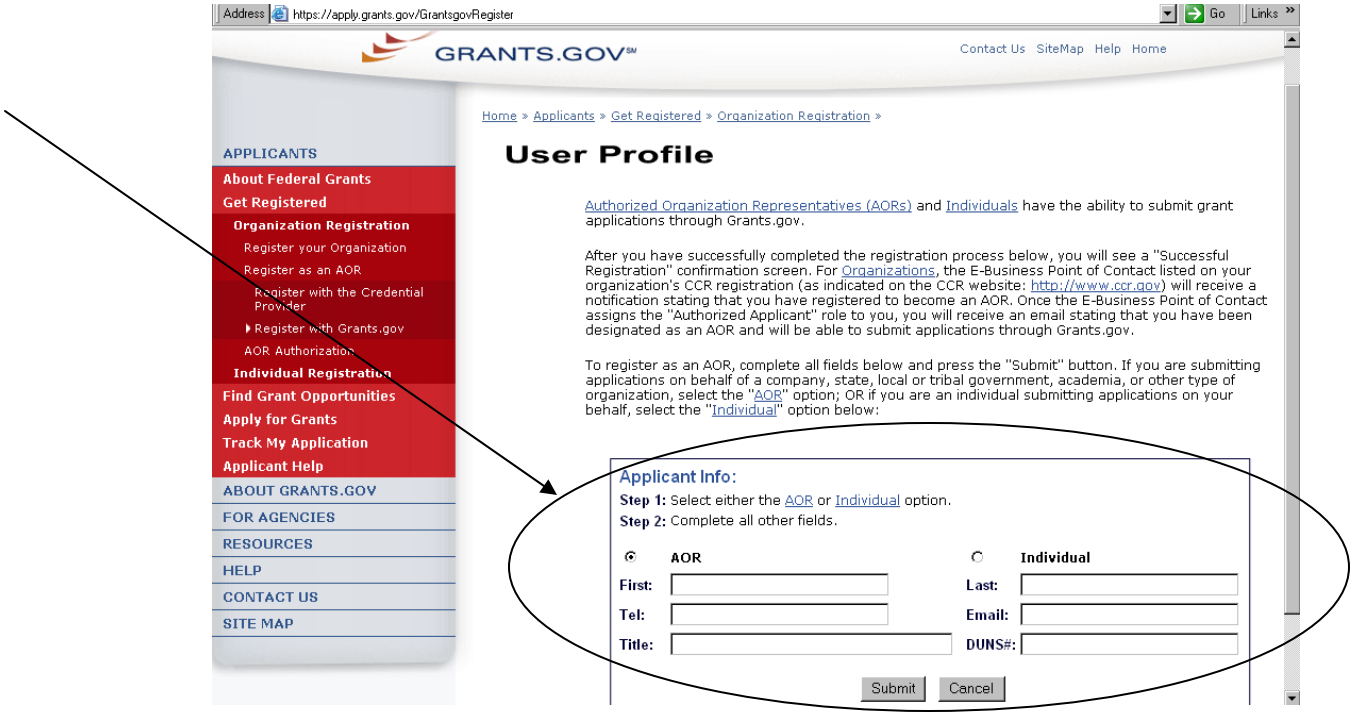
1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile once you enter your username and password.



2. Next, enter the username and password you just created at the E-Authentication website and select “Register”.



3. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.



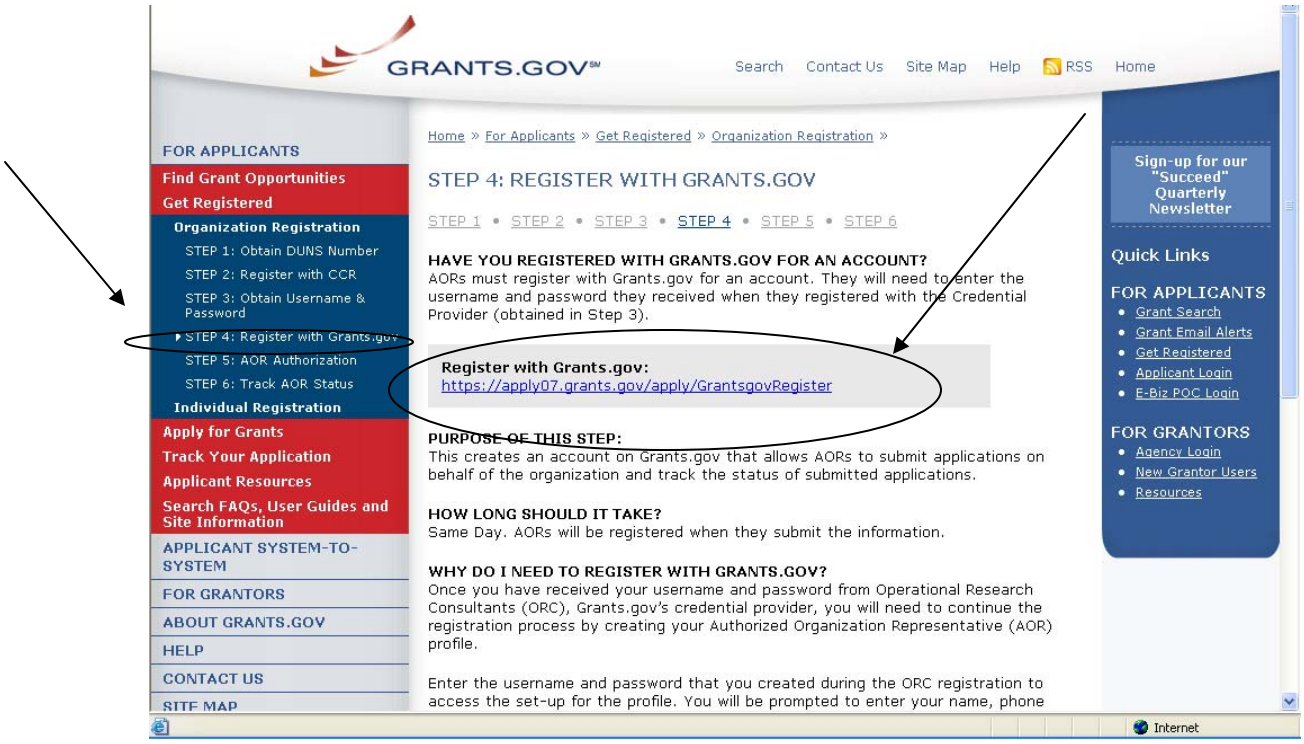
4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
10. Click the **Cancel** button to return to the previous screen.
    OR
11. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Biz POC listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Biz POC will then need to log into the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you.

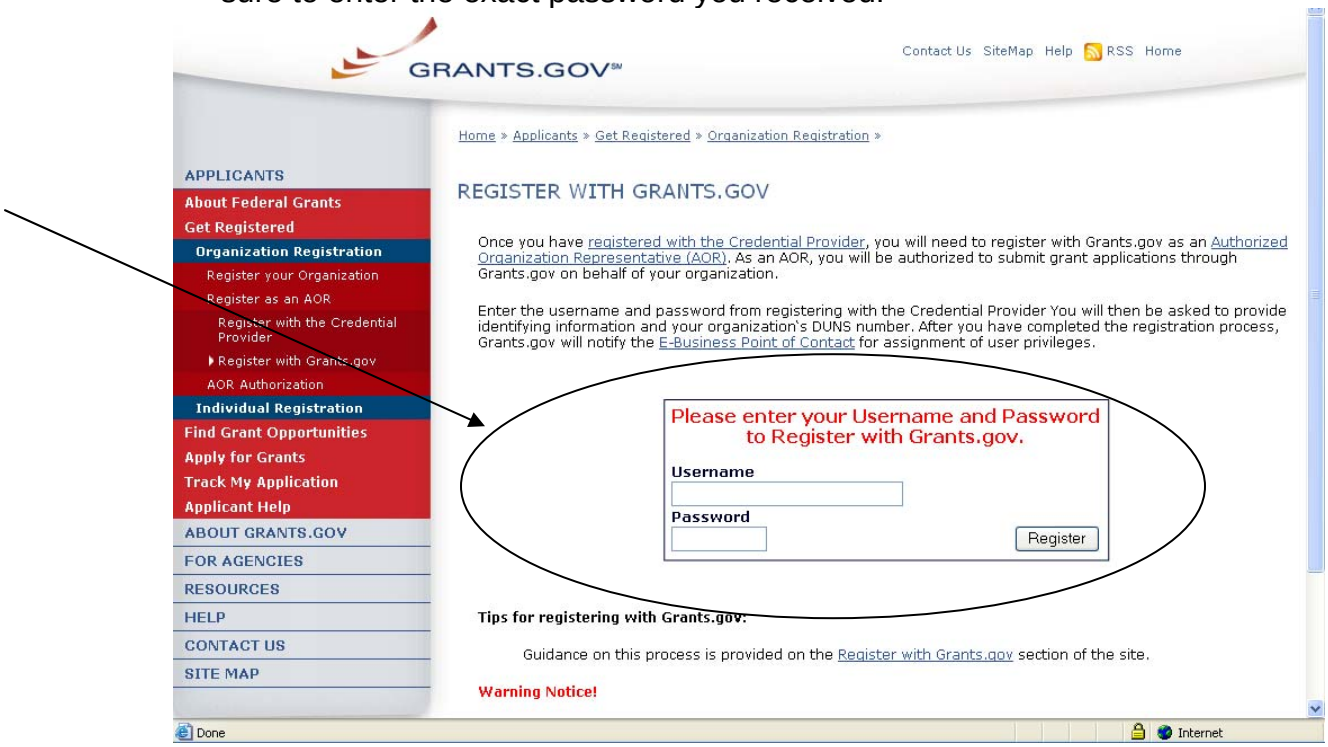
After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Biz POC login and authorize your profile.

OPTION 2:
Another option to register with Grants.gov is from the Grants.gov website, you must still have completed your Credential Provider registration and received your username and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

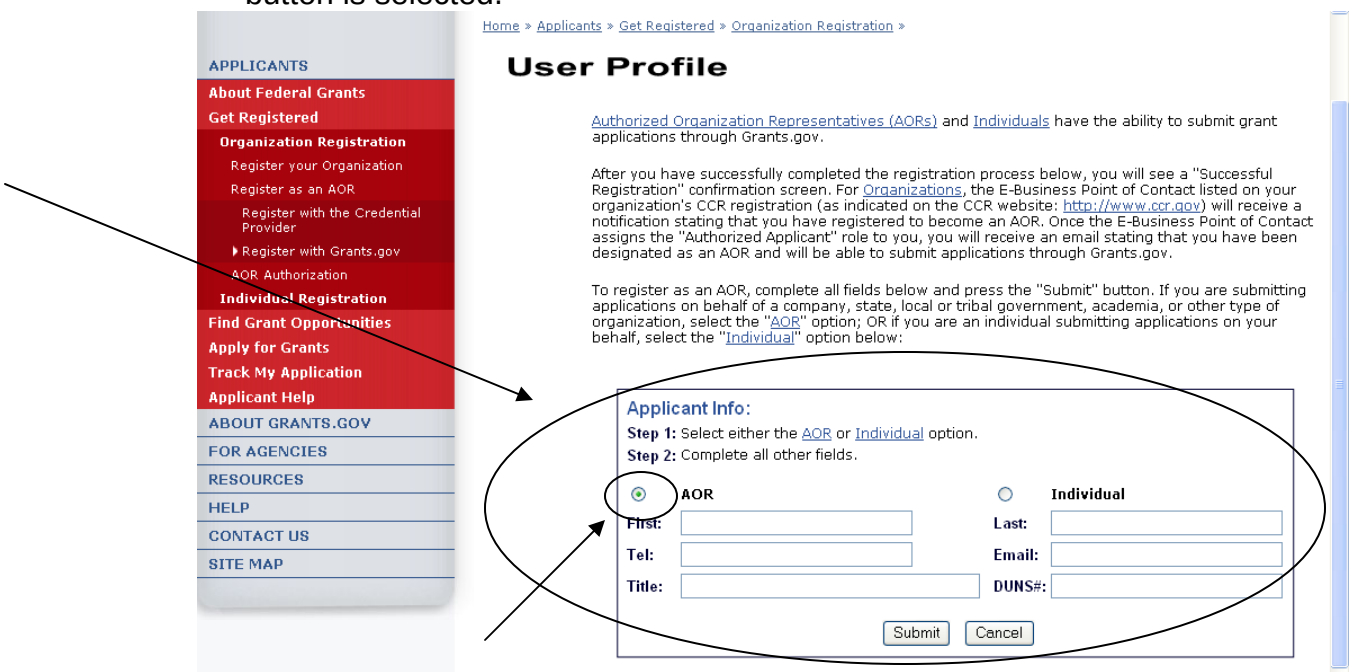
1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the **Get Registered** heading, click the **Organization Registration** link on the left navigation.
3. Next, select **STEP 4: Register with Grants.gov** link from the left navigation menu.
4. Click on the **Register with Grants.gov** link in the gray bar on the screen.



5. Once on the Register with Grants.gov screen, enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.



6. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.



7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
9. Enter your business telephone number in the **Tel** field.
10. Enter your business email address in the **Email** field.
11. Enter your title in the **Title** field.
12. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
13. Click the **Cancel** button to return to the previous screen.
    OR
14. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Biz POC listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Biz POC will then need to log into the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Biz POC log-in and authorize your profile.

Note: The E-Biz POC will not be able to log into the E-Biz POC section of Grants.gov for the first time until one AOR has completed the Credential Provider and Grants.gov registration.
Once the E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit grants through Grants.gov.

If you forget your password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider’s website.

Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

If you forget your username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

1.7 Register Your Organization: AOR Authorization

Authorize Your AORs

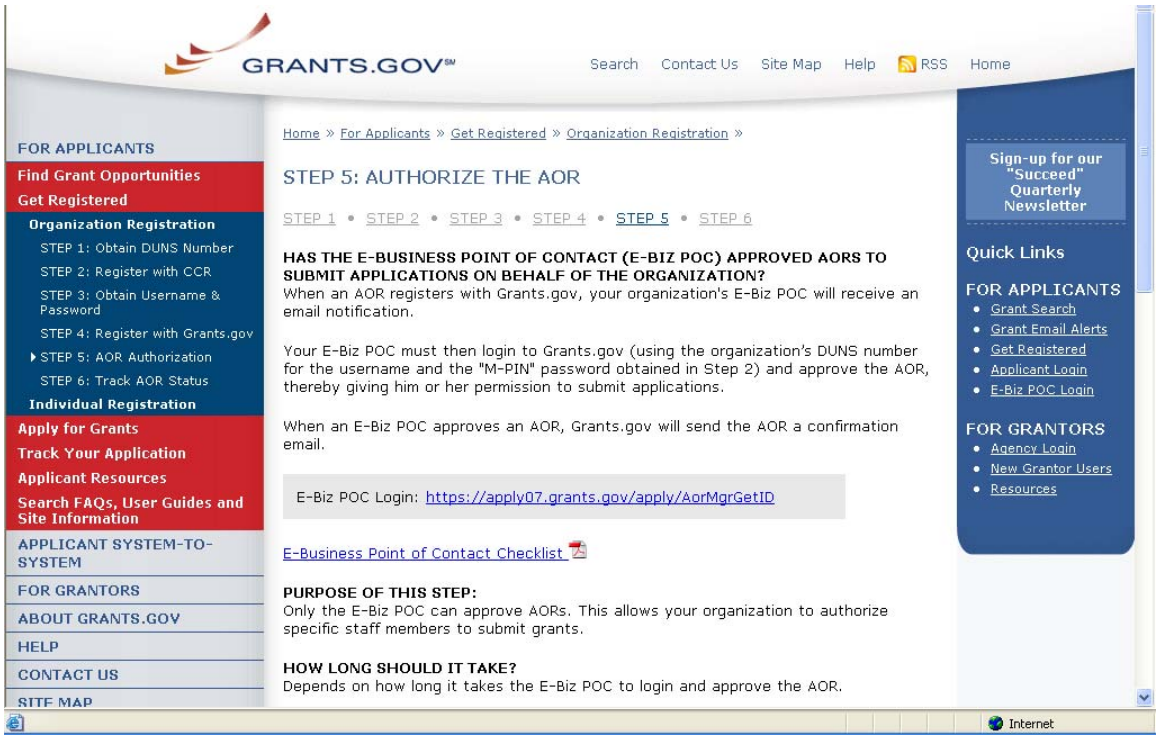
Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during CCR Registration, and must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. The E-Biz POC will approve the request after the AOR has completed the following two steps:

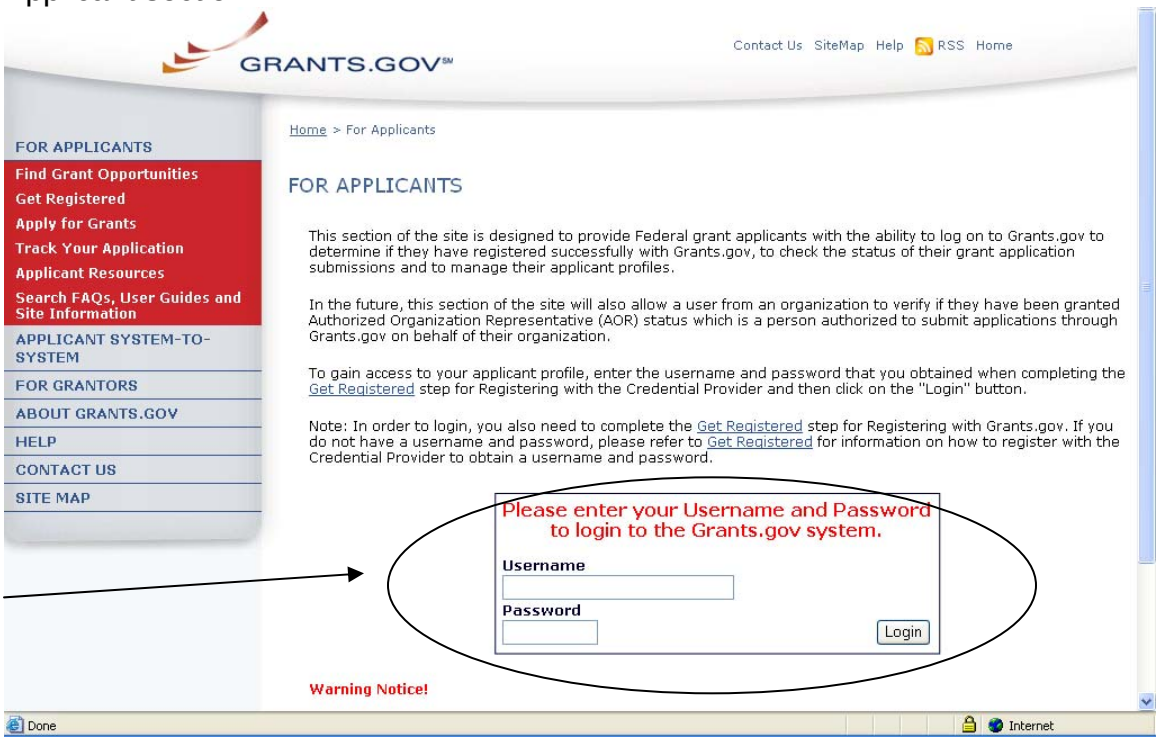
1. AORs Register with the Credential Provider (ORC)
2. AORs Register with Grants.gov

After the AOR has submitted their request, the E-Biz POC will complete the fifth step in this process as depicted on the page.



Applicants also have the ability to login and check their AOR status by logging in as an applicant. To login as an Applicant click the **Applicant Login** link on the Quick Links in the right blue navigation bar on the Grants.gov page.

On the For Applicants page enter your username and password, obtained while registering with Grants.gov. Then click the Login button to enter into the Applicant section.



In the Applicant section you can check your check your AOR status under Manage Applicant Profile. Click the Manage Applicant Profile link on the left navigation menu.

On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.

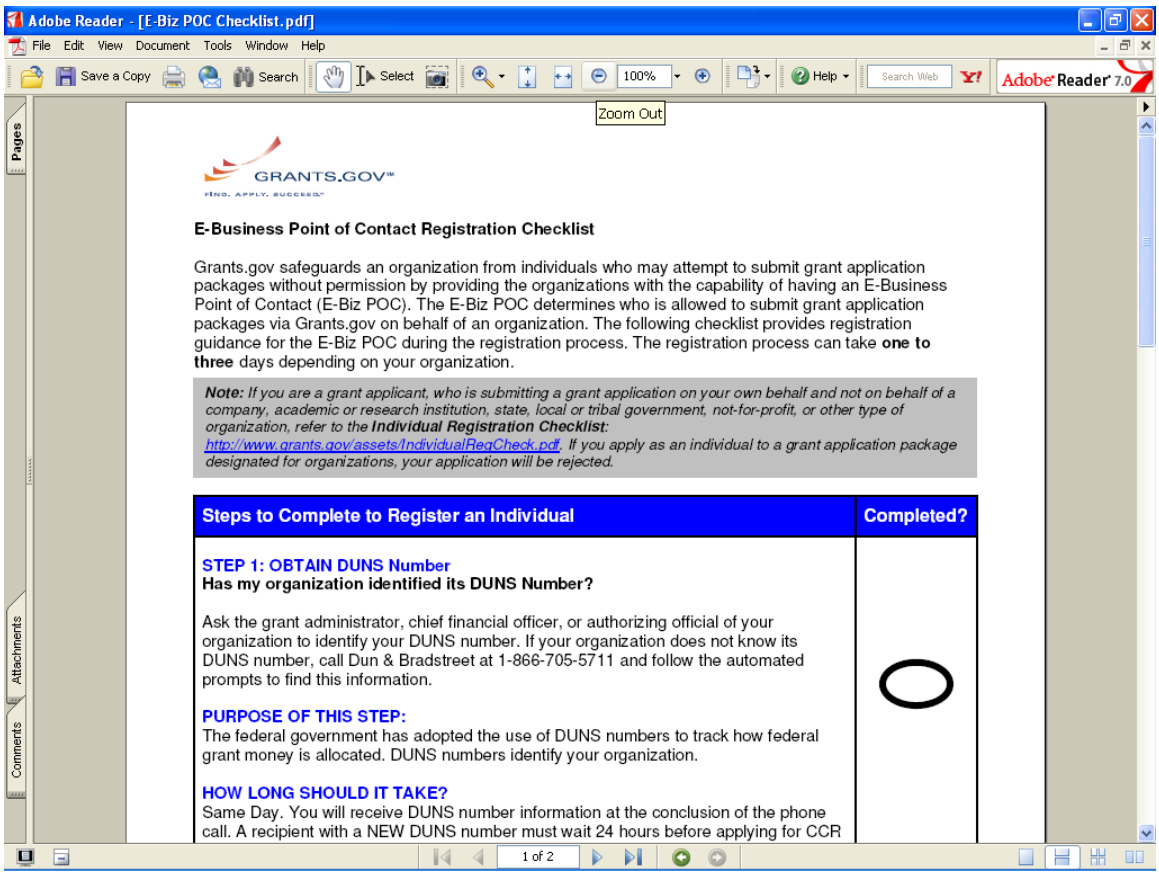
Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative).

