

Construct the Application

Applications vary too much from agency to agency and grant to grant to attempt an exhaustive examination of the possibilities. However, the basic components remain consistent, and this section provides some guidance in fulfilling them.

You need to rely on the Application Information document and the funding opportunity announcement for important criteria, such as page count, file size, and document types.



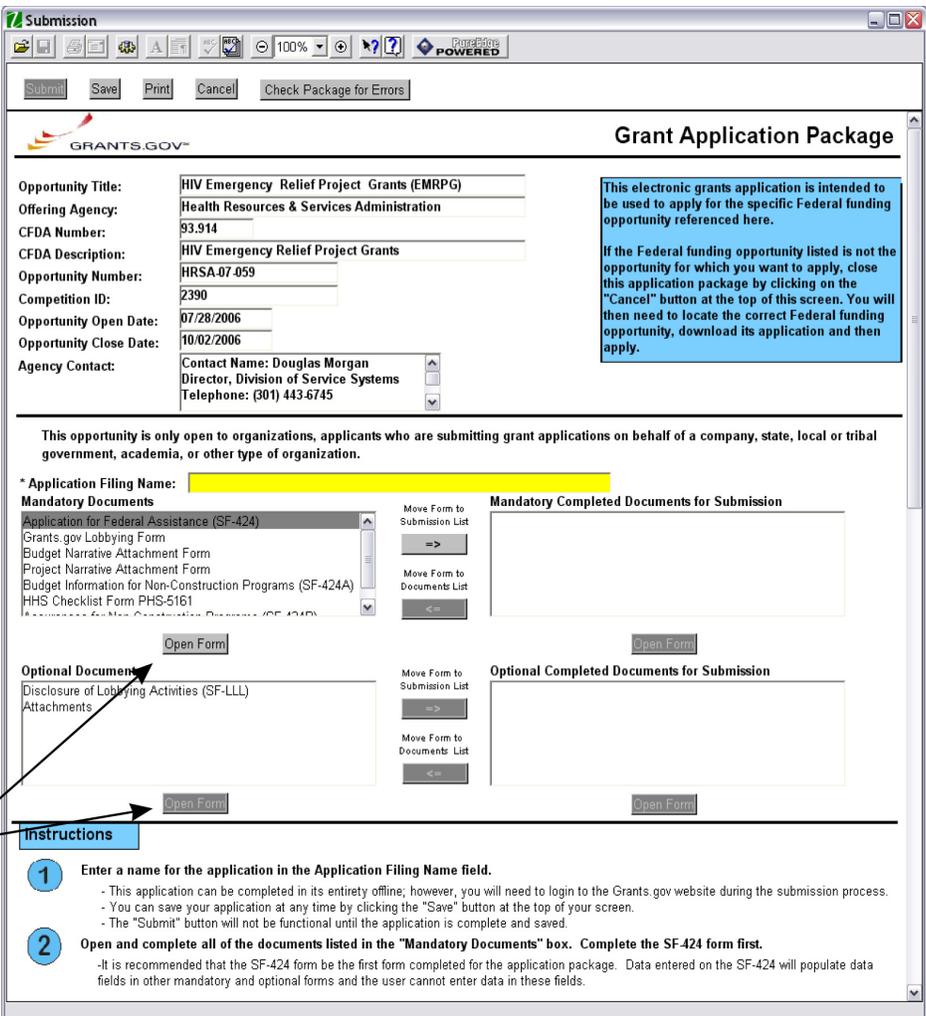
Digital filters quickly reject submissions that exceed file size limits and page counts.

Completing PureEdge forms

The SF-424 form sets consist entirely of PureEdge forms. This means that you must open them in the PureEdge viewer and complete them there. On your computer, they constitute a single file that you save locally whenever you take a break or stop for the day.