Instructions for reviewing the E-Business Point of Contact Registration Checklist

Follow the steps below to review the E-Biz POC Registration Checklist.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **STEP 5: AOR Authorization** from the navigation.
4. Once on the **STEP 5: AOR Authorization** page, click on the **E-Business Point of Contact Registration Checklist** link on the screen.

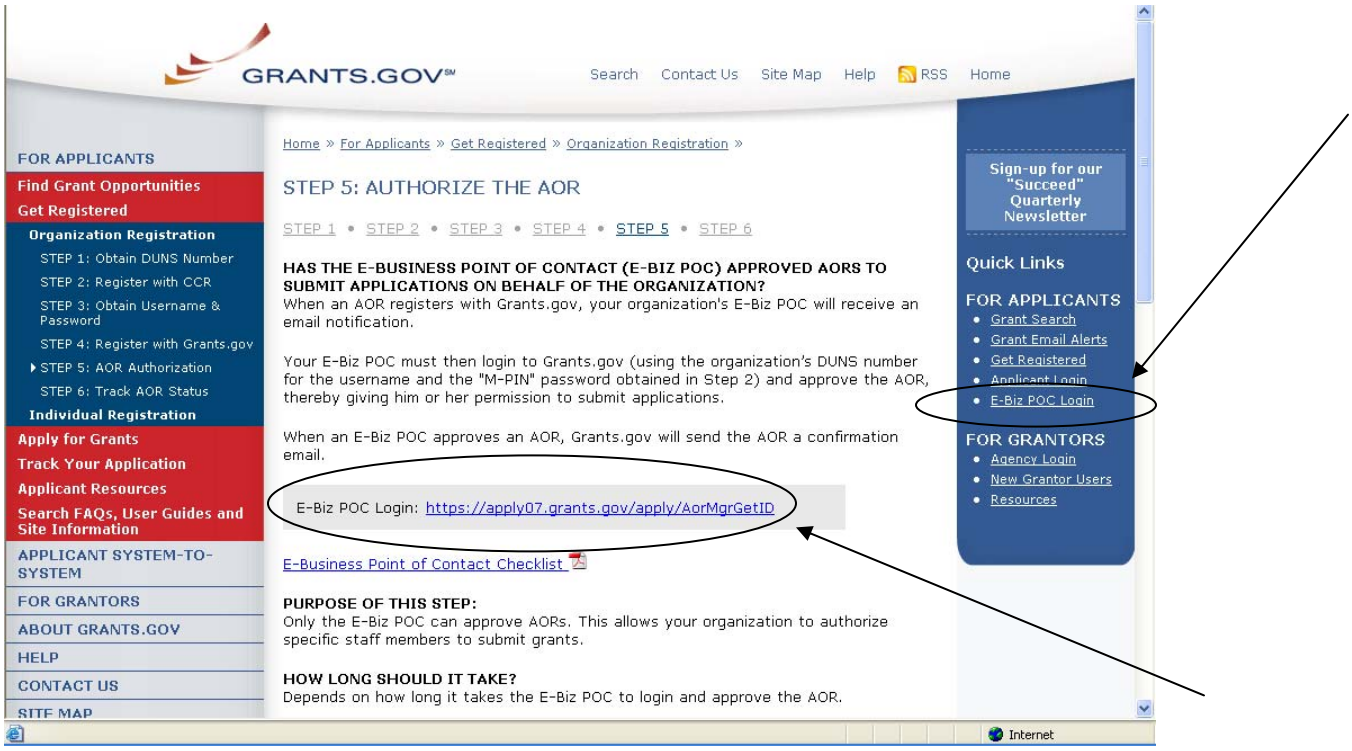
The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



1.8 Register Your Organization: Login as an E-Biz POC

The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization.

1. To login as an E-Biz POC, click on the **E-Biz POC Login** link in the right navigation menu under Quick Links in the blue box, on any Grants.gov page.
2. Or Under Get Registered>Organization Registration> select **STEP 5: AOR Authorization**. Then click on **E-Biz POC Login** in the gray bar on the screen.



3. On the For E-Business Point of Contact screen enter your organization's DUNS number and MPIN.

1.9 Register Your Organization: Assigning the Authorized Applicant Role

Instructions for Assigning the Authorized Applicant Role
Follow the steps below to assign the Authorized Applicant Role.

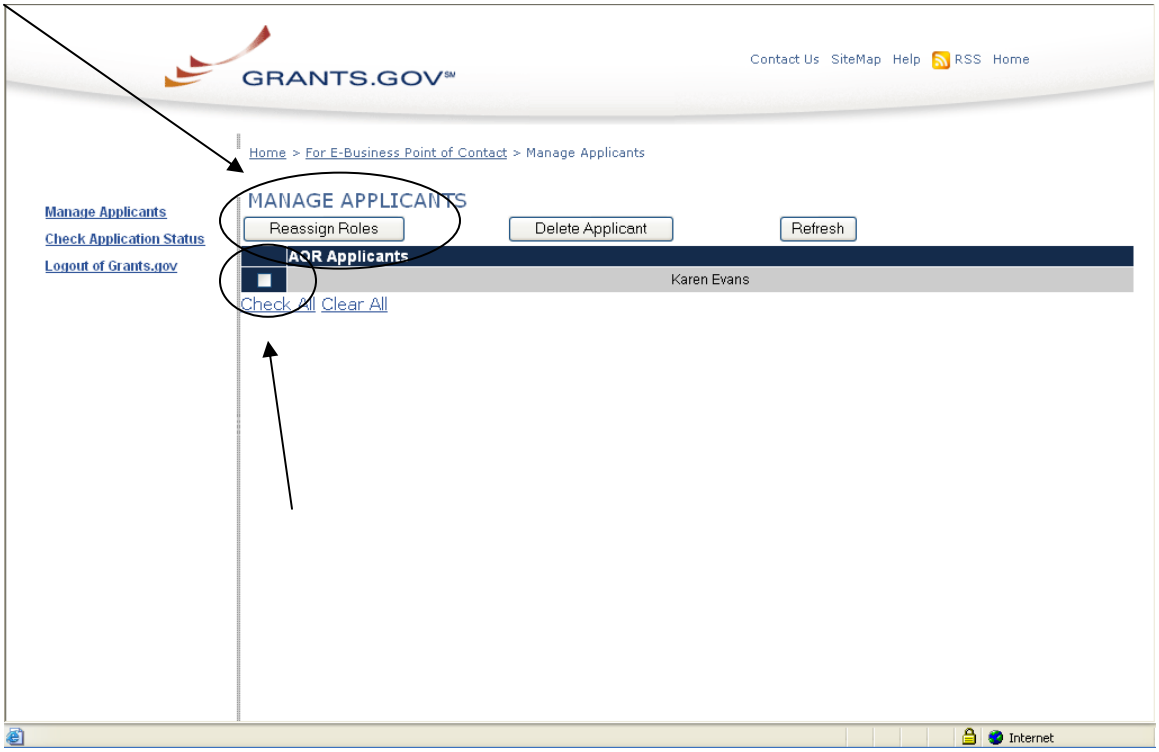
1. Login to the E-Biz POC section of Grants.gov by clicking on the link in the right navigation menu under Quick Links in the blue box, **E-Biz POC Login** on any Grants.gov page.

2. This will take you to the For E-Business Point of Contact screen. Enter your organization's DUNS number and MPIN.

3. Once you are logged in, click the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.

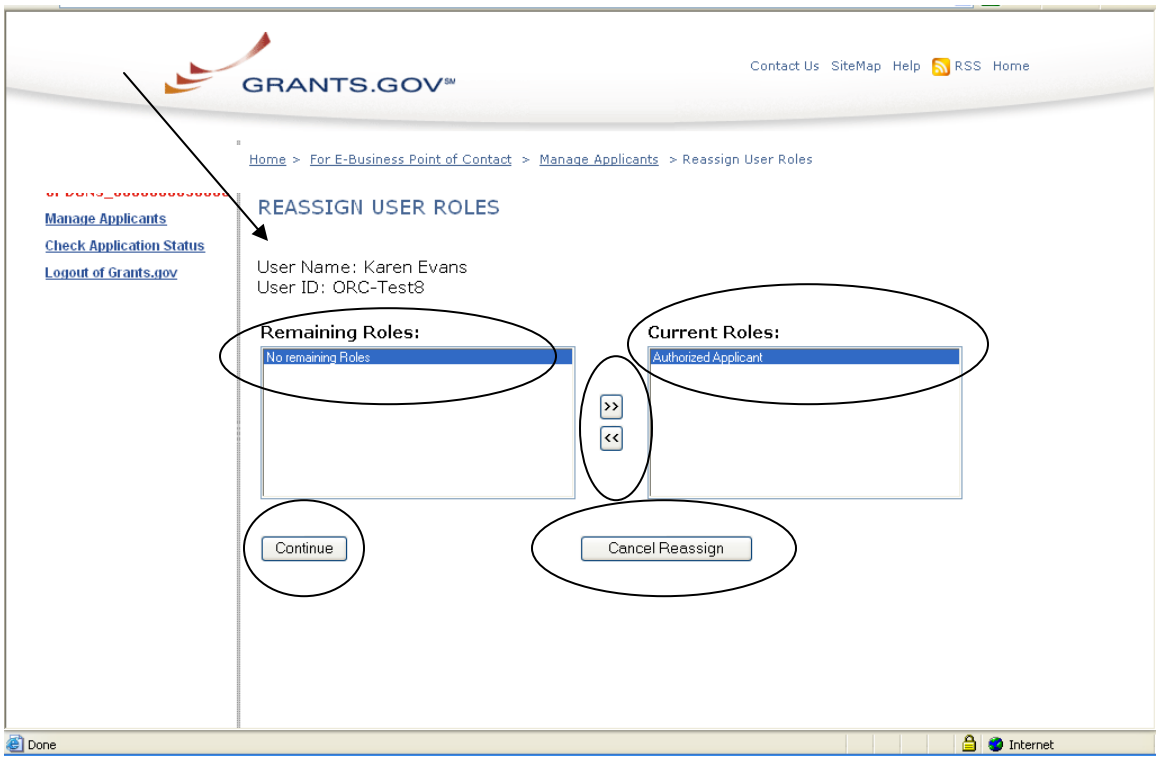
4. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.

5. Click the **Reassign Roles** button.



6. This will take you to the Reassign User Roles screen**.** Select the Authorized Applicant role in the Remaining Roles box by clicking it. Click the double arrow pointing toward the Current Roles box.

7. To save your changes, click the **Continue** button. The AOR will now be able to submit an application. OR to cancel your changes, click the **Cancel Reassign** button.



8. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

2.0 Register as an Individual

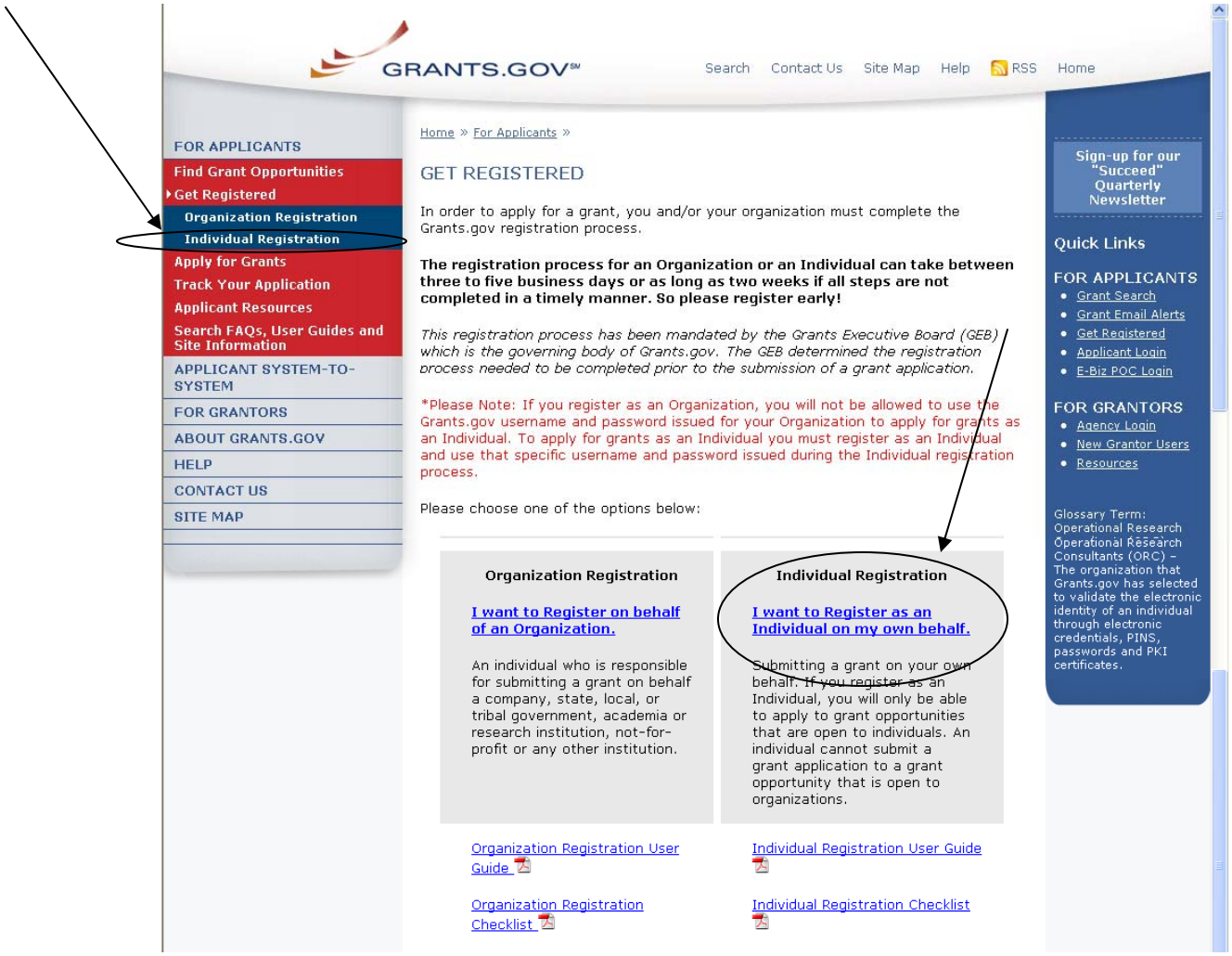
Review this overview if you are submitting a grant **on your behalf** and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

If you are submitting an application on behalf of an organization, please move to the Organization Registration section of the user guide.

Instructions for Getting Registered for Individuals

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

2. Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – click on **Individual Registration** in the left navigation bar or in the right gray bar on the screen.

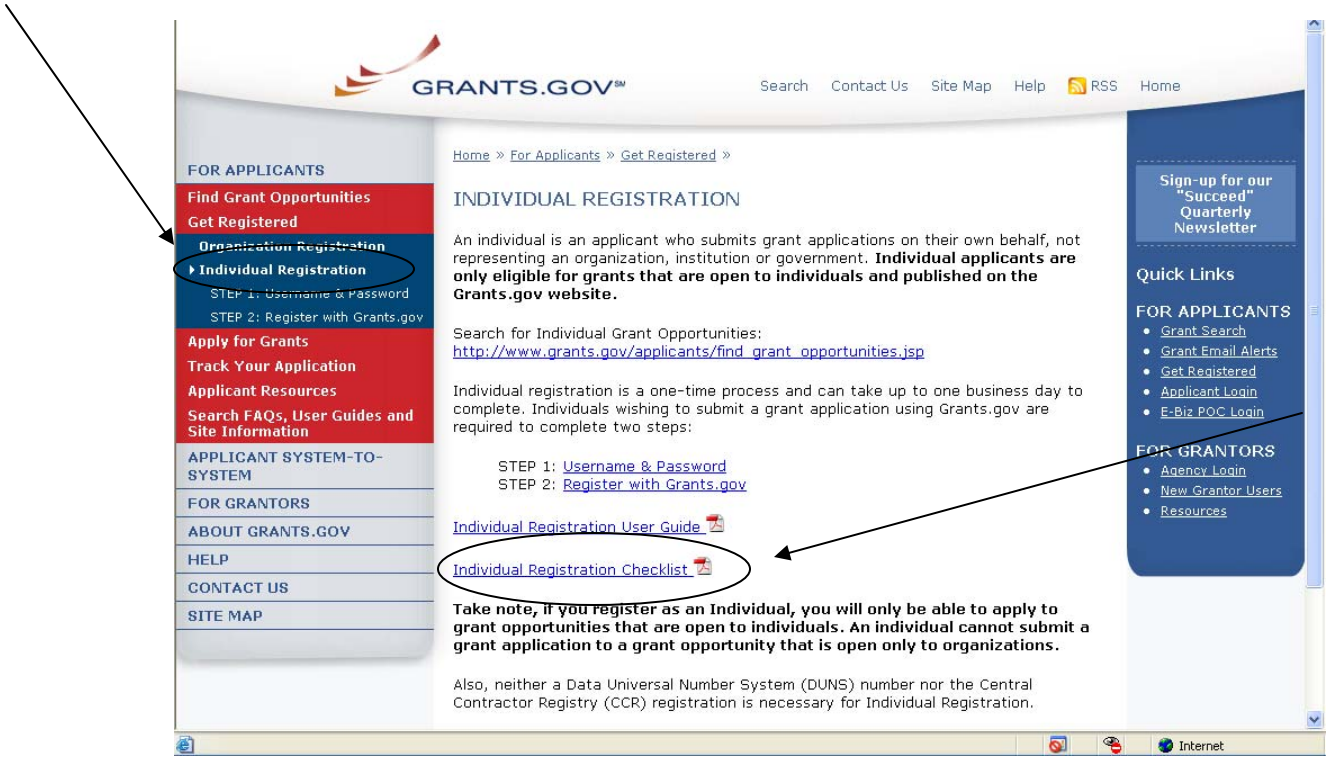


2.1 Register as an Individual: Individual Registration Checklist

Instructions for reviewing the Individual Registration Checklist

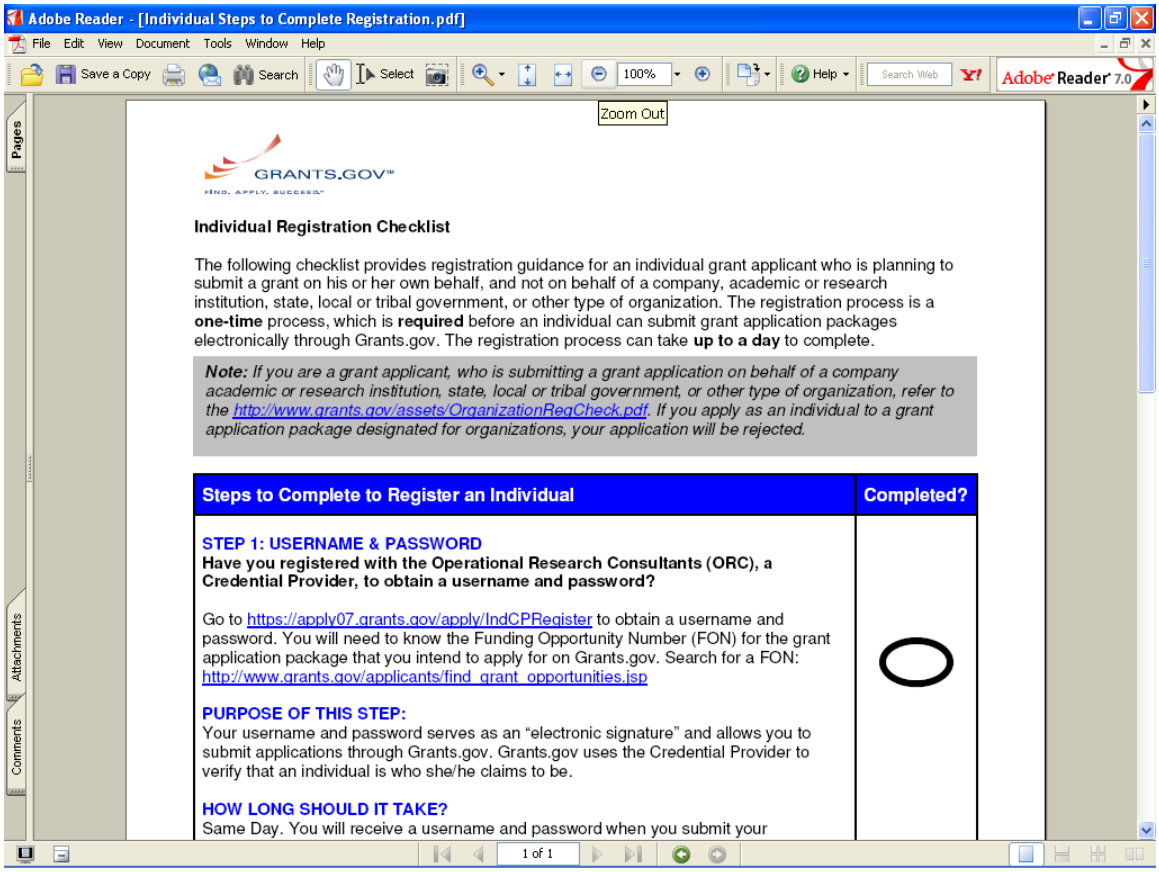
To view the Credential Provider Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Individual Registration Checklist** on the page.



The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The **Individual Registration Checklist** screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with the Credential Provider.



2.2 Register as an Individual: Username and Password

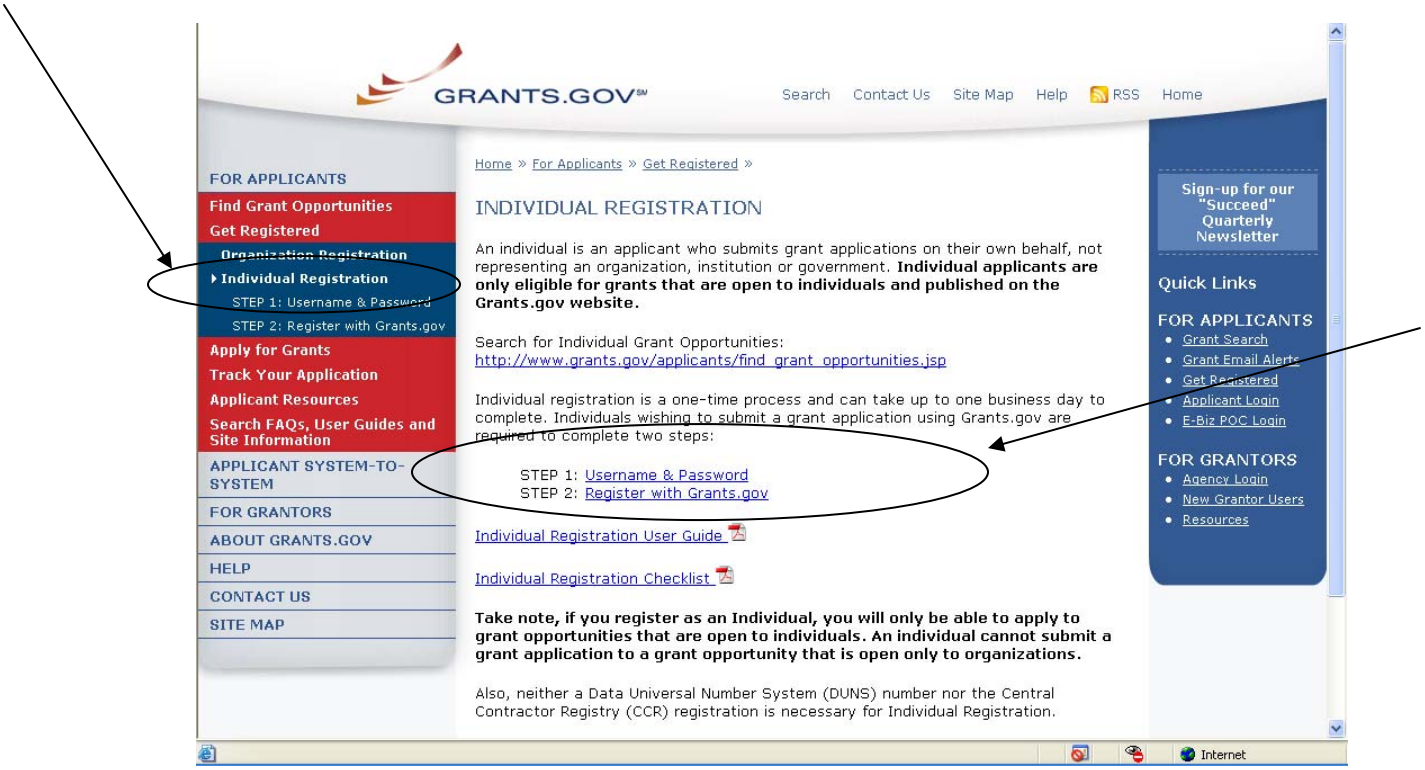
In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider. Individuals do not need a DUNS number to register to submit applications. The system will generate a default value in that field. **Note:** In order to register as an Individual you will need to obtain the Funding Opportunity number for a grant application that you intend to apply for. Please be sure it is an opportunity that is only applicable for individuals.

Instructions for Individual Registration

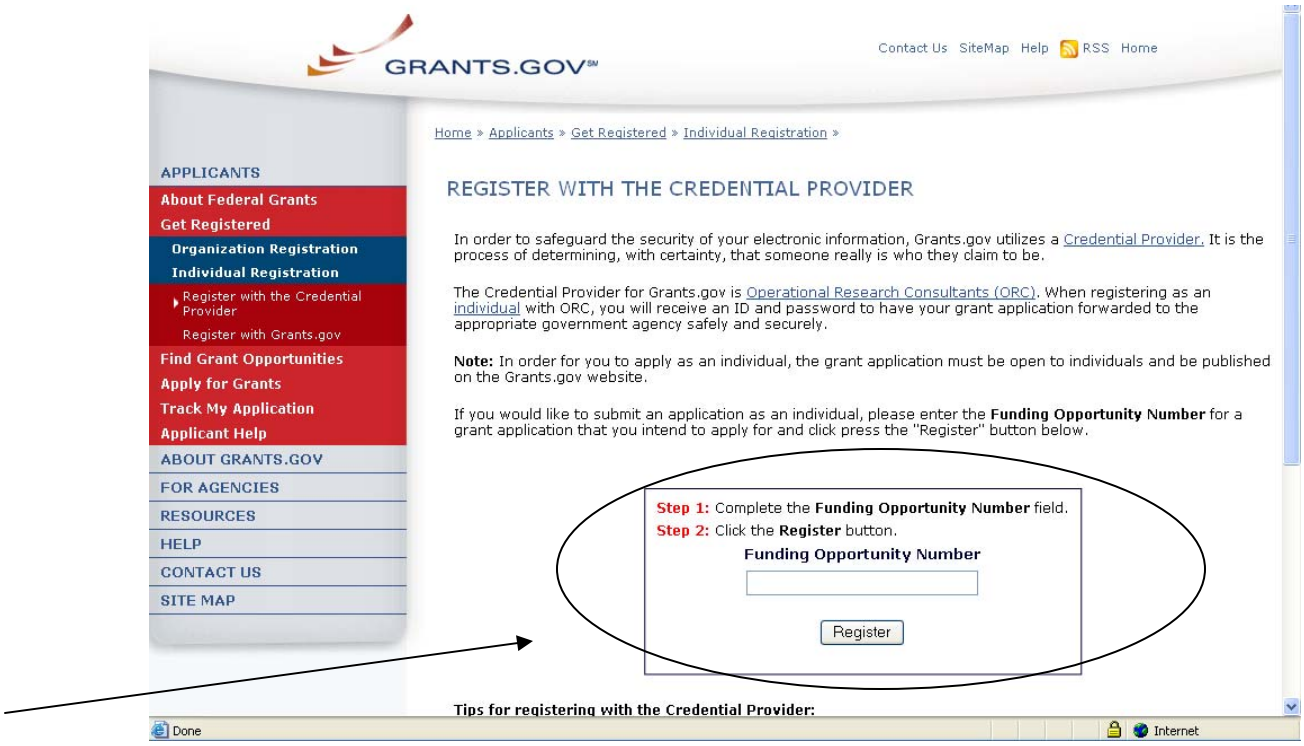
1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

2. Under **Get Registered**, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.

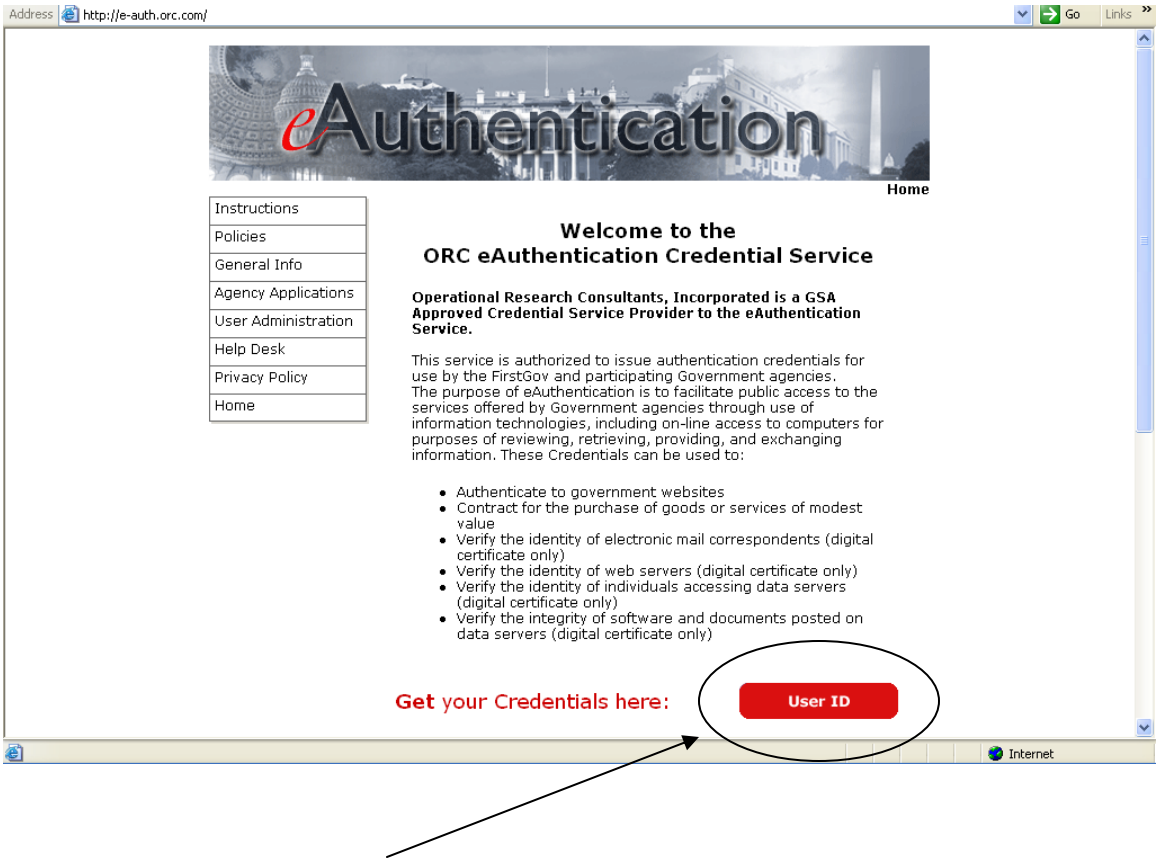
3. Click the **STEP 1: Username and Password** link in the submenu in the left navigation or on the main screen.



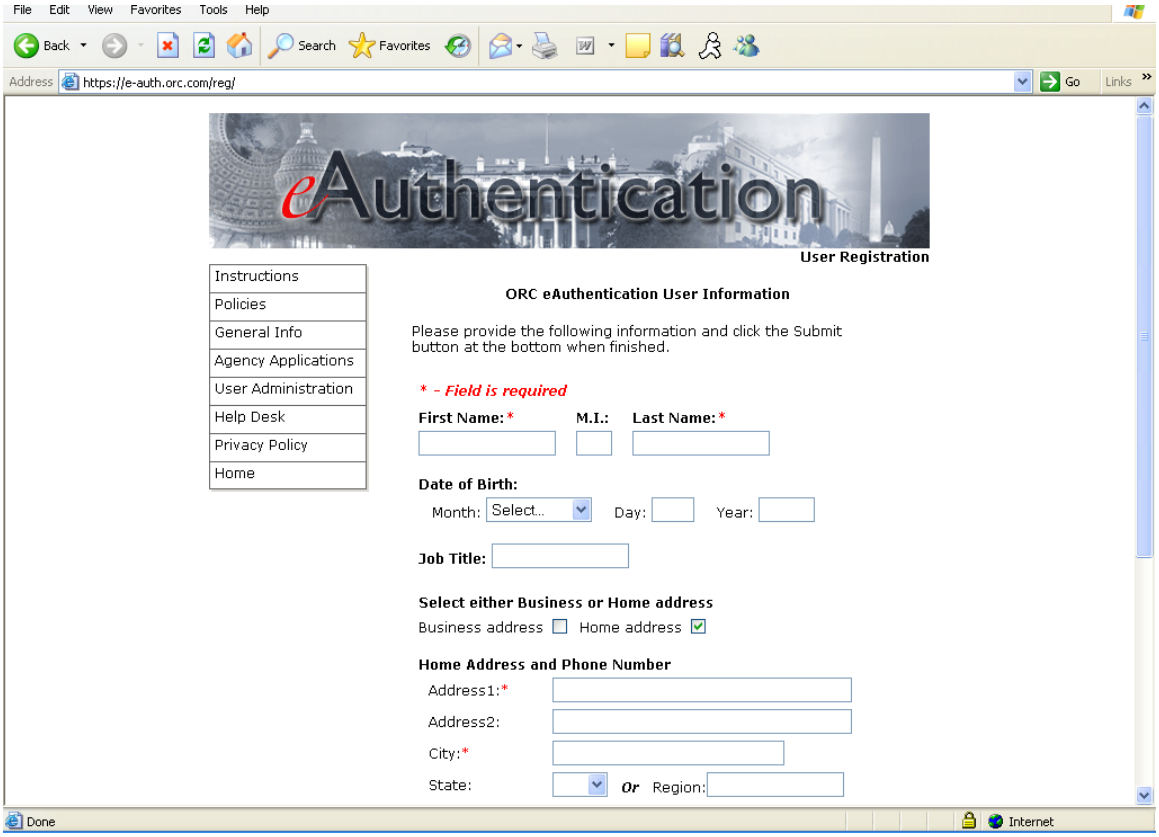
4. This will take you to the **Register with the Credential Provider** screen where you will need to enter the **Funding Opportunity Number** of an Individual opportunity and then click **Register**.



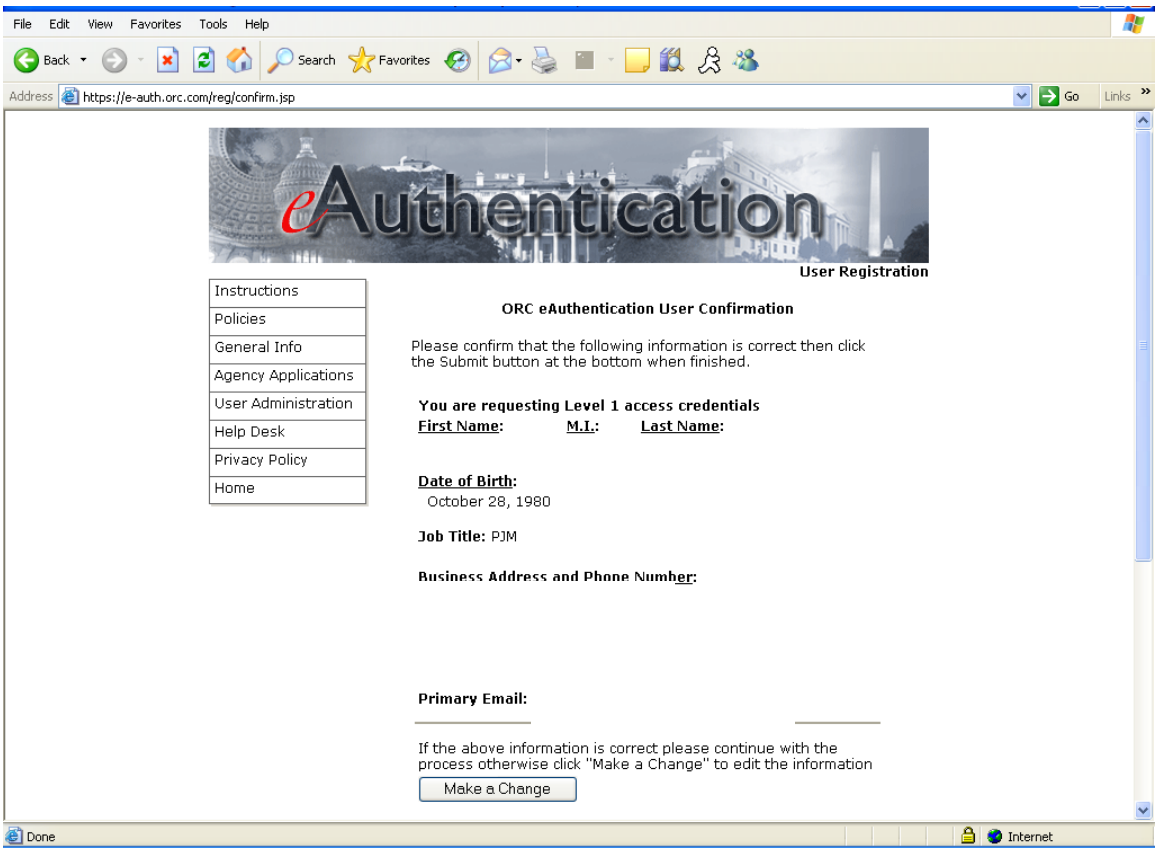
5. You will be taken to the E-Authentication website where you will be able to create your username and password. The E-Authentication screen is now visible. Click the **User ID** button.

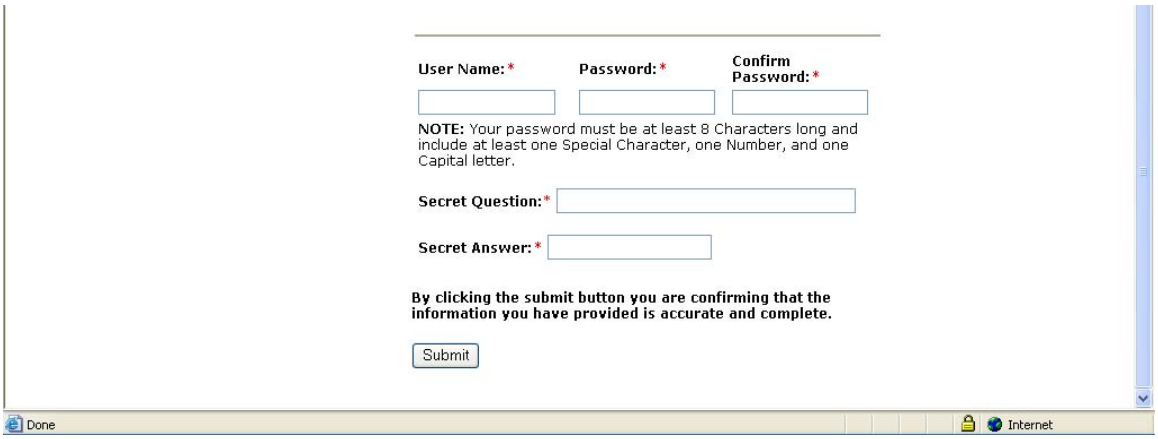


6. This will take you to the **User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *****. Once completed click the **Submit** button.

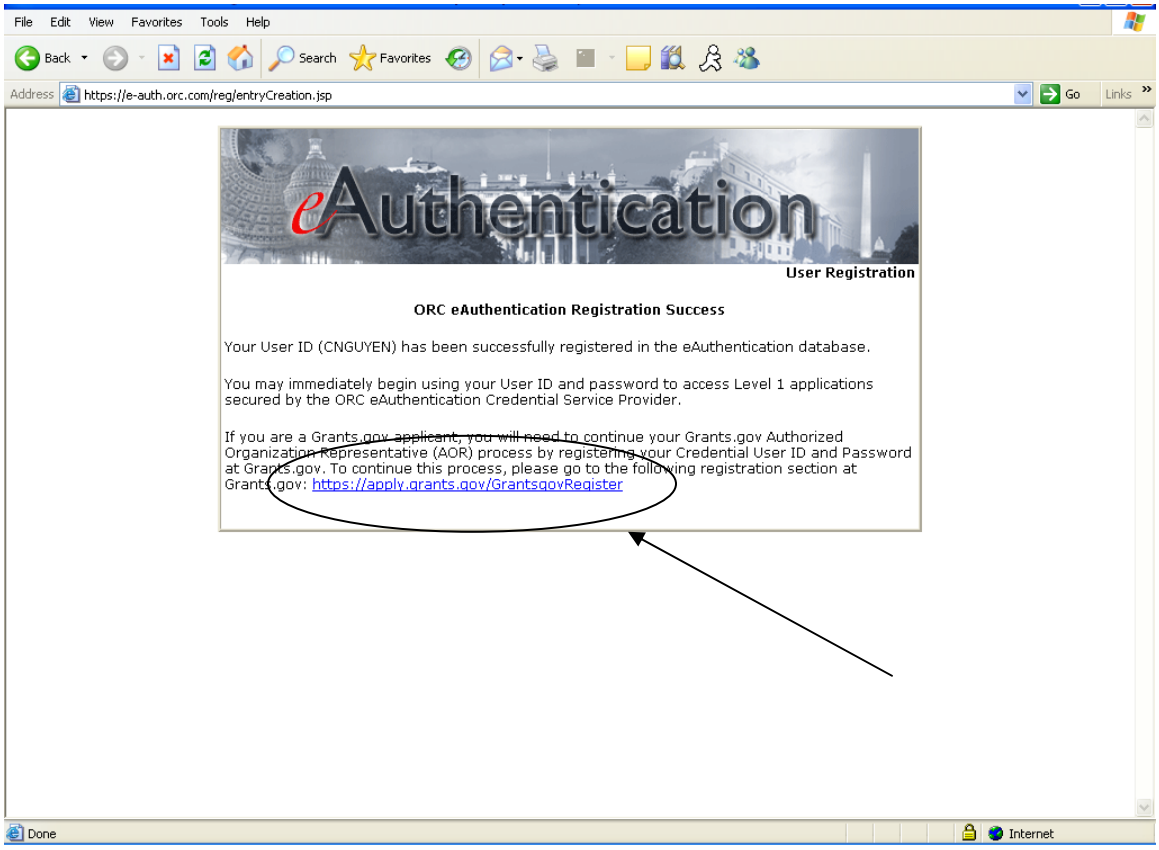


7. This will take you to the **ORC eAuthentication User Confirmation** screen. Review the information and click the **Submit** button. Record the User ID and password that you entered because you will need this information to register with Grants.gov.





8. Once you have reached the **ORC eAuthentication Registration Success** screen, click on the hyperlink to continue to the next step to **Register with Grants.gov**.



I forgot my password
In the event that you forget your password, you can obtain a new password from the Credential Provider. If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username
Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

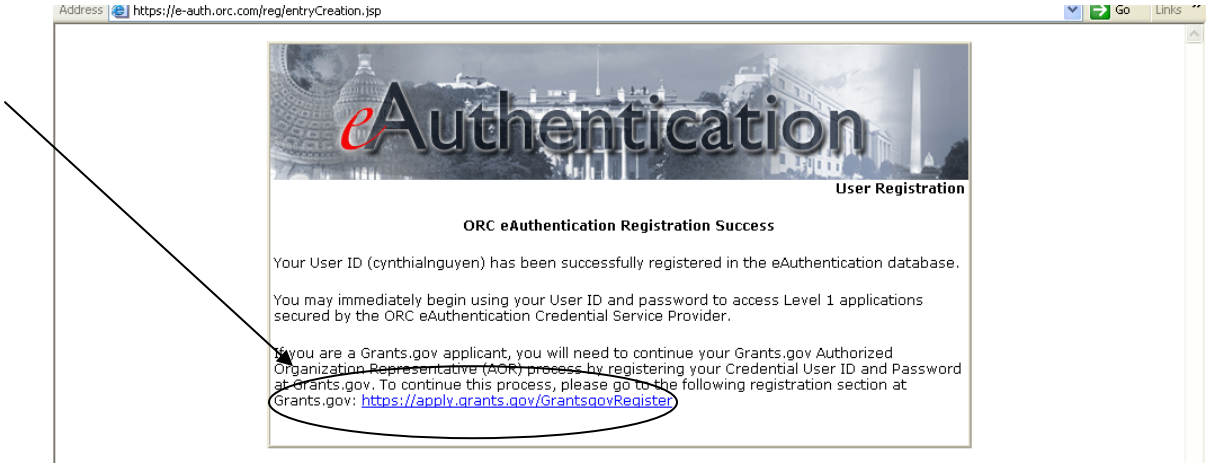
2.3 Register as an Individual: Register with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

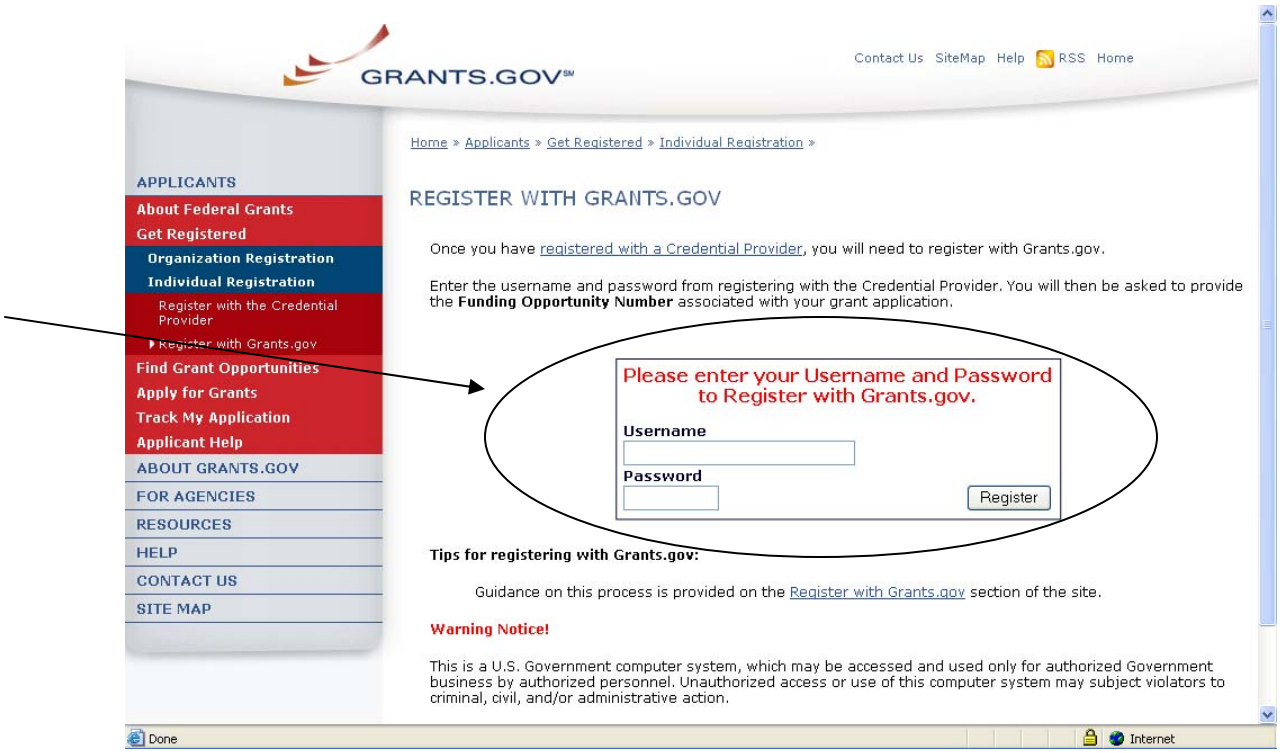
There are two ways to complete your registration process.