Use the Viewer

1. Navigate to the place where you saved the Application Instructions; open, print, and review them.
2. Double-click the application package you saved with the instructions. The PureEdge viewer displays the package window with its three-sections topped by a toolbar and a row of buttons.
 - **Prefilled data** contains identifying information about the grant.
 - **Forms** occupy the two left side windows, with an empty window on the right for displaying them as you complete them.
 - **Instructions** outline the submission sequence.
 - **Toolbar** items you might find useful include buttons for spell-checking  every form in the package and obtaining field-level help  when you mouse over the page.
 - **Buttons** below the toolbar Save the package, Print all forms, and Submit (which OSP – *not* the applicant – uses to submit the final draft).



Prefilled data

Required forms

Attachments and optional forms

Open forms

Submission

GRANTS.GOV™

Grant Application Package

Opportunity Title: HIV Emergency Relief Project Grants (EMRPG)
 Offering Agency: Health Resources & Services Administration
 CFDA Number: 93.914
 CFDA Description: HIV Emergency Relief Project Grants
 Opportunity Number: HRSA.07.059
 Competition ID: 2390
 Opportunity Open Date: 07/28/2006
 Opportunity Close Date: 10/02/2006
 Agency Contact: Contact Name: Douglas Morgan
 Director, Division of Service Systems
 Telephone: (301) 443-6745

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Yellow Highlighted Field]

Mandatory Documents

Application for Federal Assistance (SF-424)
 Grants.gov Lobbying Form
 Budget Narrative Attachment Form
 Project Narrative Attachment Form
 Budget Information for Non-Construction Programs (SF-424A)
 HHS Checklist Form PHS-5161

Mandatory Completed Documents for Submission

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)
 Attachments

Optional Completed Documents for Submission

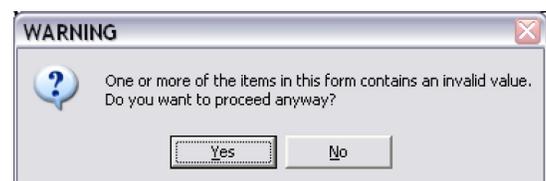
Instructions

- 1 Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety online; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Submit" button will not be functional until the application is complete and saved.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

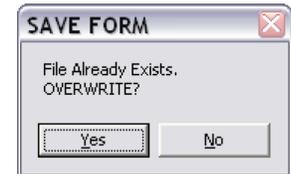
3. Enter a name in the Application Filing Name text field with the yellow (required) highlighting.

- Any unique name is allowed.
- Investigators usually include the organization.

4. Click the **Save** button. A warning dialog says an invalid field exists, and asks if you want to proceed. *You will always get this and the following dialogs until every form is complete and error-free.*



- a. Click **Yes**. The Save Form dialog suggests you might want to enter a new name for the file. You don't.
- b. Click **Save**. Another Save Form dialog asks if you want to overwrite the existing file.



- c. Click **Yes**.

Once you see how to use the PureEdge viewer, you are ready to **Complete a PureEdge Form**.

Complete a PureEdge Form

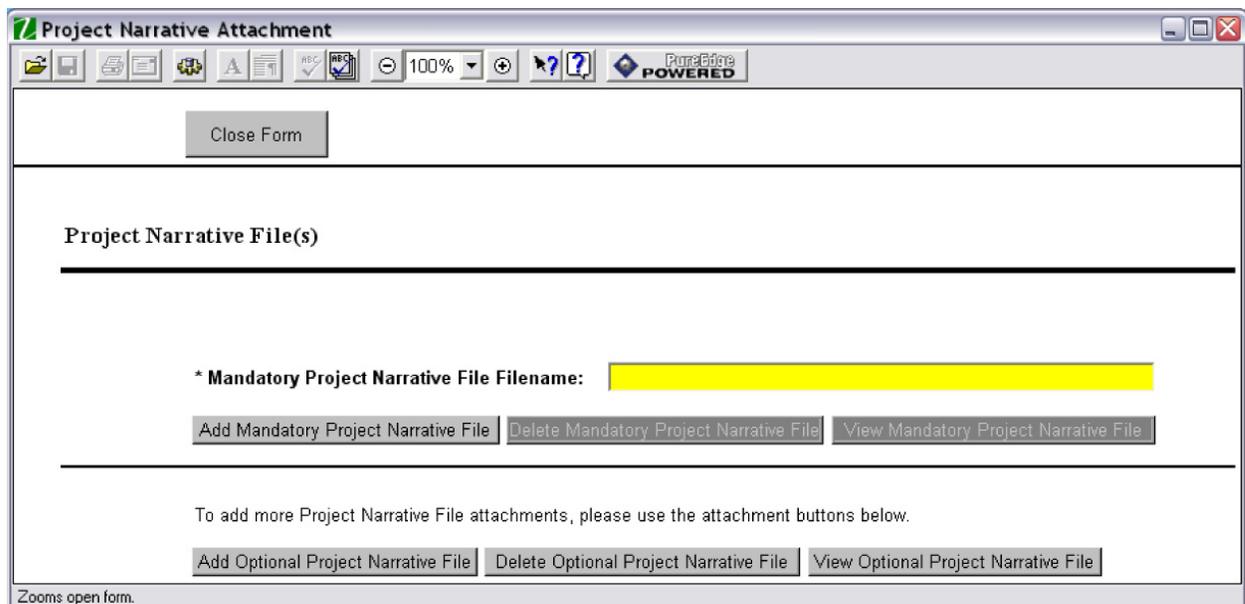
1. Open a form to complete. [Granting agencies recommend that you always complete the SF-424 cover first, which is also first in the list.]
 - a. Click the desired form in the list box.
 - b. Click the **Open Form** button below the list box containing the desired form. The form displays with yellow highlighting in required fields whose labels are also marked with an asterisk (*).
2. Complete the form (see **Complete the SF-424 Cover**), and click the **Close Form** button. The form is saved to the package (you will still need to save the package when you close it) and the main window displays.

 **Warning!** Avoid the exit button  while completing a form. It closes form and package *without* saving.

If the form calls for supplementary information in the form of documents you create and then attach, see **Attach Files** and, as appropriate **Creating PDFs**. To finish up the process you need to **track forms in the viewer**.

Attach Files

Some forms in the viewer simply provide a place for adding such required attachments as the project narrative, team bios, budget narratives, letters of support, etc.



Using the Application Instructions, verify which document formats (PDF, DOC, XLS, etc.) are accepted with the submission. Many agencies, such as NIH and NSA, accept only PDFs, while others, such as Health Resources and Services Administration (HRSA), accept a wider range.

1. Open the desired form in the PureEdge Viewer.
2. Click the **Add** button. Exact button wording varies with the form.

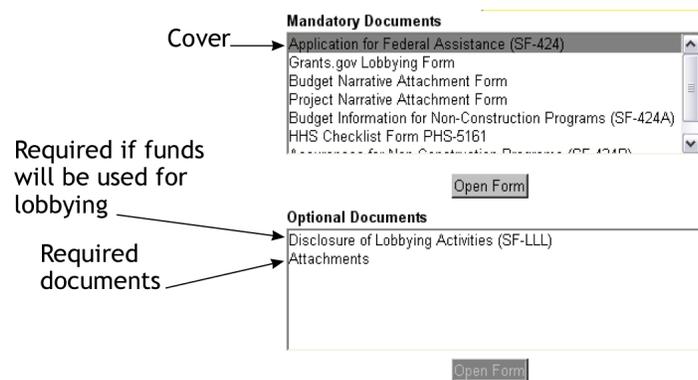


The filename field on this form may be yellow, but you actually ignore it, entirely.

3. Browse to the file on your computer, and click **Save**. The name of the file displays in the text box and the file is attached to the project.
4. To remove an attachment, click the **Delete** button. A warning dialog asks if you are sure. Click **Yes**. The formerly attached file remains on your computer.
5. If the page takes multiple attachments, check the Application Instructions for the sequence to follow.