OPTION 1: From the E-Authentication website, directly after creating your username and password:

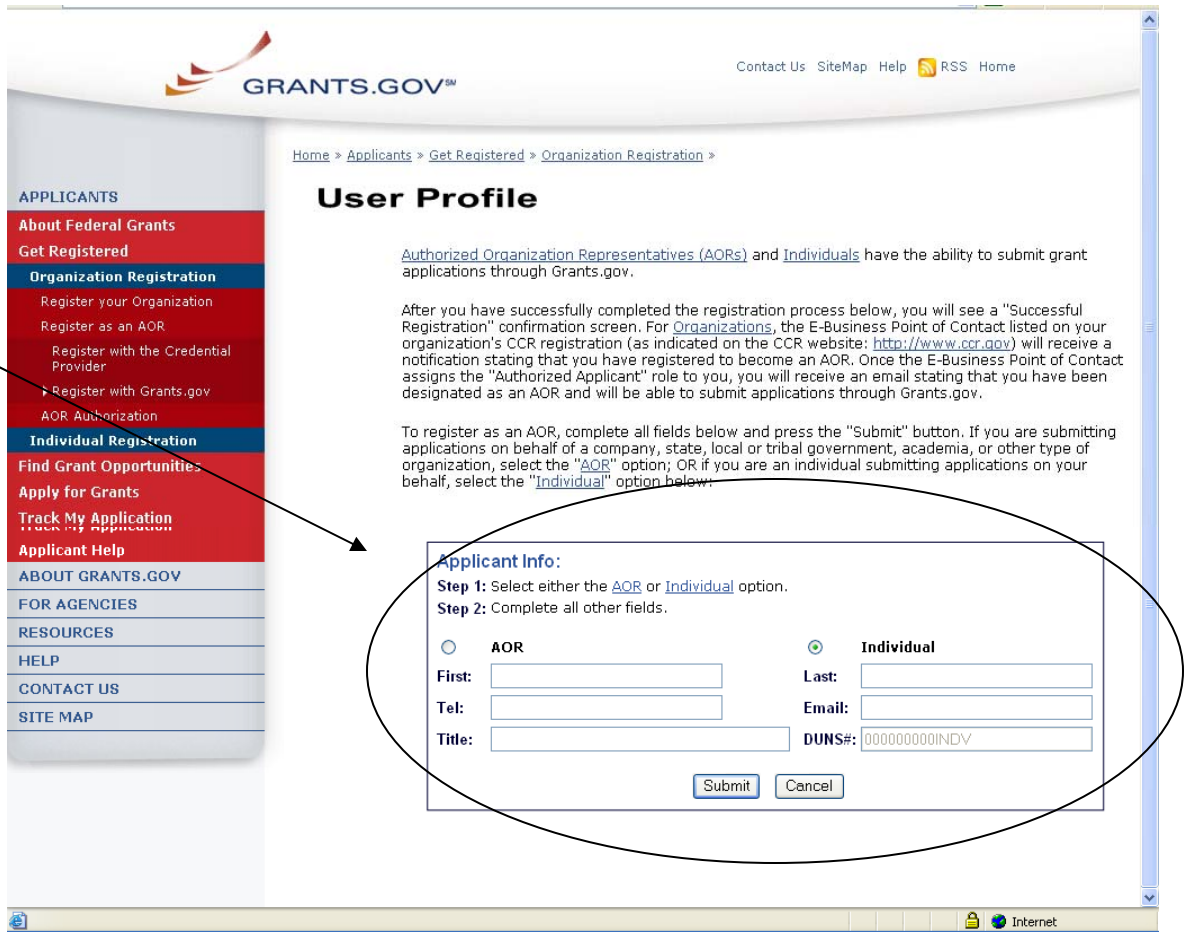
1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.



2. Next, enter the username and password you just created at the E-Authentication website and select **Register**.



3. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Click the **Cancel** button to return to the previous screen.
   OR
10. Click the **Submit** button to register with Grants.gov.



After you have completed the profile, you will a see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

OPTION 2: You can also register directly from Grants.gov. Follow the instructions below for that information:

Instructions for Registering with Grants.gov

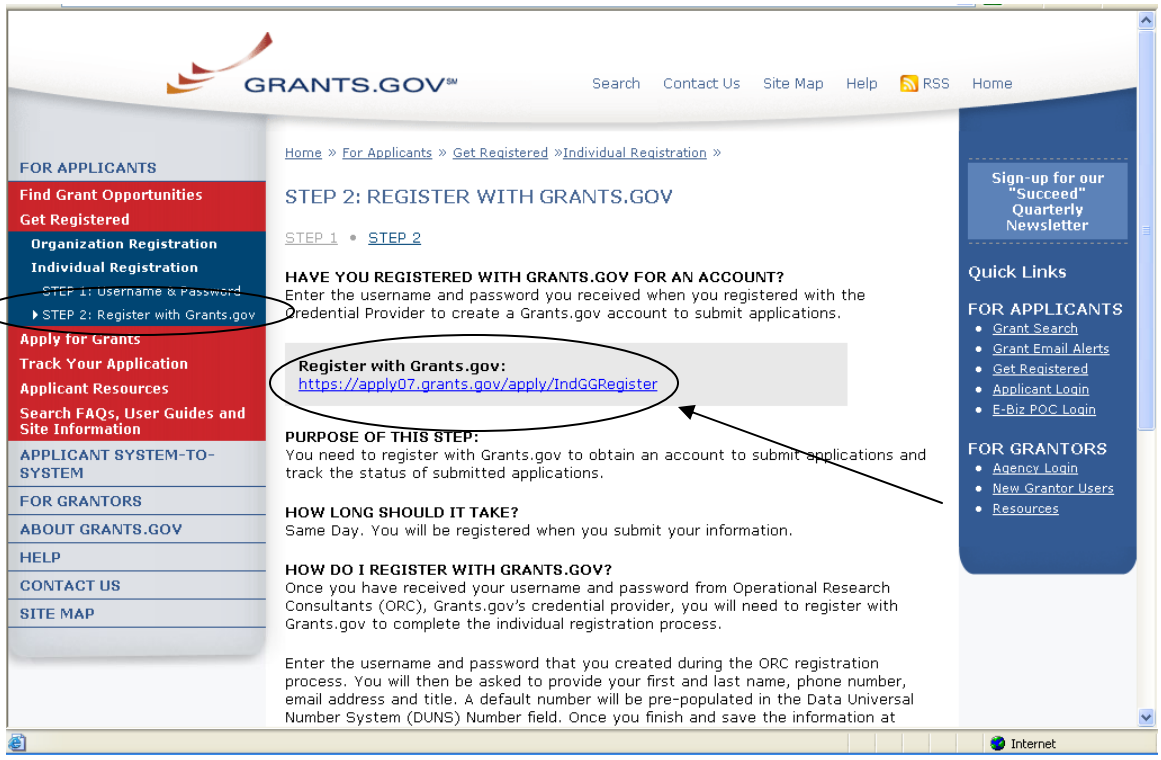
You must have obtained your Username and Password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

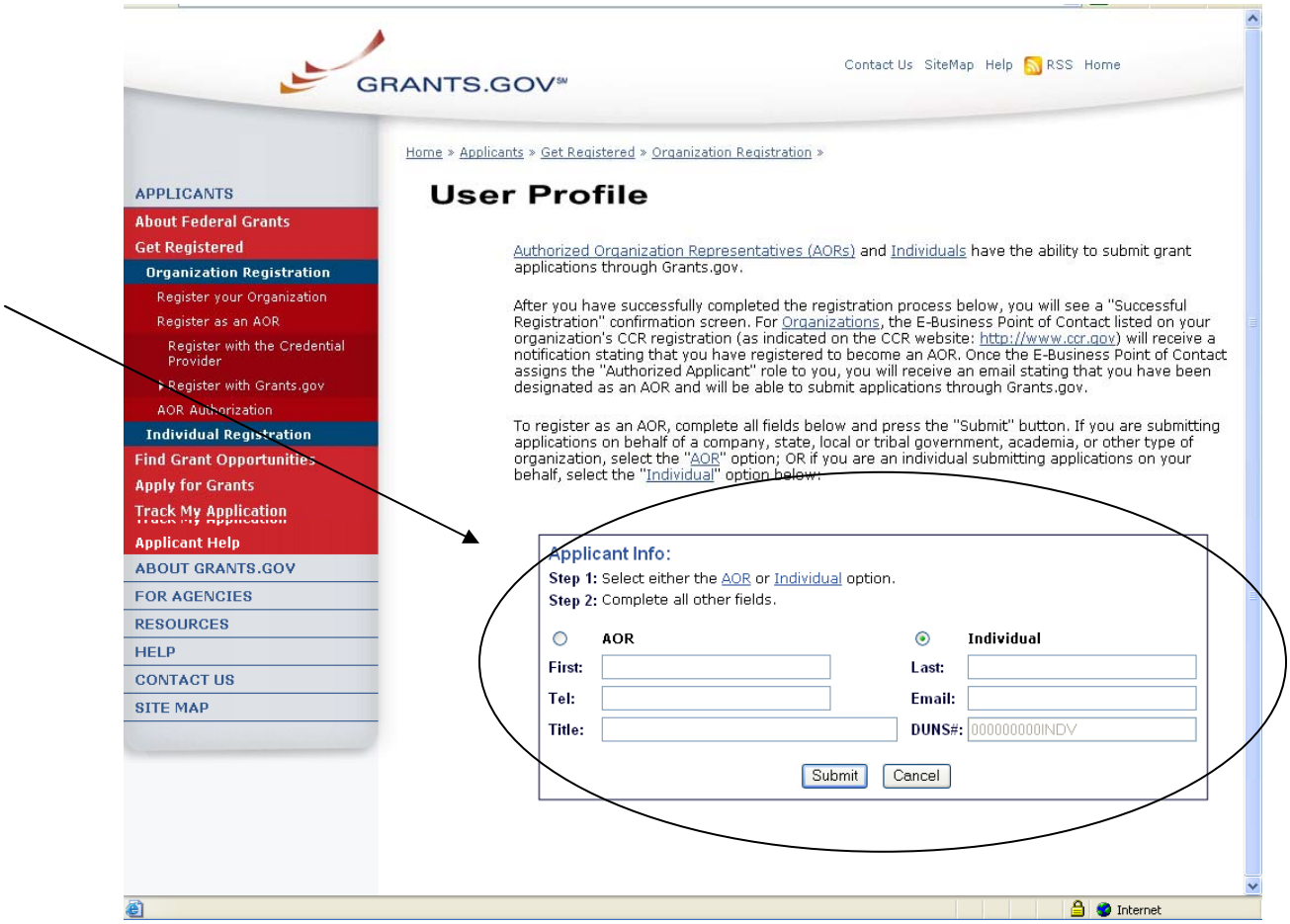
2. Under the Get Registered heading, click on **Individual Registration** in the submenu on the left navigation.

3. Click **STEP 2: Register with Grants.gov** in the submenu to be taken to the Register with Grants.gov page.

4. This takes you to the **STEP 2: Register with Grants.gov** screen which displays information about how to register as an Individual. Click on the link **Register with Grants.gov**.



5. On the Register with Grants.gov screen, enter your username and password and click **Register**. Enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.



6. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
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    OR
13. Click the **Submit** button to register with Grants.gov.

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ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

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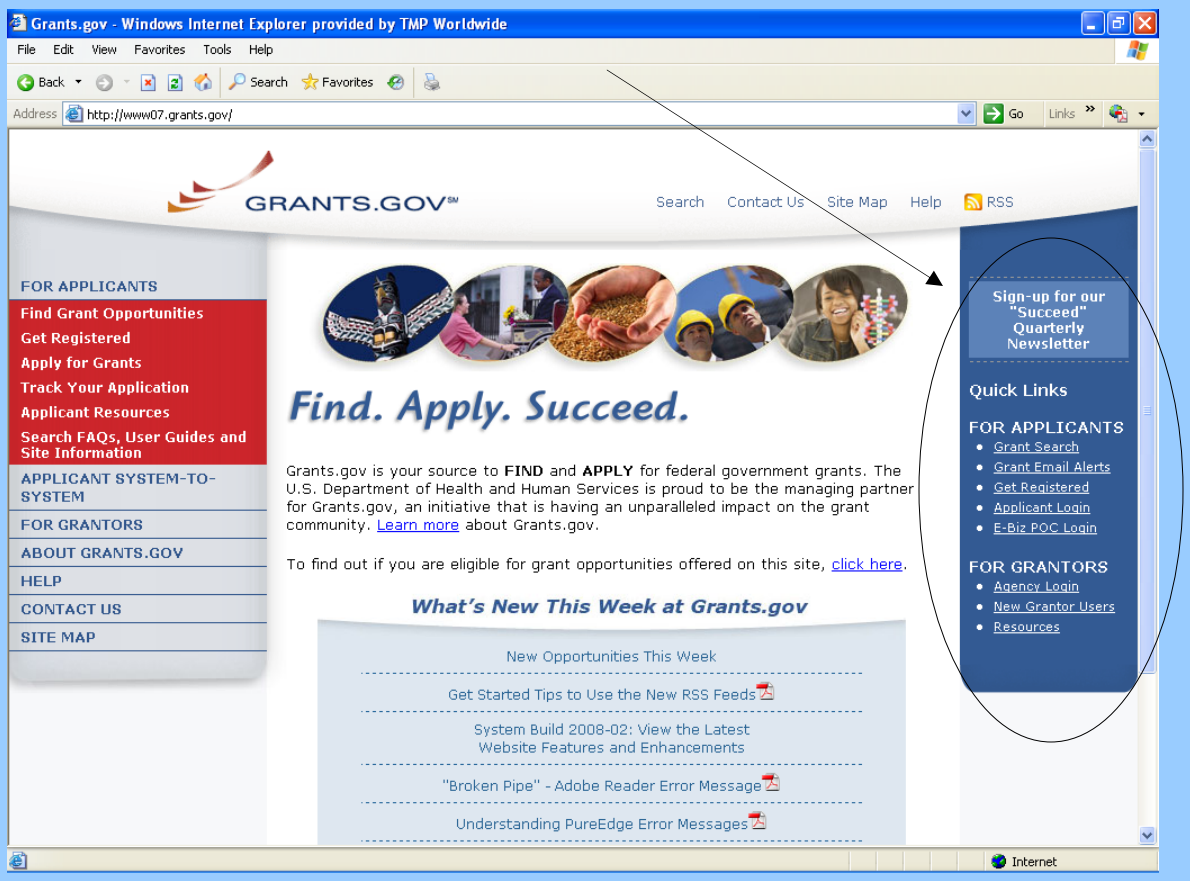
If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username
Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

Section II

In this section you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. There are also instructions on how to sign-up for email subscription to receive email alerts about new Grant Opportunities as well as how to apply, download, complete and track an application.

Throughout this section you will see this icon, it represents instructions about Quick Links that can be accessed on most Grants.gov web pages. The Quick Links is a blue box on the right side of the webpage with links to frequently visited pages.



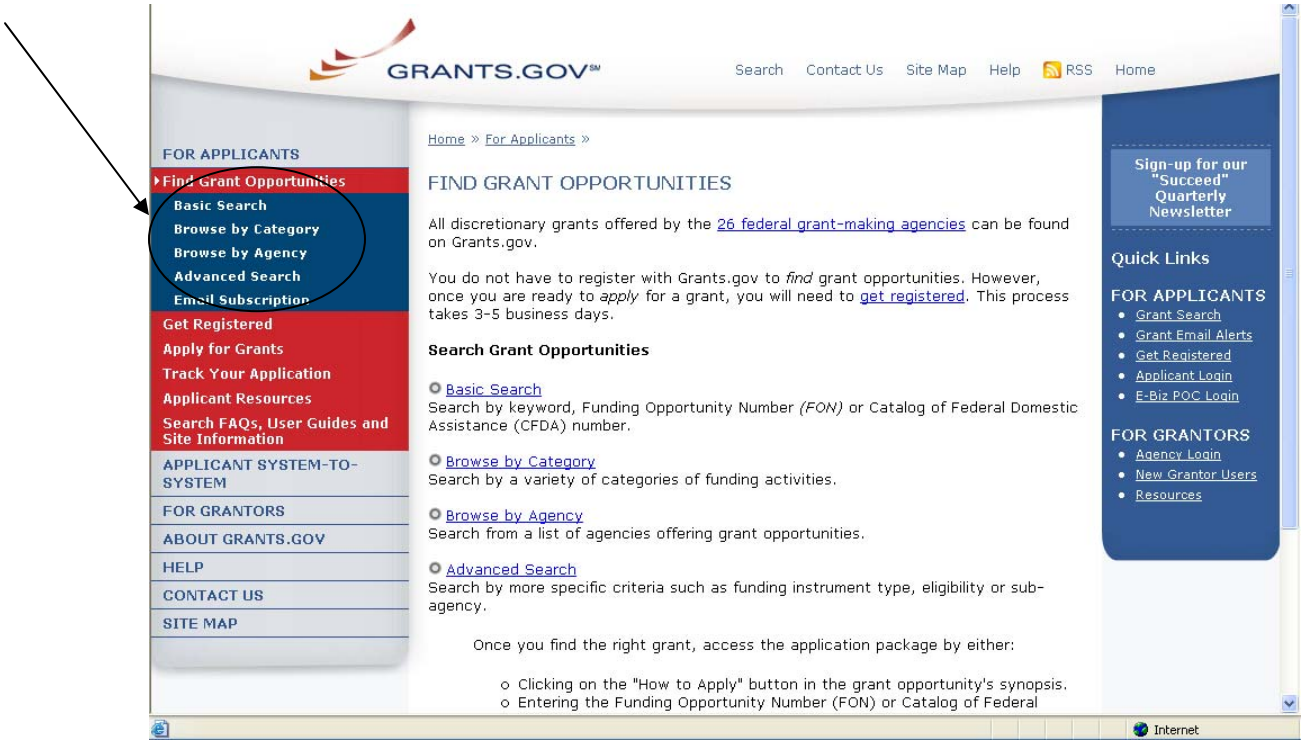
Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or Receive Email Alerts detailing new grant postings.

To find grant opportunities on Grants.gov, simply select **Find Grant Opportunities** from the navigation on the left side of any Grants.gov screen. This will take you to the **Find Grant Opportunities** screen, where you will be able to choose whether you'd like to search grant opportunities online or be notified of new grant postings by email.

Search Grant Opportunities

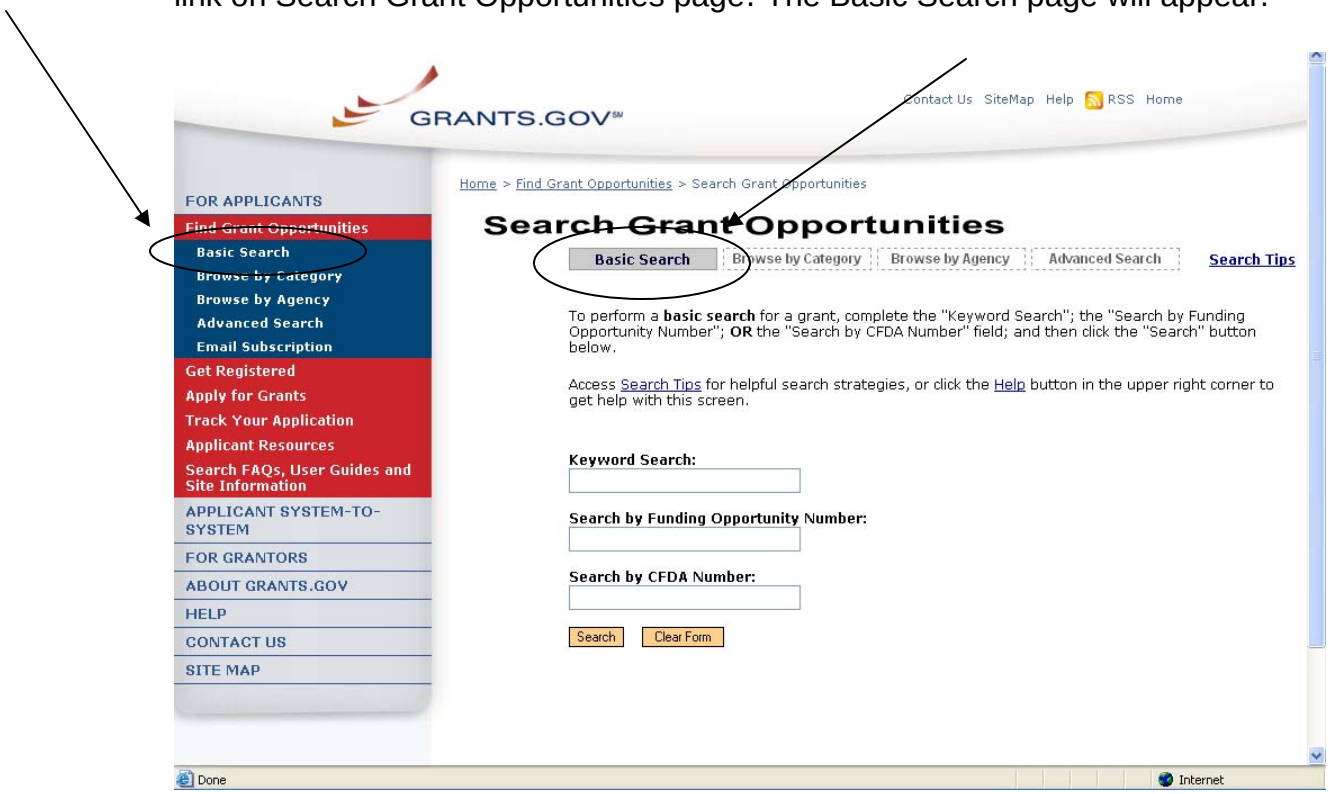
To search for opportunities online, in the For Applicants section, click on **Find Grant Opportunities** in the left navigation.