Track Forms in the Viewer

1. Click the form in the main window when you have finished that form.
2. Click the **Move Form to Submission List** button . The form displays in the submission list box on the right. You can always click the form and move it back if you need to edit it further.
3. Complete all required forms. When all forms are complete and the whole package has been saved, the Submit button in the package window becomes available – though *you never* use it.





Check your Application Instructions; forms listed in Optional Documents may actually be required.

For specific form issues, see **Complete a PureEdge Form**.

Correct Errors

If you finish all required forms and the Submit button is *not* available, check for missing or improperly completed entries.

1. Click **Check Package for Errors** in the package window. An information dialog lists the total number of errors found and identifies the last one.
2. Note the error form and field and click **OK**
3. Open the identified form, correct the error, and click **Close Form**.
4. Repeat steps 1-3 until no errors are found and the Submit button becomes available.
5. When you finish the application package, save it again, and do **NOT** click Submit. You will upload the package into the SAGE system for university review.
6. Click the PureEdge window exit button  to close.
7. When all the business documents of the package have been finalized as well as the draft science narrative, then you can **upload everything into SAGE** for departmental review.

Use the Viewer (Review)

1. Double-click the saved application package to open.
2. Click a form in the document list, and click **Open Form**.
3. Complete the form, and click **Close Form** to save data.
4. Click the form and then click the **Move Form to Submission List** button  whenever a form is complete. Forms accumulate in the Completed box.
5. **Save** the package periodically and every time you close it.
6. When all forms are finished, click **Check Package for Errors**.
 - a. If an error displays in the Information dialog, click **OK**.
 - b. Correct the error, and click **Check Package for Errors**, again.
 - c. Repeat until all errors are eliminated.
7. Upload the package into SAGE.

Tackling the SF-424 (R&R)

The 26 federal granting agencies and Grants.gov have created six Standard Forms 424 form families, which generate standard data sets for the various application packages. University investigators will be using the SF-424 Research and Related forms to conduct research projects (referred to from now on as the SF-424). Though your funding opportunity may not require all of them, the standard components of the SF-424 (R&R) set are:

- SF-424 (R&R) – cover
- Budget
- Project/Performance Site Location(s)
- Senior/Key Person Profile
- Personal Data
- Other Project Information
- Subaward Budget Attachment(s) Form
- Senior/Key Person Profile (Expanded)
- Budget (total federal and non-federal)
- Subaward Budget (total federal and non-federal)
- Attachments form

While this guide can't cover the detail required by each form, you might find these helpful:

- Instructions to help you **Complete the SF-424 cover**, a summary of **institutional numbers and codes**, and a check of **OSP Facts and Rates** to see if more have been added (<http://www.washington.edu/research/osp/facts.html>).
- Form by Form Completion TIPS (a PDF file) addressing issues that arise with the rest of the SF-424(R&R) set, especially for NIH applications (see Appendix).

Person-months conversion tools

Those of you who were accustomed to entering percent effort over time may find one of two available person-month conversion tools handy. The PDF version is available in the Appendix.

- Percent of Time & Effort to Person Months is a Microsoft Excel[®] spreadsheet.

- Person-Months Conversion Chart is a PDF file (see Appendix).



On the forms, yellow shading indicates required data.

Complete the SF-424 Cover

The OSP has created a model of the SF-424 cover from which you can copy much of the required university-specific information (see also **Institutional Numbers & Codes**). You will need a PDF viewer, such as the Acrobat Reader, in order to open it.

1. Open the SF-424 cover form as in **Use the Viewer**.
2. Open the OSP SF-424 Guide (Appendix) .
3. Copy all blue-highlighted content from the guide to your form in the PureEdge viewer.



If a completed field is highlighted in pink, it contains an error of some kind.