Once on the Search Opportunities page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.

Quick Link Tip: You can also go to the Quick Links box and click on **Grant Search** to begin to immediately search for grants.

To **conduct a basic search**, simply click on **Basic Search** under Find Grant Opportunities in the left navigation menu. Or you can click on the Basic **Search** link on Search Grant Opportunities page. The Basic Search page will appear.



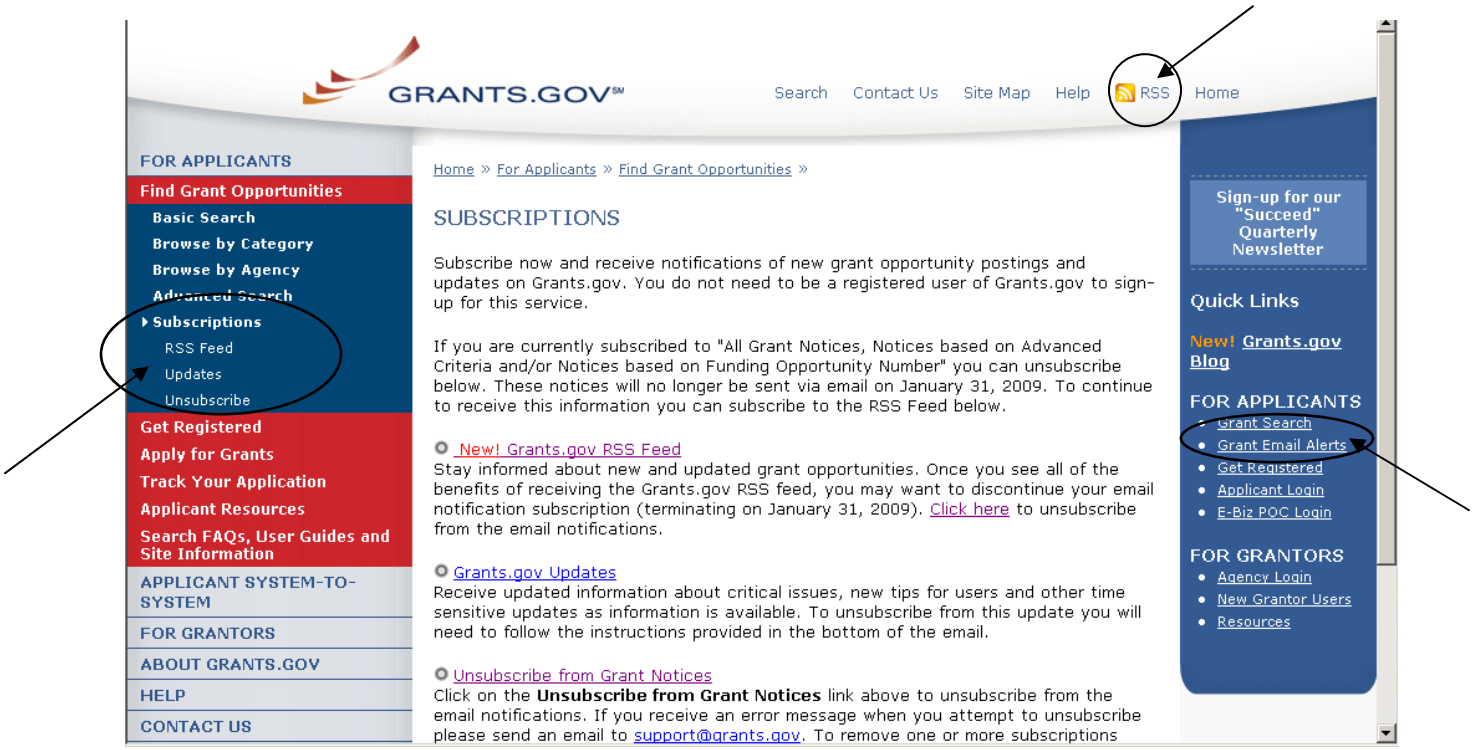
To **browse grant opportunities by category**, simply click on **Browse by Category** at the top of the page or in the left navigation. The Browse by Category page will appear.

To browse grant opportunities by agency, simply click on **Browse by Agency** at the top of the page or in the left navigation. The Browse by Agency page will appear.

To **conduct an advanced search**, simply click on **Advanced Search** at the top of the page or in the left navigation. The Advanced Search page will appear.

RSS Feed

Grants.gov is designed to allow users to register (subscribe) to receive RSS feed notifications of new and modified grant postings that meet specific criteria.



Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also click on the **Grant Email Alerts** in the Quick Links box.

What is RSS Feeds?

RSS stands for Really Simple Syndication. Grants.gov now provides two RSS feeds for new/modified opportunities. This is an alternative way to receive updates on opportunity listings, rather than receiving through email.

In order to receive an RSS feed you must have an RSS reader. Some browsers, such as the current versions of Firefox and Safari have built in RSS readers. If you are using a browser that doesn't currently support RSS, there are a variety of RSS readers available on the Internet; most are free to download while others are available for purchase.

How do I use RSS Feeds?

The way an RSS feed is added to an RSS reader is slightly different from one reader to the next. Follow the directions below to add a new feed (a feed is also referred to as a channel) to your RSS reader:

1. Choose an RSS reader (Get an RSS Reader)
2. Click on the link or small RSS button near the feed you want. For example, "New/Modified Opportunities by Agency" (You will see a page displaying XML code)
3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: http://www07.grants.gov/rss/GG_OppModByCategory.xml.
4. Paste that URL into the "Add New Channel" section of the reader. The RSS feed will start to display and regularly update the headlines for you.
5. Read more information on using RSS Feeds on Grants.gov: Using RSS Feeds

Subscribe to Grants.gov 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 with Adobe Reader Quick Overview

Click here to view Apply for Grants Instructions for PureEdge.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click. Before you apply, remember you must be registered, and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. If you don't have a FON and or CFDA number return to Find Grant Opportunities to search for this information. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant.

Step 1: Download a Grant Application Package and Instructions
You can find the grant application package from your search results on

Grants.gov. From your search results click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **Application** button at the top of the screen. In the next screen, you will be able to access the application package and instructions. Or you can enter the FON and/or CFDA number into the **Download Application Package** screen. In order to view the application package, you will need to install Adobe Reader.

Step 2: Complete the Downloaded Grant Application Package
Once you have downloaded the application package, you can complete it offline, share the document within your office and complete it at your own pace. Instructions are available to assist you on the application package cover sheet to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.
Note: Save your application to your computer as changes are NOT automatically saved.

If you're having problems completing the process, view our Frequently Asked Questions. You can also view our training demonstration of How to Complete an Application Package.

Step 3: Submit a completed Grant Application Package
To submit your application click the **Save & Submit** button. The Save & Submit button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Your package also cannot have any errors. To check for errors click the **Check Package for Errors** button. Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using Adobe Reader. Click on the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, on the Application Verification and Signature page click on **Sign and Submit Application** or you can click on **Exit** and be returned to the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password. After you have clicked the Sign and Submit button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. **Note:** A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's date and time stamp. Record this number so that you may refer to it should you need to contact the Contact Center for assistance.

Helpful Hints — Remember that all username ID and passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:

- Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Clicked the Save button AFTER all documents have been moved to the Mandatory Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have Adobe Reader installed.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Step 4: Track the Status of a Completed Grant Application Package
Once an application has been submitted, you can check the status on the Track My Application page. Click on **For Applicants** in the left navigation and then click on **Track Your Application** below that link, you will need to login, if not already logged in, and then click **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Apply for Grants with PureEdge Quick Overview

Click here to view Apply for Grants Instructions for Adobe Reader.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Before you apply, remember you must be registered, and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: Download a Grant Application Package and Instructions
You should have the FON and/or CFDA number. If not, return to Find Grant Opportunities to search for this information. In order to view the application package, you will need to install the PureEdge Viewer [link to a small, free program that provides access to the grant application]. To operate the PureEdge

Viewer, your computer must meet certain system requirements. If you are a non-Windows user, please refer to this support page.

You can also find the grant application package from your search results. From your search results click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **How to Apply** button at the top of the screen. In the next screen, you will be able to access the application package and instructions.

Step 2: Complete the Downloaded Grant Application Package
Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace. Instructions are available to assist you on the application package cover sheet to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.
Note:

- Save your application to your computer as changes are NOT automatically saved.
- Remember to click the **Save** button when you have completed the package and are ready to submit it.
- The package cannot be submitted until all required fields have been completed.

If you're having problems completing the process, view our Frequently Asked Questions. You can also view our training demonstration of How to Complete an Application Package.

Step 3: Submit a Completed Grant Application Package
Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using the PureEdge Viewer.
The **Submit** button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the **Yes** button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password.

After you have clicked the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record this number so that you may refer to it should you need to contact Customer Support.

Step 4: Track the Status of a Completed Grant Application Package
Once an application has been submitted, you can check the status on the Track Your Application page. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Helpful Hints: Remember that all username IDs and passwords are case sensitive. If the Submit button is not active, please check to be sure you have: Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.

- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have the latest version for the PureEdge Viewer. If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Download Application Packages

Note: You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Before applying for a grant, the steps below must be completed. You will not be able to submit applications if all the steps listed below are not complete.

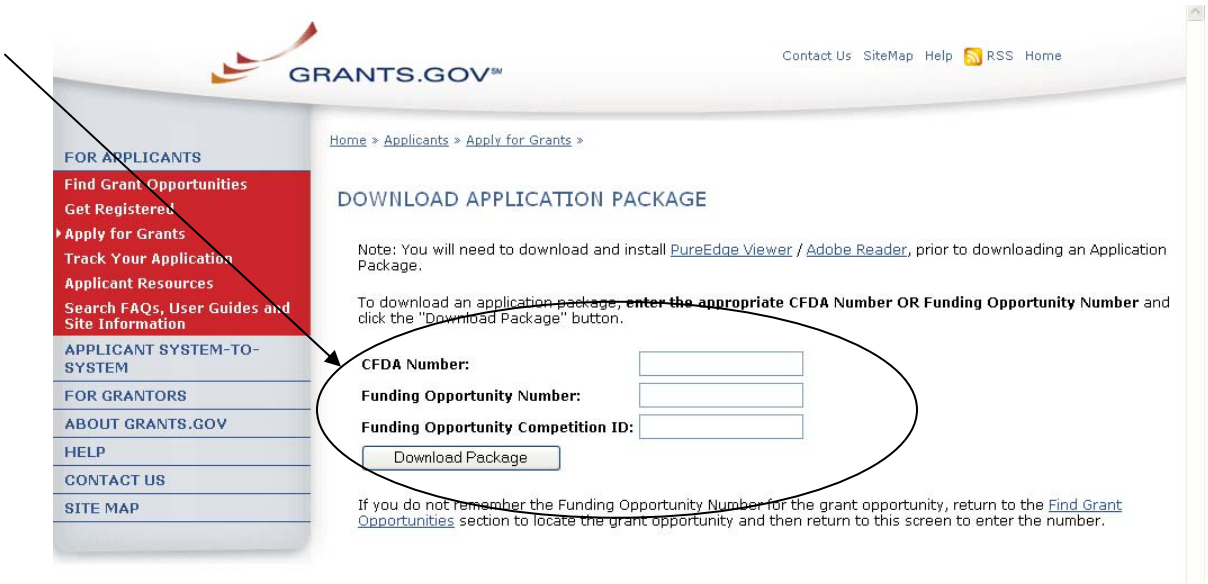
- Download the Application Viewers (PureEdge and Adobe Reader)
- Request a DUNS number
- Register with the CCR
- Register with the Credential Provider
- Register with Grants.gov

Instructions for Downloading Application Packages
Follow the steps below to download application packages.

1. After all necessary steps are completed, in the For Applicants section, click the **Apply for Grants** link at the left navigation from the homepage on Grants.gov. This will take you to the **Apply for Grants** screen.

Or when you are searching for a Grant Opportunity, from the Synopsis page you can click on the **Application** button.

2. On the Apply for Grants page click on **Step 1: Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.



3. Enter the Funding Opportunity Number of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

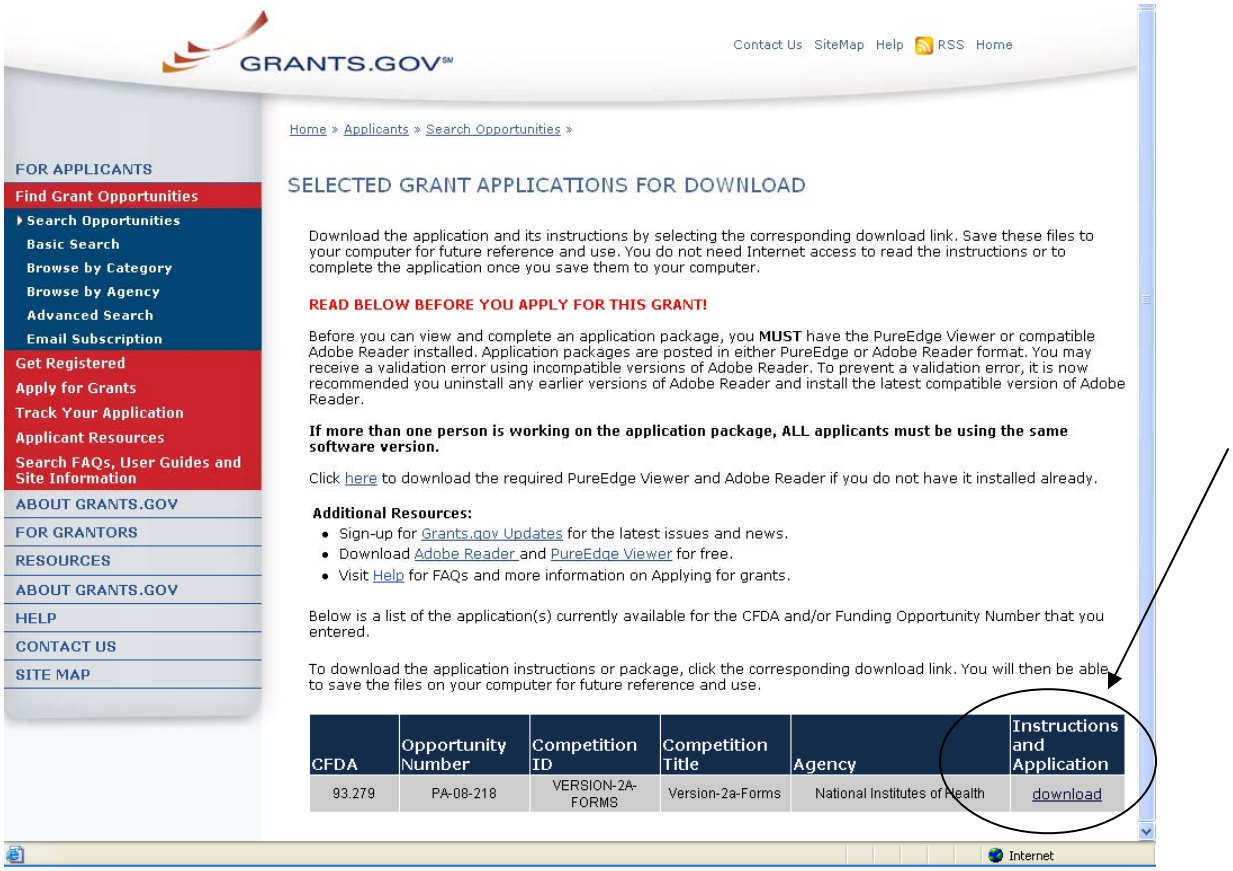
OR

Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Opportunities. **You must complete at least one of these fields to download an application.**

4. Click the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.

5. To download an application package and its instructions, click the corresponding download link under the Instructions and Application column on the right.

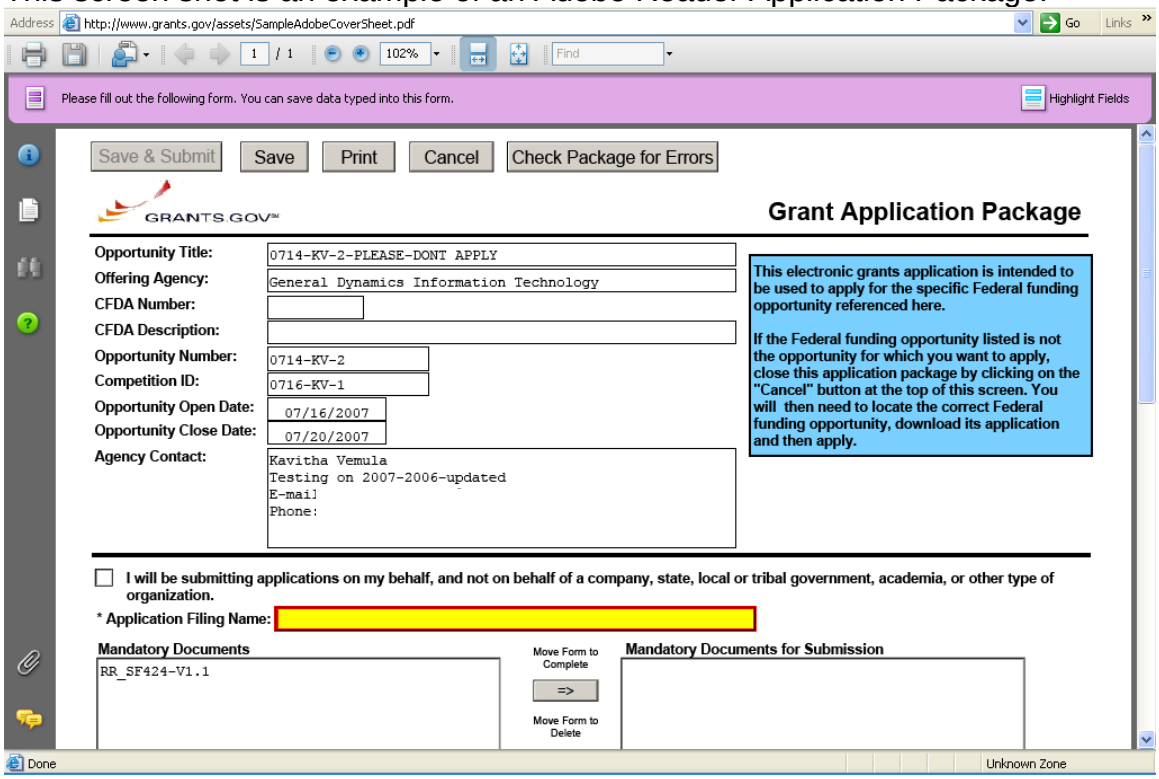


6. When you download an application package, you will first be taken to the **Download Opportunity Instructions and Application** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.

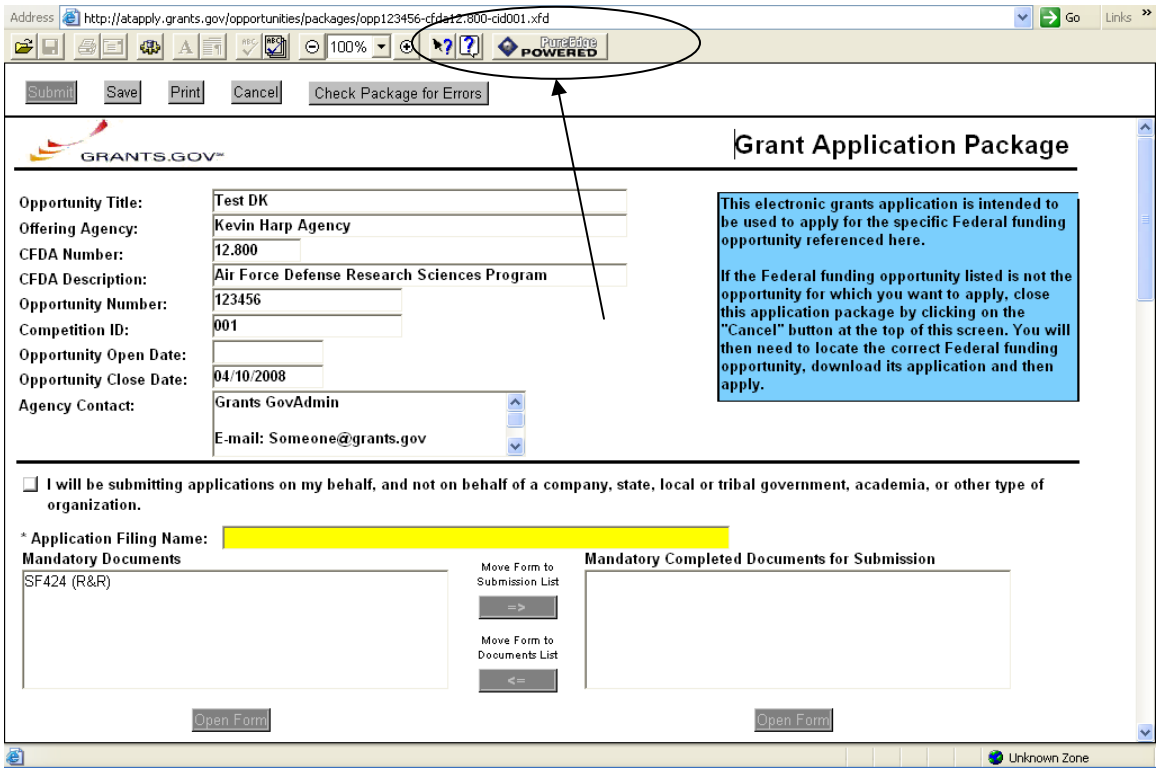
7. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

8. Click the **Download Application Package** link. The application package will open in the PureEdge Viewer or Adobe Reader.

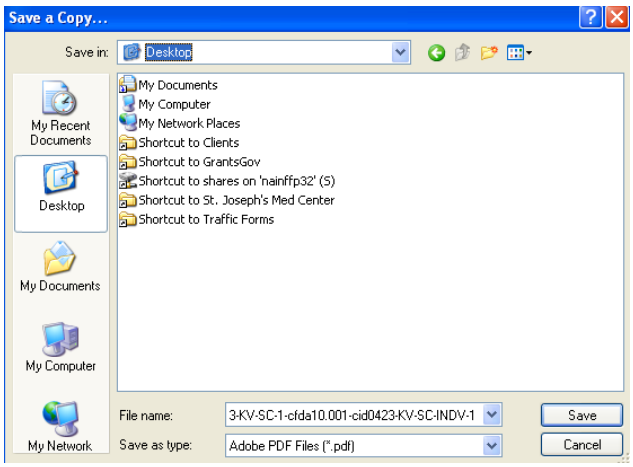
This screen shot is an example of an Adobe Reader Application Package.



This screen shot is an example of a PureEdge Application Package.



9. Click the **Save** button to save the application to your computer.



10. Browse to the location you will save the application on your computer or network.

11. Enter the name of the application in the **File Name** field.

12. Click the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

Complete Application Packages with Adobe Reader

Click here to view Complete Application Packages Instructions for PureEdge.

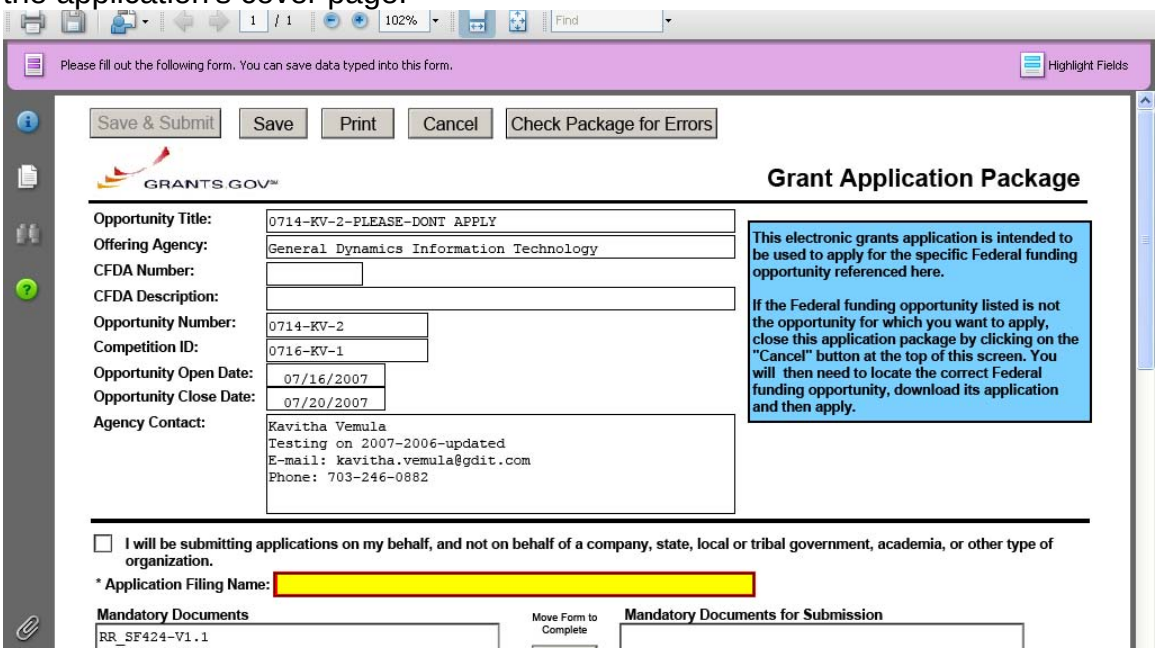
Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov. View a narrated tutorial on how to complete a grant application package using **Adobe Reader**.

1. Open the saved application.

2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct federal funding opportunity, download its application and then apply. If the federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

   Applications can be completed in their entirety offline; however, to submit an application you will need to be connected to the internet. The **Save & Submit** button at the top of the screen will not be functional until the application is properly completed and saved. If you have any application specific questions, contact the offering agency directly, using the contact information provided on the application's cover page.

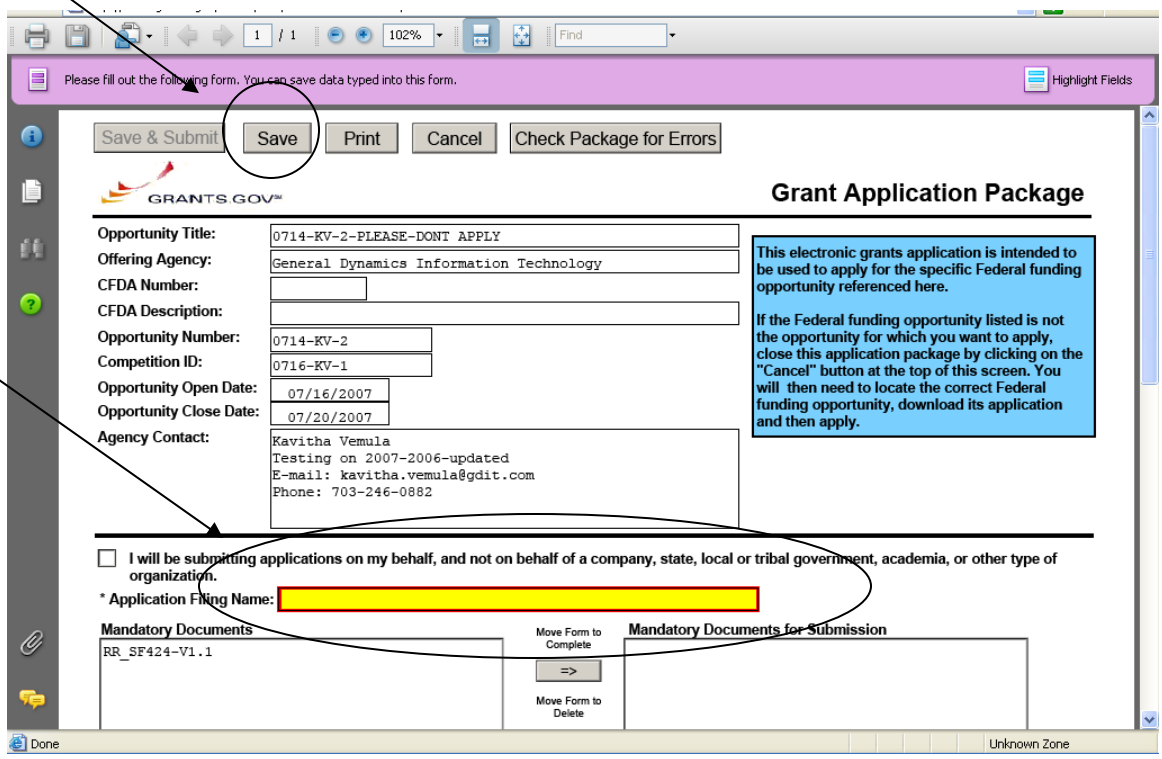


Cover Page

The cover page in the application package is simply the first page in the application package which includes the Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open and Close Date, and Agency Contact information. Also included on the cover page for you the applicant to fill out are the Application Filing Name, Mandatory Documents and Optional Documents.

Follow the steps below to complete the cover page of an application package.

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 be connected to the internet during the submission process.
   - You can save your application at any time by clicking the **Save** button at the top of your screen.
   - The **Save & Submit** button will not be functional until the application is completed and saved.



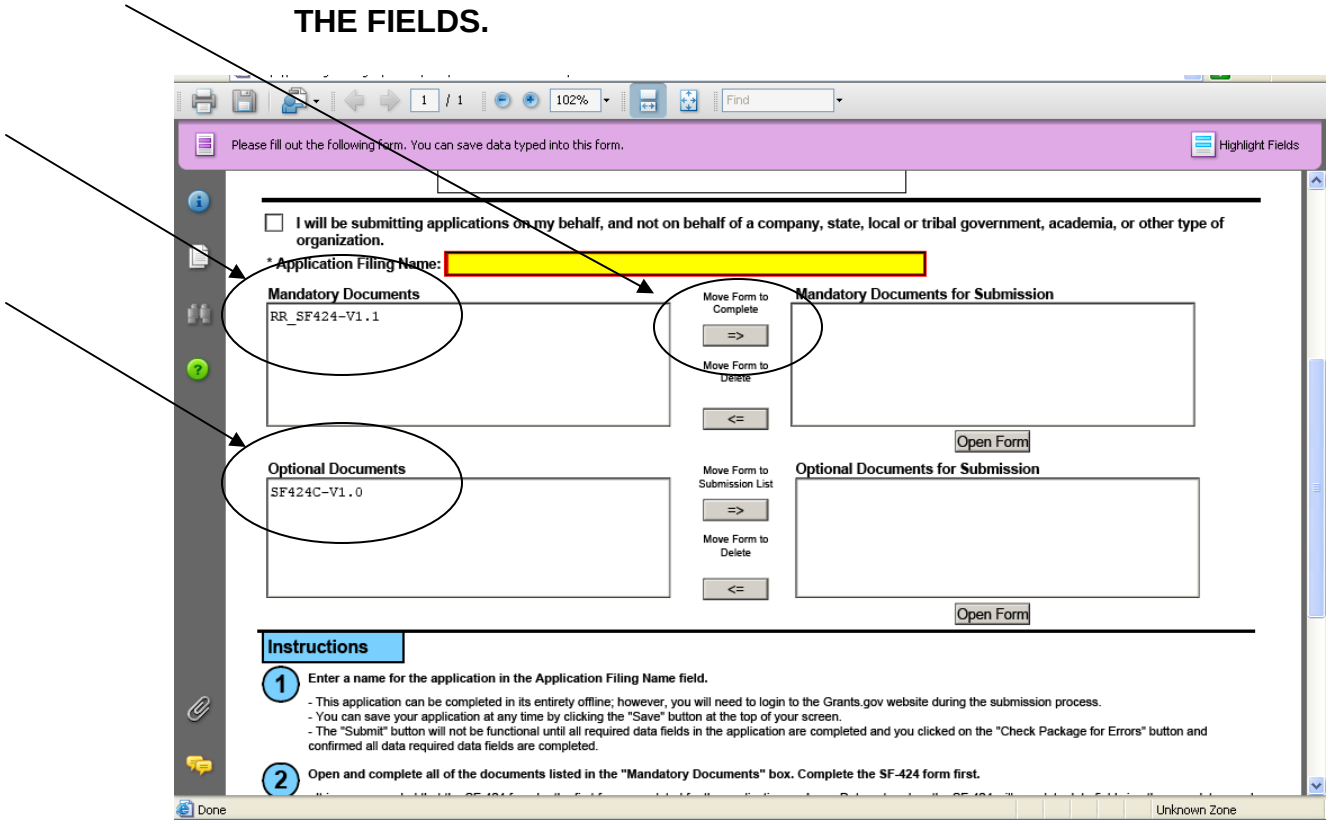
2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the **Mandatory Documents** box and **Optional Documents** box may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. **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 the item to select it and then click on the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog. The form opens immediately, scroll down the page or click on the title of the document and click the button below the dialog box that says **Open Form** and it will jump to the first page of the form.

- To remove a form/document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, click the form/document name to select it, and then click on the arrow to move it to the other box. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box. **EXECUTING THIS COMMAND WILL ELIMINATE THE DATA YOU POPULATED IN THE FIELDS.**



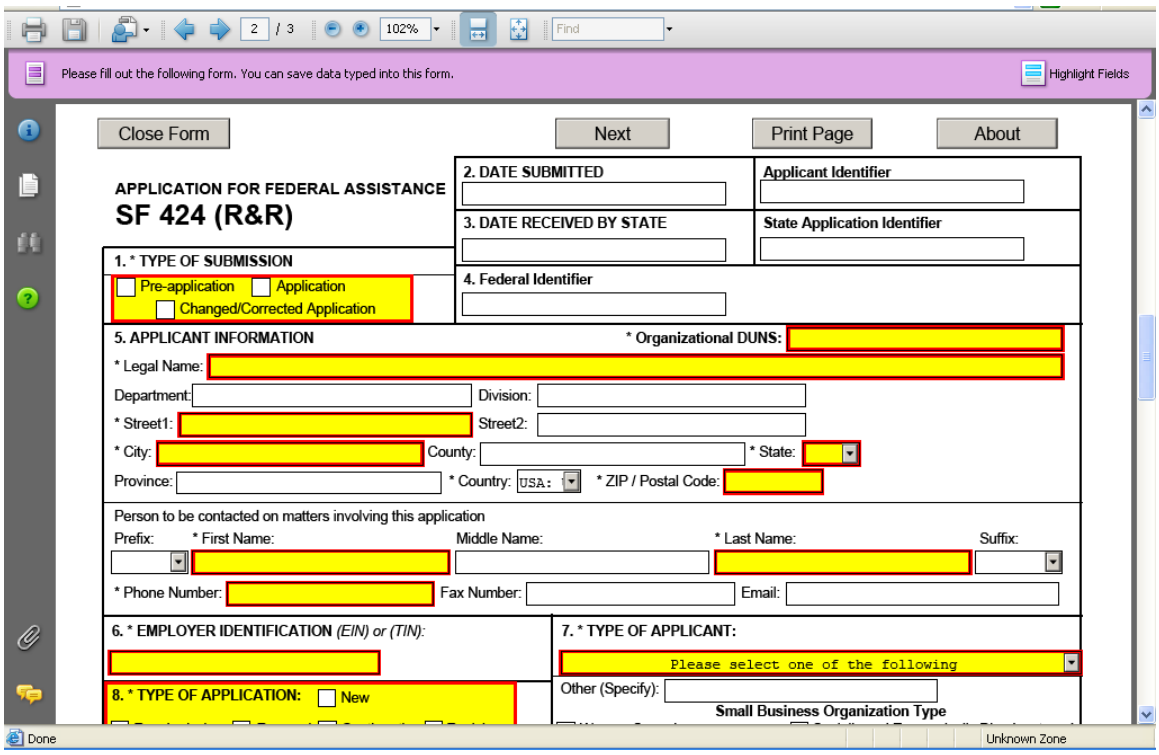
- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- To exit a form within the application, click on the **Close Form** button at the top of the form you are filling out. Then to save your work, click the **Save** button (on the cover page) to resave your entire application.

Note: When you are tabbing out of a required field without completing it, a message will display informing you that it is required to fill out.

Forms

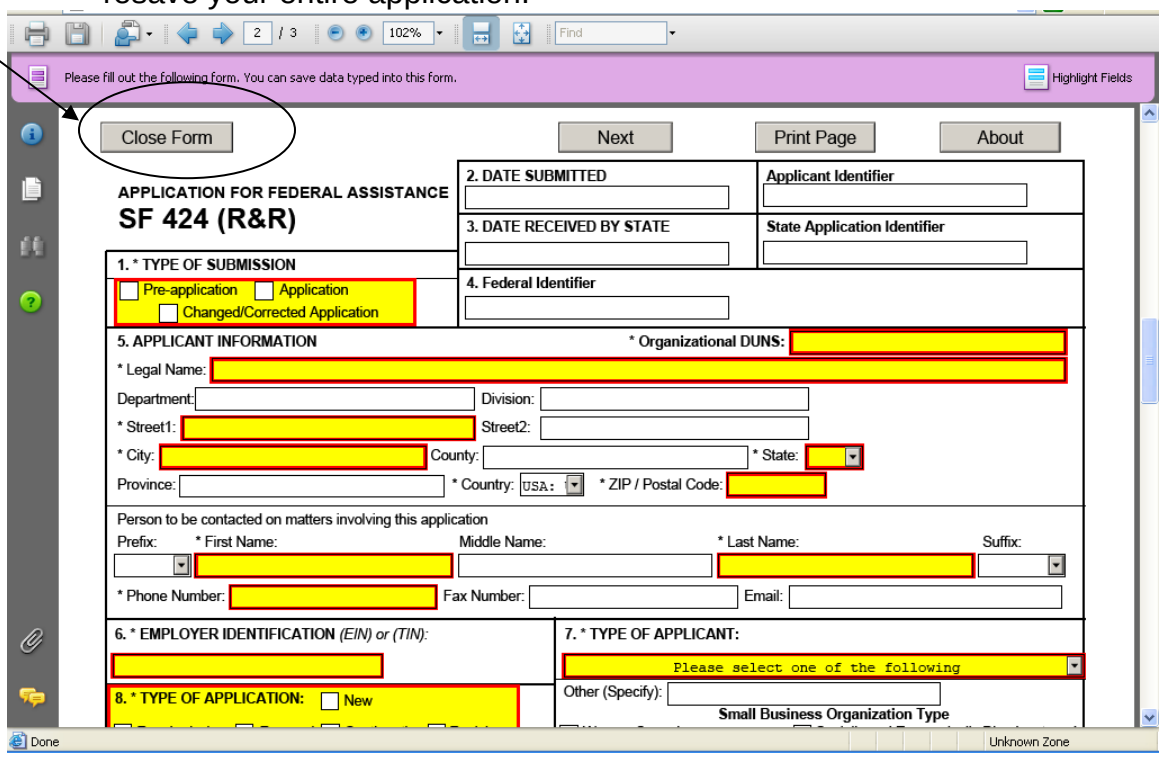
Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.**



Follow the steps below to complete forms contained within an application package.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
2. Optional fields and completed fields are displayed in white.
3. You can click any field to enter the necessary information.
4. You can also use the **TAB** button on your keyboard to move from field to field.
5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
6. To exit a form within the application, click on the **Close Form** button at the top of the form you are filling out. This will take you to the cover page.

Then to save your work, click the **Save** button (on the cover page) to resave your entire application.



Attaching Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement, for example. Specific instructions for additional documentation will be included in the application package instructions.

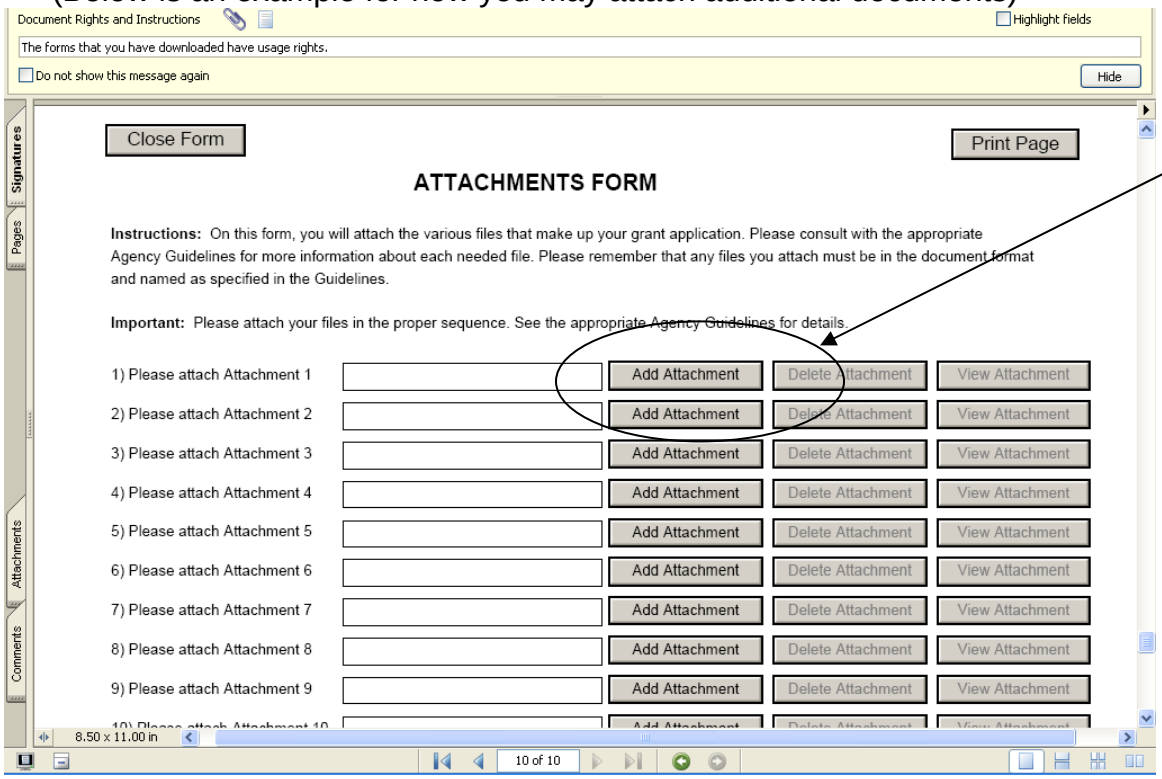
Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

1. To open a form that requires you to attach a document, click on the form name to move it to the form for submission list and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

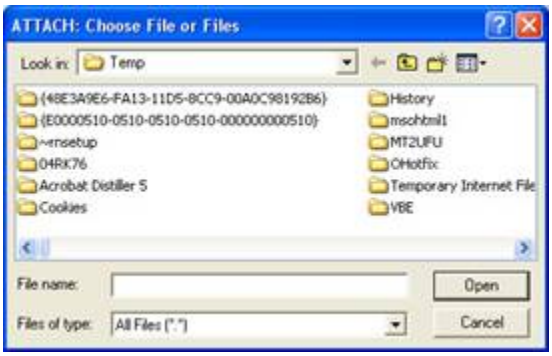
To remove the Attachment document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, click the form/document name to select it, and then click the **Move Form to Delete.** This will return the form/document to the **Mandatory Documents** and or **Optional**

Documents box. **EXECUTING THIS COMMAND WILL ELIMINATE THE DATA YOU POPULATED IN THE FIELD.**

(Below is an example for how you may attach additional documents)



3. A **Browse** window opens allowing you to select the document on your computer (or network drive) you would like to upload.



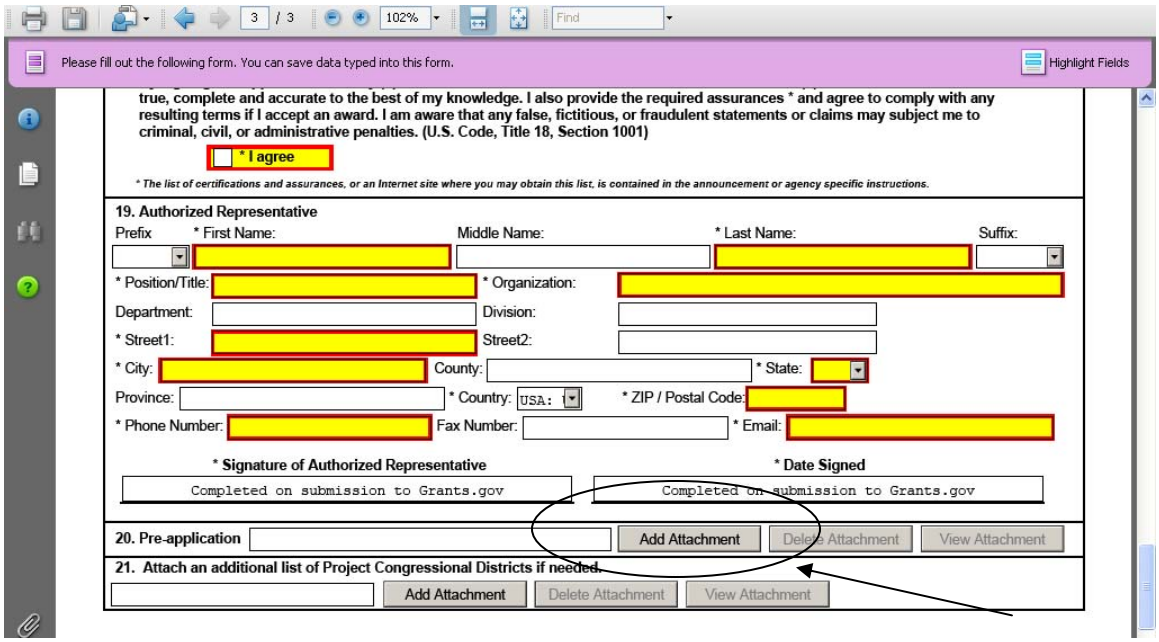
4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attachments Form**. The file name of the attachment will now appear in the form on the line of which you selected **Add Attachment**.