4. Complete the required fields.
 - Consult the funding opportunity Application Instructions as appropriate.
 - Click the **Next** button to advance pages (**Previous** to go back).
 - Required fields are marked with an asterisk (*) and highlighted in yellow.
 - Any required attachments to the SF-424 cover page are described in Application Instructions.

Field tips

The sequence may differ, opportunity-specific fields are pre-populated (not shown), and forms may vary from the following:

***Type of Application** – Change/Corrected Application (not for revised applications) is only checked to re-submit an application *before* the closing date.

Federal Identifier – Leave blank if this is a new project. Required only when Change/Corrected Application has been checked. It's the Grants.gov tracking number given for the first submission.

Date Submitted – The date when the application is submitted to the federal agency.

Applicant Identifier – A control number created by your organization.

Date Received by State and State Application Identifier – Alternative to Date Submitted and Applicant Identifier; for applications going to a State government.

***Legal Name** – University of Washington

Department – Office of Sponsored Programs

***Street** – 1100 NE 45th, Suite 300

***City** – Seattle

County – King

***State** – WA

***ZIP Code** – 98105

***Country** – USA

***First Name:** Carol

***Last Name –** Zuiches

***Phone Number –** (206) 543-4043

Fax Number – (206) 685-1732

Email – osp@u.washington.edu

***Employer Identification –** 91-6001537

***Type of Applicant –** F: State-Controlled Institution of Higher Education

***Type of Application –** **New** if first time to submit the application, **Resubmission** if previously rejected and being submitted again for reconsideration, **Renewal** if seeking additional funding for a time span after current award lapses (competes with all other applications and must be developed fully), **Continuation** if non-competing application (progress report) for additional funding within a previously approved project, **Revision** if proposing a change in terms and conditions of an existing award (contact the awarding agency if this type).

If Revision... – If Type of Application is Revision, check any boxes that apply. **Other** requires additional text entry.

***Name of Federal Agency –** Enter agency to which application is being submitted.

Catalog of Federal Domestic Assistance Number – Enter the CFDA number associated with the funding opportunity.

Areas Affected by Project – If applicable, and only the largest political entities (e.g., state, county, city).

***Project Director/Principal Investigator Contact Information –** Enter the PD/PI name, address, organization, phone, and email.

***Descriptive Title of Applicant’s Project** – If New, it must be a brief title unique for that PD/PI, any other type uses the existing title.

***Start and End Dates** – Proposed dates in MM/DD/YYYY format.

***Congressional Districts of Applicant and Project** – If not on the UW Seattle campus, which is in the 7th Congressional District, obtain the ZIP code of the location and look up the district online at: www.house.gov/writerep/

***Estimated Project Funding** – Total funds for project and from federal and non-federal sources, and total income, if applicable.

***Is Application Subject To Review by State Executive Order 12372 Process?** – See the OSP SF-424 Guide.

***I agree** – Check to certify accuracy and veracity of statements.

***Authorized Representative** – Carol Zuiches.

Pre-application – If Pre-Application is checked at Type of Application, enter a summary description of the project.

5. To save and close, click **Close Form**.



If you get stuck, remember to visit your grants specialist.

Institutional Numbers & Codes

Use these University of Washington data as needed.

Field	Contents
Animal Welfare Assurance number	A3464-01
*Authorized official/ Institutional authorized official	Carol Zuiches Asst. Vice Provost for Research Executive Director, Office of Sponsored Programs
Authorized official address and contact information	1100 NE 45 th St., Suite 300 Seattle/King/WA/98105 phone: 206-543-4043 fax: 206-685-1732 email: osp@u.washington.edu
CAGE Code for Department of Defense	1HEX5
Cognizant audit agency and individual	Department of Health and Human Services OIG, Office of Audit Attn: Mr. Lawrence Frelot Federal Office Building Room 171 50 United Nations Plaza San Francisco, CA 94102 phone: 415-556-5766
Compliance Report Date for Equal Federal Contract Opportunity Certification	Approved by Office of Compliance Programs (OFCCP): March 2, 2000
Congressional district (UW Seattle campus, UWMC, HV)	7
DUNS number	605799469
Employee benefit rates	See GIM-3
Entity number (PHS forms)	91-6001537
Fiscal officer	Tami L. Sadusky Director, Grant and Contract Accounting phone: 206-543-8952 email: tamis@u.washington.edu
Human Subjects Assurance number (NIH proposals)	FWA00006878
Indirect costs (F&A) negotiation agreement date with DHHS	July 15, 2005
IPF number	9087701
IRS number (taxpayer ID number)/Employer identification number (EIN)	91-6001537
NRC biohazards state license	WN-C001-1