5. Repeat this process until you have attached all of the necessary documents.

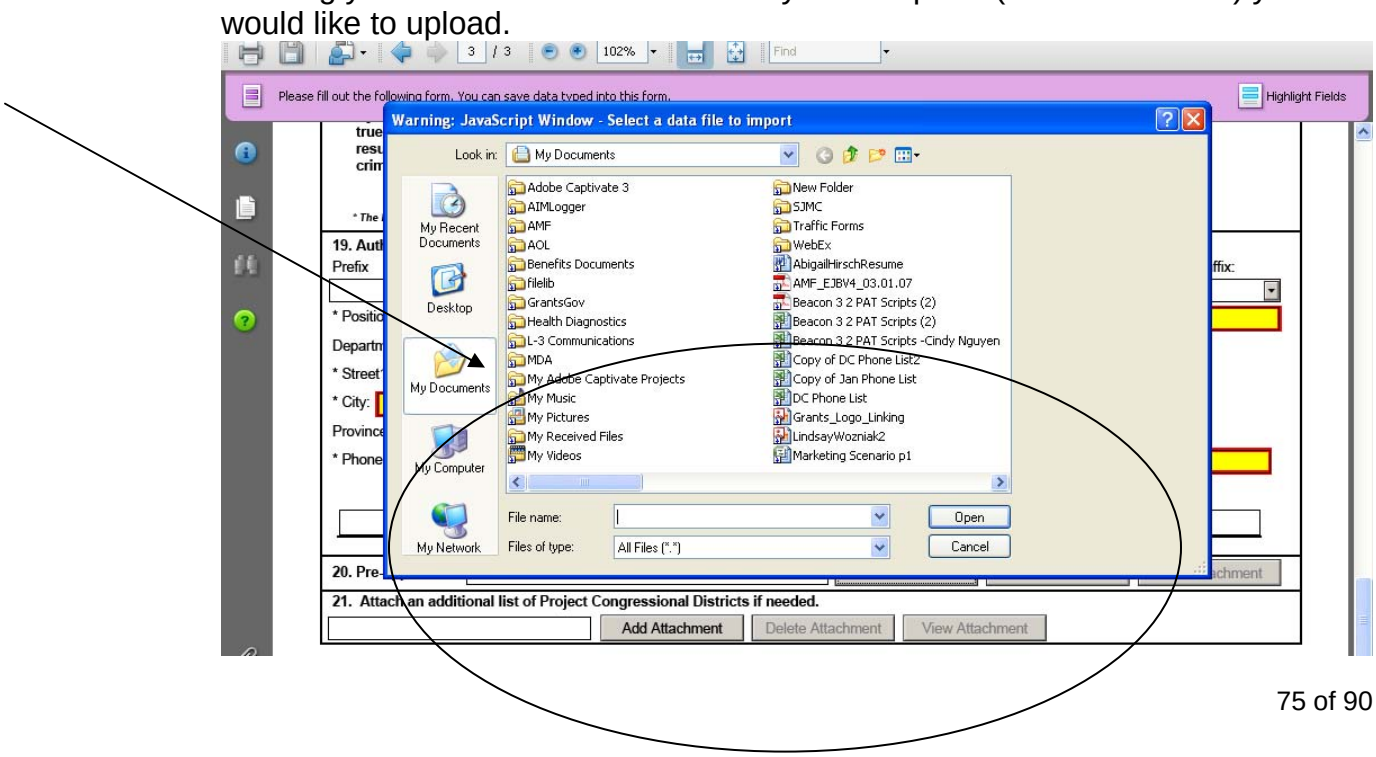
Attaching a Document within the Application Package

Depending on the application you are filling out you may be required to submit attachments within forms. To attach documents to specific questions on a form please follow the instructions below.

1. When you are filling out a form and come to a question requesting you to add attachments, simply click on the **Add Attachment** button.



2. After clicking on the Add Attachment button a **Browse** window will open allowing you to select the document on your computer (or network drive) you would like to upload.

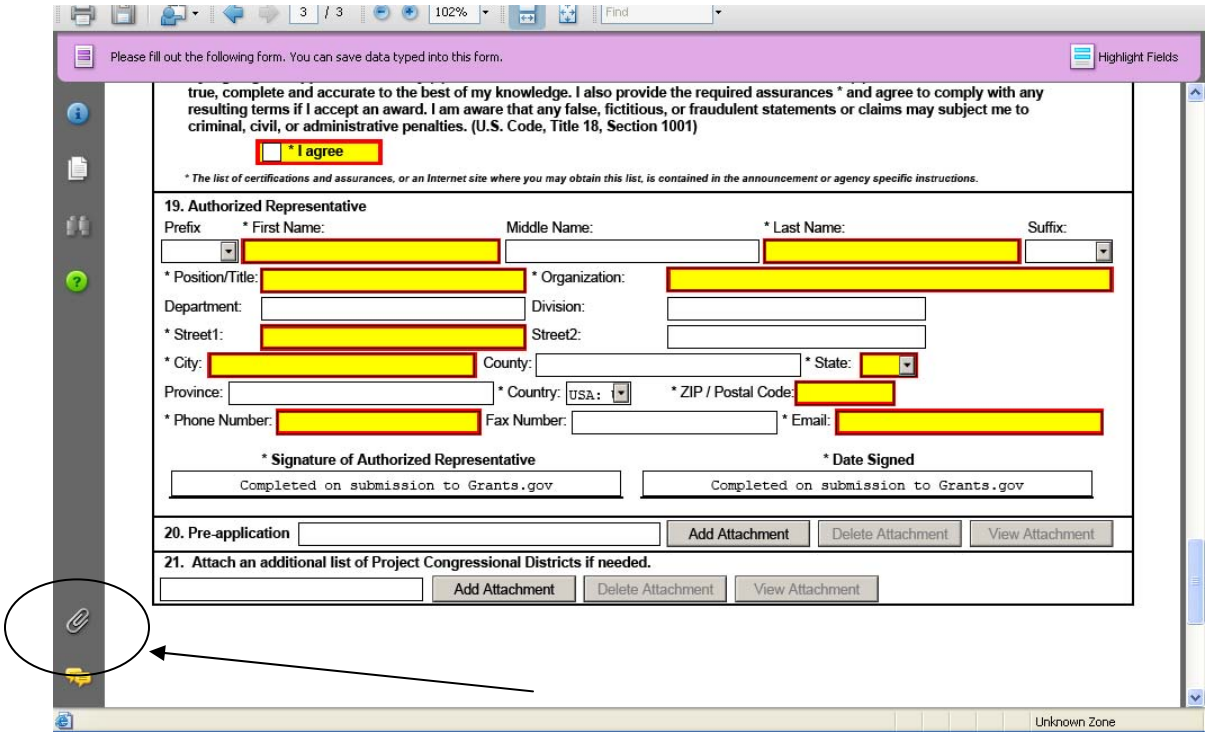


3. Once you have selected the document you would like to attach, click the **Open** button. You will see the file name in the field you selected to attach.

4. Repeat this process until you have attached all of the necessary documents.

5. Once you are finished, either continue filling out the application or click the **Save** button at the top of the form to save your work.

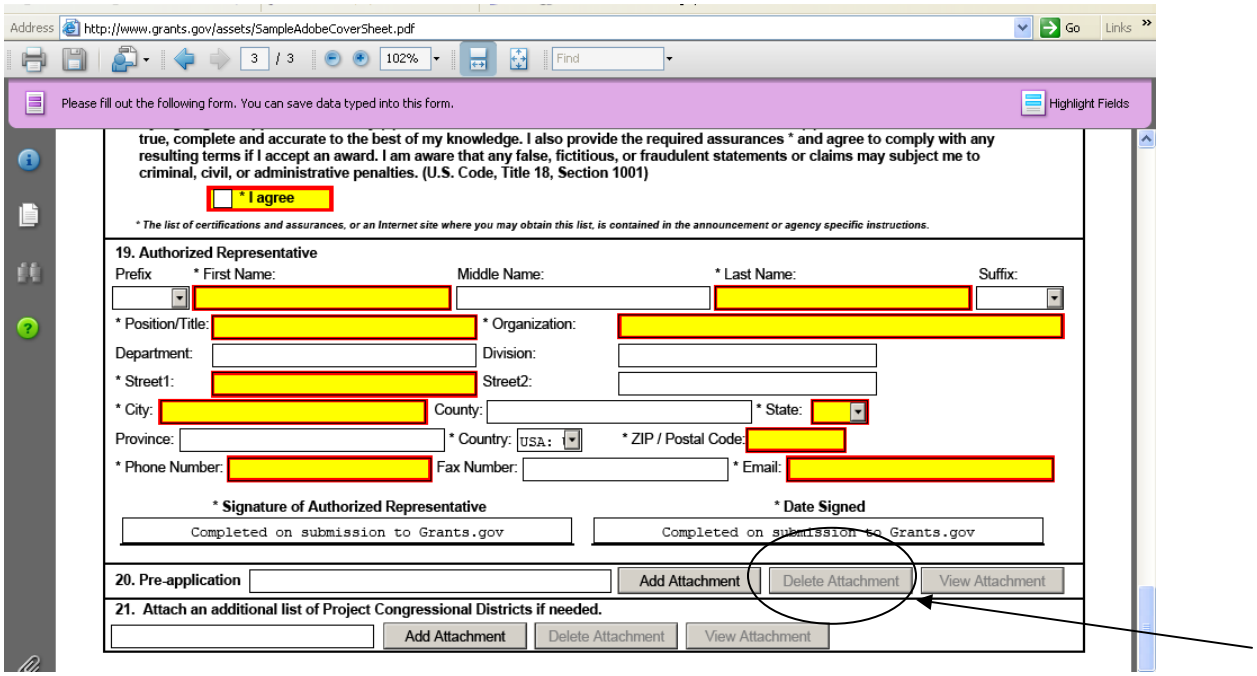
ATTENTION: There is a paper clip icon in Adobe Reader forms on the left side of the page in every application. You CANNOT attach documents with this function. Please do not attach documents under this function as your application will be incomplete and cause errors if you do so.



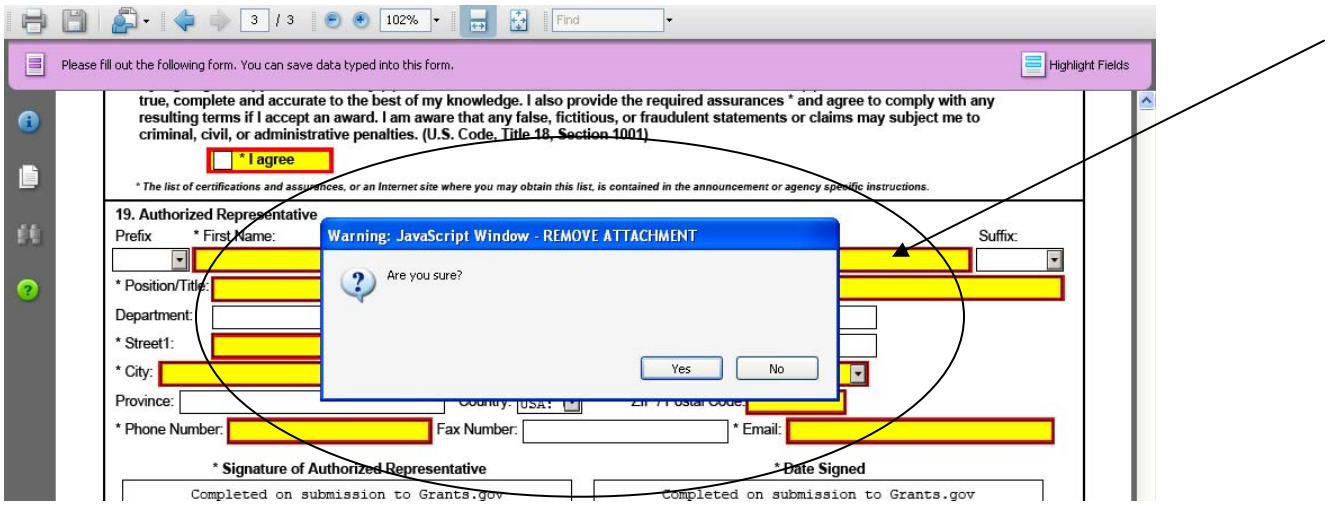
Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the question you would like to delete the attachment from and click on the **Delete Attachments** button. (In the example below the user is deleting an attachment from question number 20.)



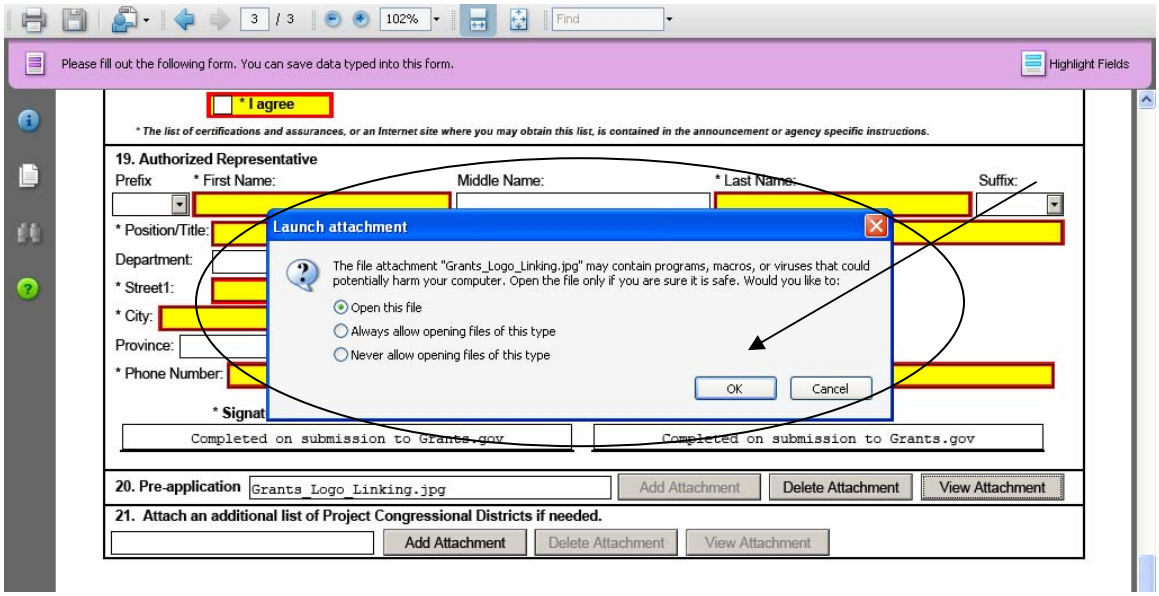
2. After clicking on the Delete Attachments button a dialog box will appear. Click the **Yes** button to delete the attachment.



Viewing an Attachment within a Form

To view an attachment within the form, go to the question you would like to view the attachment from and click on the **View Attachment** button. (In the example below the user is viewing an attachment from question number 20.)

1. After clicking on the View Attachments button a **Forms Attachment** dialog box will appear. Select Open this file and click the **OK** button.



2. When you are finished reviewing the document, close the document, it will still be attached to the form. **NOTE:** If you want to make any edits to an attachment you will need to save the attachment to your computer, make the edits, then save the new document. Once that is saved you will need to attach the new document to the form and delete the outdated attachment from the form. Please see the sections for adding and deleting attachments.

Saving Your Application

To save your application before submitting it to Grants.gov, click on the **Save** button on the cover page at the top of the screen.

Printing Your Application

To print your application, click the **Print** button on the cover page at the top of your screen. Make sure your documents are in the Mandatory and/or Optional documents submission box on the right of the application in order for your attachments to print.

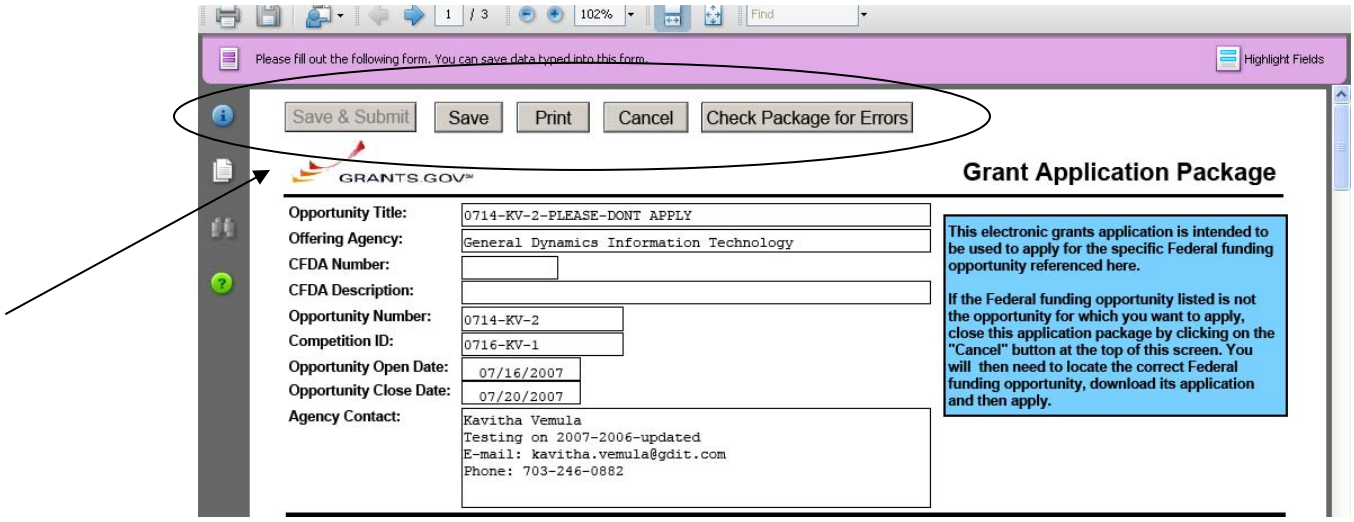
Finalizing Your Application

Once you have completed all required documents and attached any required or optional documentation, click on **Save** to save your package. If errors are found, click on the **Check Package for Errors** button which will identify each error. Then correct each error.

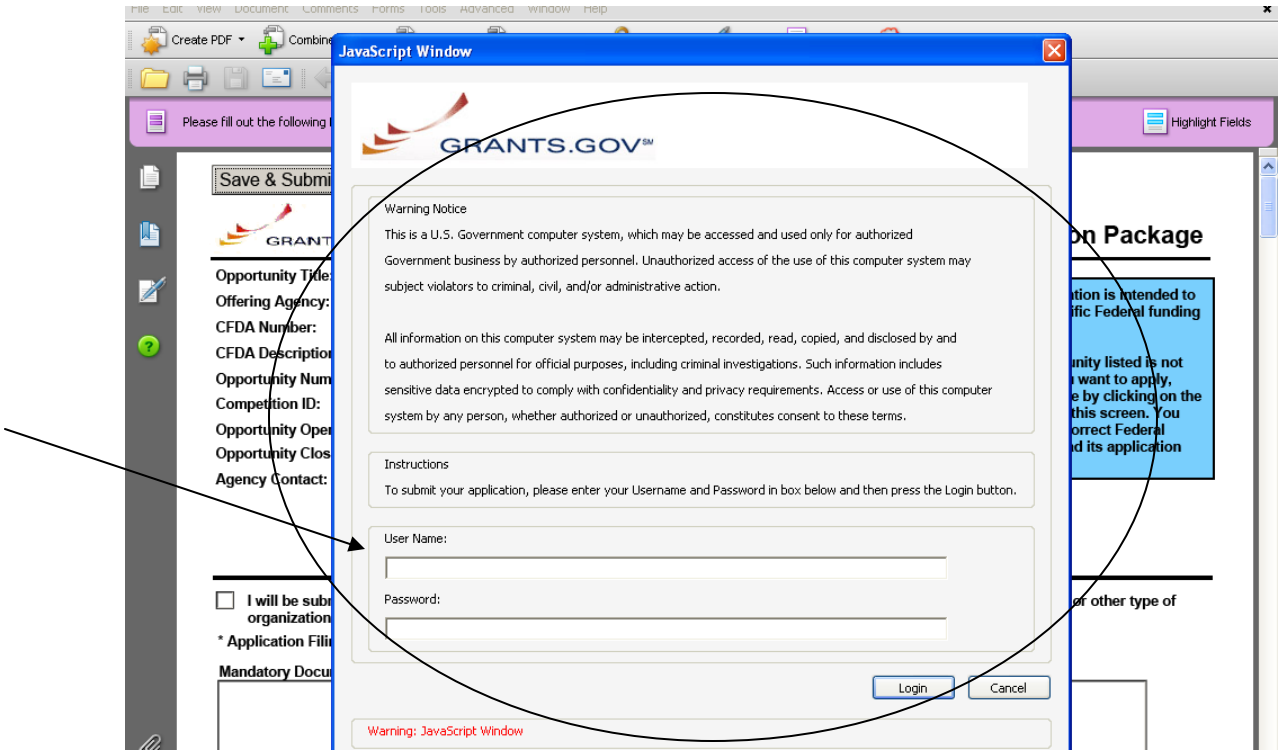
If there are no errors, when you save the package the **Save & Submit** button will be activated.

Click on the **Check Package for Errors** button at any time to ensure that you have completed all required data fields.

The **Save & Submit** button will become active after all errors have been resolved and the package has been saved. Click on the **Save & Submit** button and save the application again. You are required to save the application at this point to begin the application submission process.



Once you have saved the application using the **Save & Submit** button, a dialog box will appear and you will need to enter your Grants.gov username and password. Follow all onscreen instructions for submission.



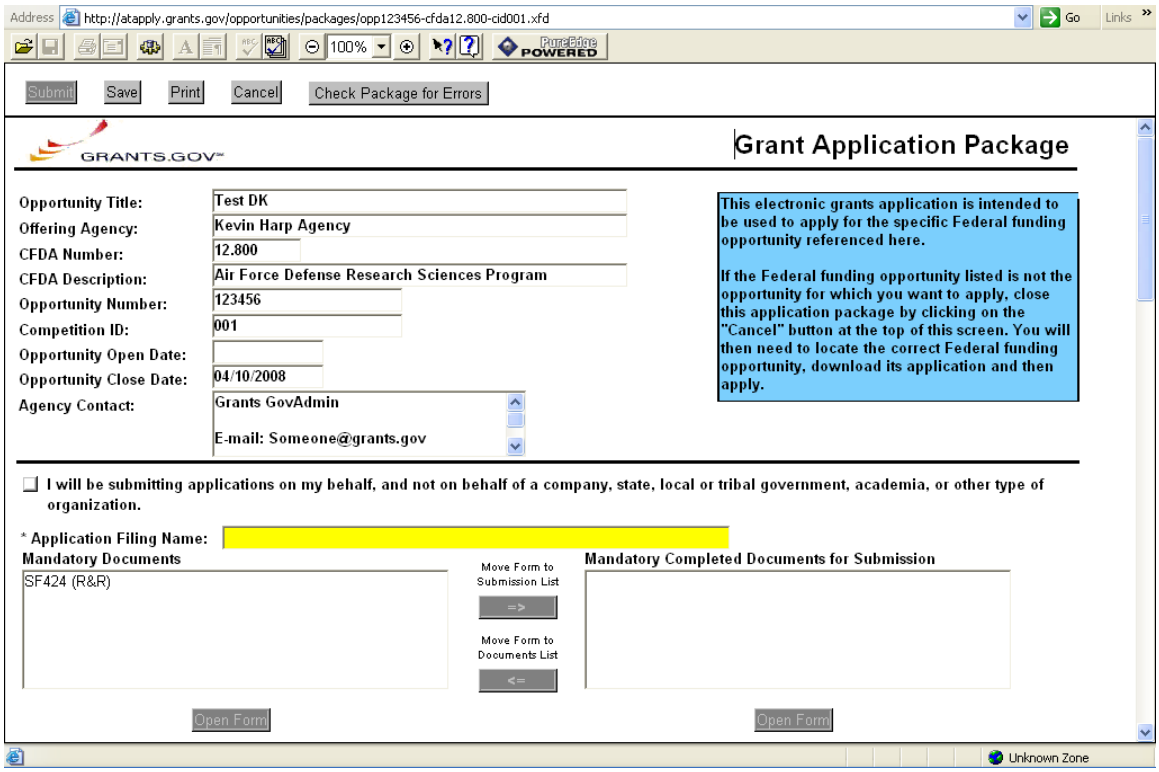
Complete Application Packages with PureEdge

Click here to view Complete Application Packages Instructions for Adobe Reader.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Follow the steps below to complete an application package using Grants.gov.