Field	Contents
UBI number (unified business identifier)	178 019 988
Payment address Payments for clinical trials and other projects paid in advance should NOT be sent to this address. Instead, they should be direct to the PD/PI, research coordinator, or fiscal representative for the department.	University of Washington Grant and Contract Accounting 12455 Collections Drive Chicago, IL 60693 Grant and contract payments should be payable to "University of Washington."
Type of Applicant	F: State-Controlled Institution of Higher Education

Creating PDFs

Attachments submitted through Grants.gov should be converted to PDF (portable document format). Some agencies or certain funding opportunities may accept other formats, but it's a good general rule of thumb to create PDFs (NIH and NSF accept nothing else).

A number of products will convert your documents to PDF. Some involve local, often downloaded, software, while others require you to submit your files, and they will convert them and email them back to you. Heeding the PDF Guidelines will ensure successful processing of your application package. If you don't already have a tool, proceed to **Find a PDF Maker**.

Find a PDF Maker

A number of software packages generate PDFs acceptable to agencies served by Grants.gov. The first three listed below create PDFs on both Macs and PCs while the next two create PDFs only for PCs. You can find more on **Grants.gov** (<http://www.grants.gov/agencies/software.jsp#3>).

Adobe Acrobat[®] is the de facto standard PDF print driver that works with all applications (<http://www.adobe.com/products/acrobatstd/>). The UW provides a website for **obtaining an institutional license** (www.zones.com).

PDF Online[®] converts single documents at no charge. You upload them and they email them back, converted. The makers also sell an economical application for download called **easyPDF Printer Driver** (<http://www.pdfonline.com/#free>).

Create Adobe PDF Online is an Adobe subscription service to which you email your documents. Adobe converts them to PDFs and sends them back (<https://createpdf.adobe.com/>).

PC only

CutePDF[®], a popular free download, offers a no-charge basic version and a budget professional version. According to NIH, this tool has reliably generated problem-free PDFs (<http://www.cutepdf.com/>).

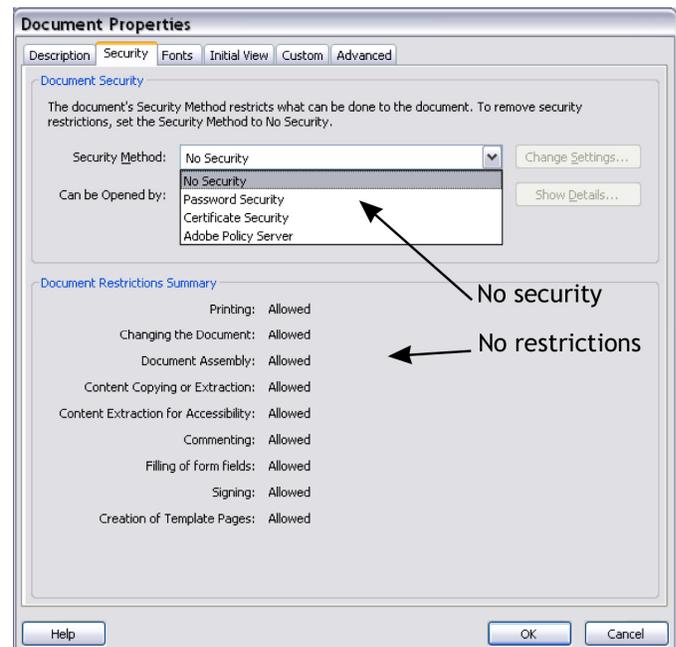
Go2PDF is a very small, free download, and Virtual PDF Printer is the full-featured version. They generate PDFs from any document (<http://www.go2pdf.com/product.html>).