1. As the application downloads, it will automatically open in PureEdge Viewer. Save the application to your computer. Once the application is saved, you do not need to be online to complete the application.



2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct federal funding opportunity, download its application and then apply. If the federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

   Applications can be completed in their entirety offline; however, you will need to login to the Grants.gov website during the submission process.

The **Submit** button at the top of the screen will not be functional until the application is properly completed and saved.

If you have any application specific questions, contact the offering agency directly using the contact information provided on the application's cover page.

Cover Page

Follow the steps below to complete the cover page of an application package.

1. Enter a name for the application in the **Application Filing Name** field.
    - 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 and **Optional Documents** box.
    - **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 **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. 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 noted by an *, and on some computers 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.
    - To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.

    Note—Please make sure all of the following conditions have been met:
    - All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
    - The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

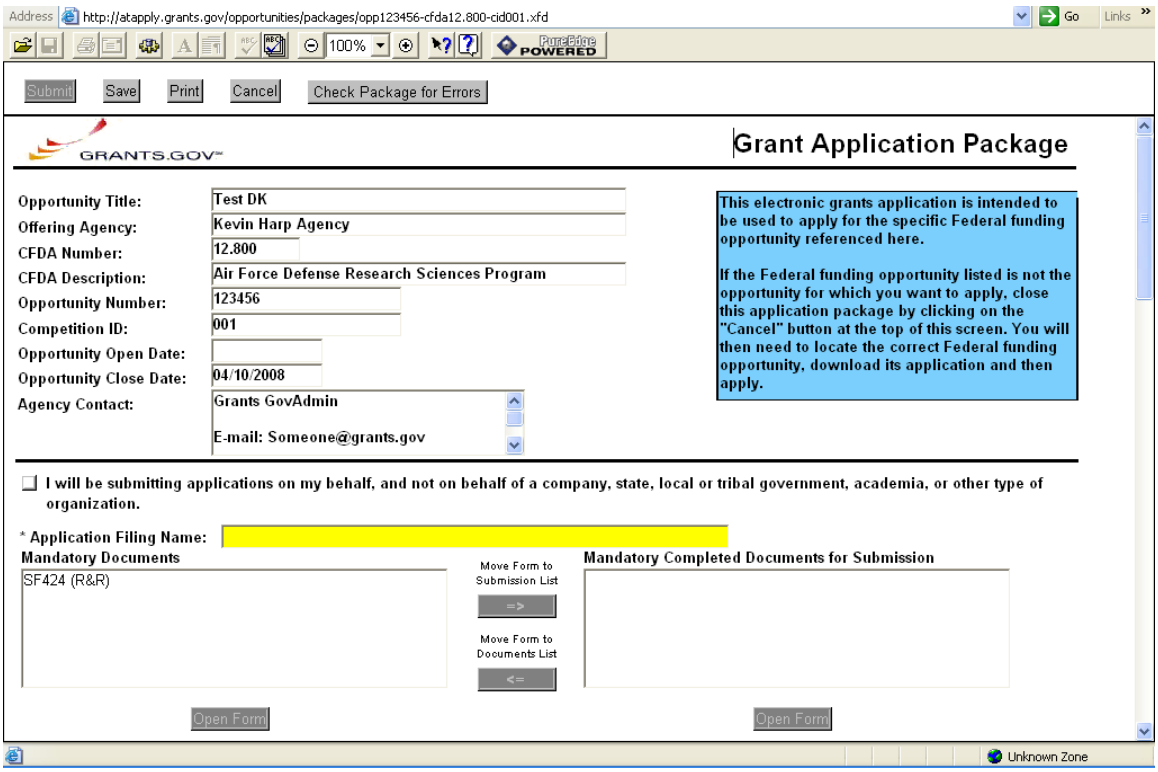
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.** Follow the steps below to complete forms contained within an application package.

Note:

1. To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.



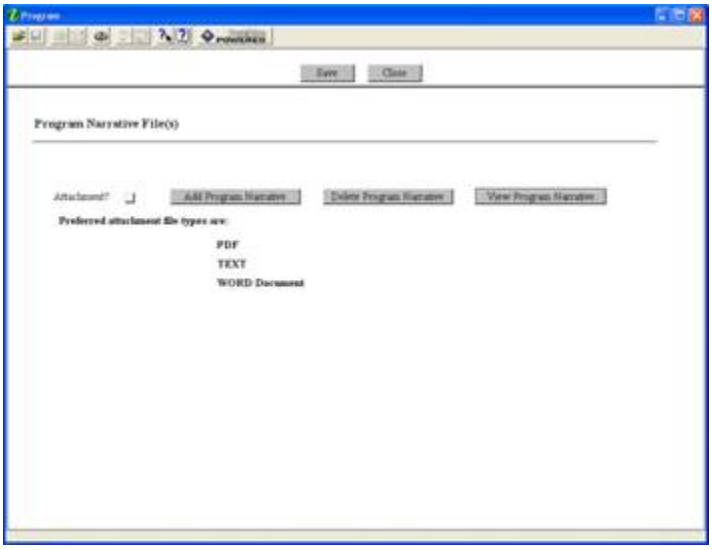
2. When you open a mandatory form, all required fields are noted by an * and sometimes highlighted in yellow.
3. Optional fields and completed fields are displayed in white.
4. You can click any field to enter the necessary information.
5. You can also use the **TAB** button on your keyboard to move from field to field.

6. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
7. To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement. Follow the steps below to submit documentation for an application package.

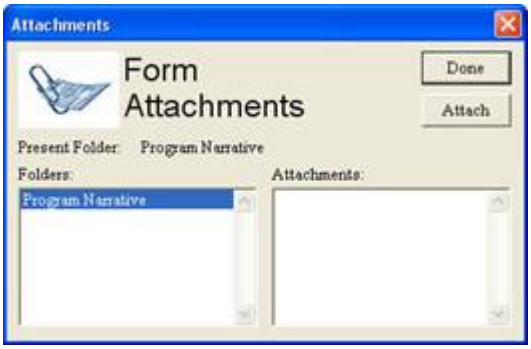
1. To open a form that requires you to attach a document, click on the form name to select it and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.



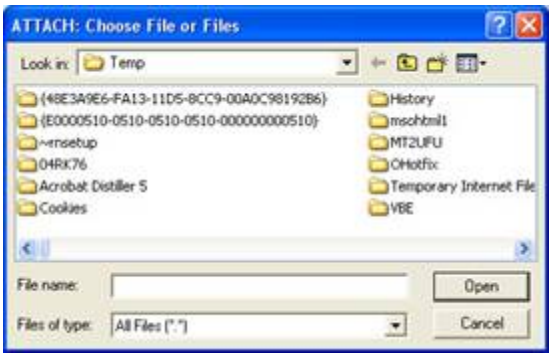
Attaching a Document

Follow the steps below to attach a document to a form.

1. To upload a document, simply click the **Add** button.
2. This will open an **Attachment** window.



3. Click the **Attach** button. A **Browse** window opens allowing you to select the document on your computer you would like to upload.

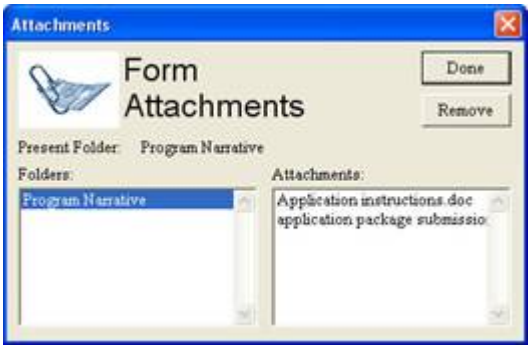


4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attach** window.
5. Repeat this process until you have attached all of the necessary documents.
6. When you have selected all of the documents you want to include for this requirement, click the **Done** button. If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

Follow the steps below to delete a document that you have uploaded to the form.

1. Open the form and click the **Delete** button.
2. If multiple documents are attached, the **Delete Attachment** window will open.

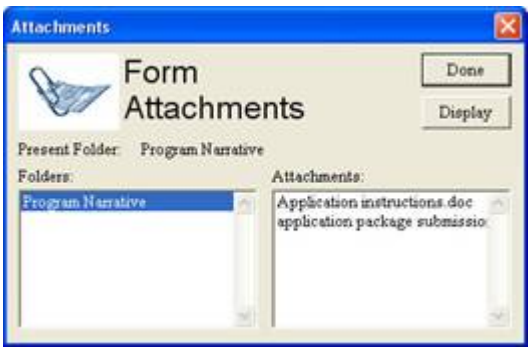


3. From the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.
4. Click the **Done** button when you are finished deleting the documents.
5. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button.
6. The **Remove Attachment** window will appear. Click **Yes** to delete or **No** to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

Follow the steps below to view a document that you have uploaded to the form.

1. Open the form and click the **View** button.
2. If only one document was attached, the document will open. If multiple documents are attached, the **View Attachment** window will open.



3. From the **View Attachment** window, select the document or documents you would like to view and click the **Display** button.
4. Click the **Done** button to return back to the form without displaying the attachment. Closing the open document returns you back to the form.
5. To exit the mandatory documents page, click the **Close** button.

Saving Your Application

Follow the step below to save your application.

1. To save your application, click the **Save** button at the top of your screen.

Printing Your Application

Follow the step below to print your application.

1. To print your application, click the **Print** button at the top of your screen.

Finalizing Your Application

Follow the steps below to finalize your application.

1. You can save your application at any time by clicking the **Save** button at the top of your screen.
2. Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov. (You will need to be connected to the Internet and login with your Grants.gov username and password.

Track Your Application

Once you complete and submit your application, you will see a confirmation screen explaining that once your submission has been processed.

GRANTS.GOV

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.

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 will send email messages to advise you of the progress of your application through the system.

Here is an example of the email confirmation you will receive from Grants.gov.

From: OS Support@Grants.gov Sent: Fri 3/21/2008 8:34 AM
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: GRANT00079765 Grants.gov Submission Receipt
Attachments:

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: 000000000INDV

AOR name: IBM Tester - Individual

Application Name: Check Confirmation Page!

Opportunity Number: RG-03172008-SCR-TEST

Opportunity Name: RG-03172008-SCR-Test

https://apply.grants.gov/ApplicantLoginGetID

Thank you.
Grants.gov
if you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4726(M-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.

Here is an example of the email confirmation you will receive when your application is being reviewed by the Grantor Agency.

From: OS Support@Grants.gov Sent: Tue 4/1/2008 1:41 PM
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

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

Type: GRANT
Grants.gov Tracking Number: GRANT00079868

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

Should you choose to track the progress of your application further, you may login with your username and password to receive information about the current status of your application.

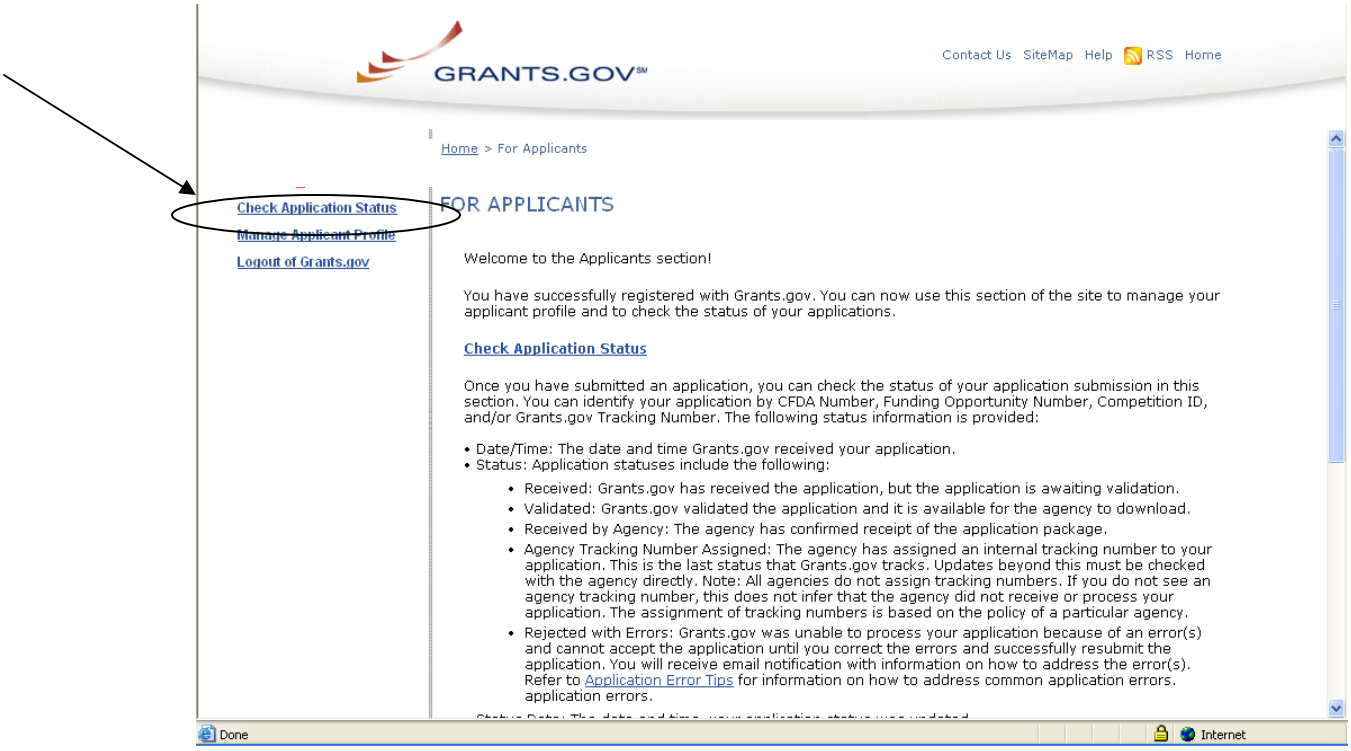
Instructions for Tracking Your Application

To track the progress of your application, in the For Applicants section, select **Track Your Application** from the left side navigation from the Grants.gov homepage. This will take you to the Track Your Application screen.

Once on the Track Your Application screen, select the **Click here to login** link. This will take you to the Applicant login page. Enter your username and password to proceed.

Once you enter your username and password, you will be logged into the Grants.gov system. Click on **Check Application Status** on the left side of the screen to track the progress of your application.

NOTE: It is important to retain the application tracking number that you received in the application submission confirmation email in order to track your application. If the agency assigns an agency-specific tracking number, you may receive an email with a second tracking number from the agency that is offering the grant.



Forgot Your Password?

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

Forgot Your Username?

Please contact ORC, Grants.gov's Credential Provider at 1-800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

Compatible versions of Adobe Reader are currently 8.1.1, 8.1.2, 8.1.3 and 9.0

Adobe Reader

You will be asked to specify your Operating System (examples: Windows, Mac) and Version (examples: XP, Vista, 10.4.9) be sure to specify a compatible version of Adobe Reader (8.1.1, 8.1.2, 8.1.3, 9.0) to get the compatible version to apply for grants on Grants.gov. Click here to download version 8.1.3 or 9.0 from Adobe's Website [EXIT Disclaimer].

Click here for Information on using Adobe Acrobat Professional.

To operate Adobe Reader, you computer must meet system requirements [EXIT Disclaimer].

Adobe Reader 8.1.3 Resolves "Broken Pipe" Issue

Adobe Reader version 8.1.3 resolves the "broken pipe" error intermittently experienced with other versions of Adobe Reader. Adobe supports multiple major version releases of its products throughout the life cycle of the particular main version. Adobe Reader 8.1.3 has been released, tested, and is compatible for use with Grants.gov.

If while using versions of Adobe Reader other than 8.1.3 you experience the "broken pipe" error message, you can submit your application package from an internet browser. For more information on this please visit the FAQ section for Adobe Reader.

Adobe Reader Software Versioning Information

*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

*Adobe Acrobat Professional versions comparable to the Grants.gov compatible Adobe Reader versions are compatible for use with Grants.gov. For System Requirements information: http://www.adobe.com/products/reader/systemreqs/index.html#90win

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Using Acrobat Professional with Grants.gov

Grants.gov Compatible Software

July 3, 2008.

Grants.gov Compatible Software

Grants.gov requires the applicant to use the compatible version of Adobe Reader software to complete a Grants.gov application package. In order to use Adobe Acrobat Professional with Grants.gov, it must have the compatible version of Adobe Reader installed.

For example, when using Adobe Acrobat Professional 8.0 to complete a Grants.gov Adobe Reader Application package, you must update the Adobe Reader component of your Adobe Acrobat Professional version 8.0 software because it does not have the compatible version of Adobe Reader (version 8.1.2), this is available on Grants.gov for free, linked to Adobe's website.

Adobe Acrobat Professional 8.0 includes a setting with an automatic update feature that will allow you to update the Adobe Reader component of your current Adobe Acrobat Professional software; however if you do not have this setting enabled you must manually update the Adobe Reader software to obtain the compatible version of Adobe Reader (version 8.1.2).

For more tips and information regarding Adobe Acrobat Professional, please review the FAQs below.

Adobe Acrobat Professional FAQs

Can I use Adobe Acrobat Standard or Professional to complete and submit an Adobe Reader application package with Grants.gov?

If you have already installed the latest version of Adobe Acrobat Standard or Professional software you have installed on your computer you can open, complete and submit an Adobe Reader application package to Grants.gov.

Adobe Acrobat software allows you to perform all tasks performed by the corresponding version of Adobe Reader software. The version number of Adobe Acrobat (Standard or Professional) software and Adobe Reader software that perform the same tasks have matching version numbers (i.e. Adobe Reader 8.1.2, parallels Acrobat Standard or Professional 8.1.2 viewing function). To complete a Grants.gov application package you must either install the Grants.gov compatible version of Adobe Reader for free or have an equivalent version of Acrobat Standard or Professional software already installed on your computer.

Check Which Version of Acrobat you are Using To check which version of Acrobat you are using go to the Help menu in Acrobat then select About Acrobat (version #), a text box will appear containing an Adobe logo with a number, under that

information you will see another number, this is the version number of your software (i.e. 8.1.2).

Or click here to verify your Adobe Reader or Acrobat Standard or Professional Software version is compatible with Grants.gov.

If you have an earlier version of Acrobat or you are unsure which Acrobat or Adobe Reader software version you are using, you may download the Grants.gov compatible version of Adobe Reader for free and use it instead of Acrobat to complete your Grants.gov application package. See the FAQ below for instructions on using Adobe Reader instead of Acrobat without changing your computer settings.

I already have an earlier version of Adobe Acrobat software on my computer and it will not allow me to update its Adobe Reader to the Grants.gov compatible version, what can I do?

If you are using an earlier version of Adobe Acrobat (Standard or Professional) (i.e Acrobat 7) or have installed Acrobat 8, but you are unable to update your software to the latest version; download the compatible version of Adobe Reader software from the Grants.gov website for free. The two programs may be downloaded and used separately, by following the steps below:

How to do this will vary with each user's installation of the Operating System.

Step 1:

To check that you are using the compatible version of Adobe Reader, go to the Help menu in Acrobat then select About Acrobat (version #), a text box will appear containing an Adobe logo with a number, under that information you will see another number, this is the version number of your software (i.e. 8.1.2).

Step 2:

If using Windows:

1. Verify the correct version of Adobe Reader is installed on your computer

2. Close any web browsers, PDF documents or files that were opened using Acrobat (wait approximately 30 seconds)
3. Right click the Windows Start button
4. Select Explore
5. From the Windows Explore menu, click Tools, Folder Options
6. Click on the tab "File Types"
7. Locate application package (PDF) in the "Registered file types" and highlight it
8. Click Change
9. Choose "Select the Program from a List"
10. Select Adobe Reader 8.1.2 from the list
    Note: This list displays only as Adobe 8.1.2 be sure you have verified version in Step 1 above
11. Check "Always use the selected program to open this kind of file"
12. Click Ok

If using Vista:

1. Verify the correct version of Adobe Reader is installed on your computer
2. Close any web browsers, PDF documents or files that were opened using Acrobat (wait approximately 30 seconds)
3. Click the Start button
4. Select Control Panel
5. Select Programs
6. Under Default Programs, select "Make a file type always open in a specific program"
7. Locate PDF in the "Set Associations" window, and select it
8. Click Change Program button
9. Choose "Select the Program from a List"
10. Select Adobe Reader 8.1.1 or 8.1.2 from the list
    Note: This list displays only as Adobe 8.1.2 be sure you have verified version in Step 1 above
11. Check "Always use the selected program to open this kind of file"
12. Click Ok

If using MAC:

1. Verify the correct version of Adobe Reader is installed on your computer
2. Close any web browsers, PDF documents or files that were opened using Acrobat (wait approximately 30 seconds)
3. Click the Finder button
4. Select and click on a PDF file
5. Select "Get Info" under the File Menu
6. Use "Open With:" to change the default application
7. Locate Adobe in the programs list and select it
8. Click on Change All button

What are some of the common errors received when using unsupported Adobe Reader versions and Adobe Acrobat Professional?

If you have received one of the following error messages, please verify that the package has not been opened or edited with any software other than the compatible versions of Adobe Reader.

Error Message 1: Error: org.xml.sax.SAXParseException:

Error Message 2: "Schema Validation Error"

In most cases these errors indicate the form was opened with unsupported software such as: Adobe Professional, Adobe Acrobat, an incompatible version of Adobe Reader, or software.

Options to fix:
The applicant should download a **NEW** package then **open**, **complete** and **submit** it **only using a compatible version of Adobe Reader**.

Grants.gov requires the use of a compatible version of Adobe Reader. Grants.gov application packages cannot be used with any other Adobe product at this time.

Note: The user cannot copy and paste data from their existing package into the new package. Packages accessed using any software other than a compatible version of Adobe Reader may contain errors that will be transferred to the new package.

For Further assistance using Adobe Acrobat Professional, contact the Grants.gov Contact Center at 1-800-518-4726 or support@grants.gov .