PDF Guidelines

Keep these guidelines in mind so that you can avoid PDF problems:

1. Add attachments in PureEdge or PDF format (not Microsoft Word, WordPerfect) only.
2. Avoid scanning text documents to produce the required PDFs. Instead, produce the documents electronically using text or word-processing software and then convert them to PDF.
3. Avoid validation errors by making sure that all attachments are of a size greater than 0 bytes.
4. Use the following characters in file names (the same characters allowed in URLs), and avoid all other special characters:
 - A through Z, a through z
 - 0 through 9
 - Hyphen (-)
 - Underscore (_)
 - Period (.)
 - Exclamation point (!)
 - Tilde (~)
 - Asterisk (*)
 - Accent (')
 - Left parenthesis (()

- Right parenthesis ())
5. Limit file names to 10 characters. Some agencies may accept longer, as described in the Application Instruction document, but 10 is a good rule of thumb.
 6. Disable all security features in the PDF document so that agencies can open and process them (File | Document Properties | Security tab). While security settings vary by PDF tool, make sure that *none* is selected.



7. Turn the “signature” off when you create original documents.
8. Avoid or eliminate editable fields (fields that can be changed); generate a print version.
9. Active links are acceptable.

Completing internal forms

At this point, you deal directly with your department or division grants specialist to make sure that you have acquired and completed all the necessary internal forms as outlined in **Complete the Groundwork**.

Verify Internal Documentation

The grants specialist will help you ascertain the required components for complete **internal documentation**.

Complete the eGC1

Once you have been entered into ASTRA, you can use your UW NetID and password to enter SAGE, **complete the eGC1**, and upload your materials(<https://ucs.admin.washington.edu/sagenet/>).

Troubleshooting

I can't enter my congressional district in Question 14a. on the SF-424 Cover Sheet.

The box won't let you enter any letters or special characters, just put in the number. See **Institutional Numbers & Codes**.

I can't enter in the financial information in Section 15 on the SF-424 Cover Sheet.

If you are having problems clicking and entering information into Section 15, put the mouse down and press the TAB key until you reach the fields and then key in the information.

The Submit button is unavailable.

First of all, you won't ever use it. However, if isn't available, that means one of two things: there are errors or the application isn't finished and saved. See also **Correct Errors**.

Either way, click the **Check for Errors** button, and follow the instructions at Correct Errors. The error checker will make sure that:

- 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.

What type of document does one attach to the R&R Sub-Award Budget Form?

It requires a PureEdge file (.xdf extension) attachment, which is available within the Sub-Award Budget Form. Here's what you do when you open the form:

1. Click the **Click here to extract the R&R Sub-Award Budget Attachment** button. This extracts the form.
2. Save the Sub-Award Budget attachment. Keep the name short and include *no* spaces and no special characters.
3. Open the attachment and fill it out. Make sure that all the mandatory fields have been completed in the attachment – if they are not, then the application package could get rejected.
4. Save it again when you're finished.
5. Open the Sub-Award Budget form, click **Add Attachment**, navigate to the saved attachment, and click **Save**.

I received an email stating that an application package I downloaded has been changed. What tha...?

Agencies sometimes modify grant opportunities after publishing them. You'll catch this if you **Sign Up for Updates**.

You can also verify that the forms are included in your package before submitting the application, by downloading the same package again and reviewing the required attachments for changes.

Trouble fixing PDF settings

1. Copy your whole PDF document (usually Edit | Select All and then CTRL+C).
2. Paste it into a Microsoft Word document (CTRL+V).
3. Reconvert. If you're not confident about your conversion tool, see **Find a PDF Maker**.