Cooperative State, Research, Education and Extension Service
Office of Extramural Programs

CSREES Grants Policy and Procedures Transmittal: CSREES GPPT 2008-03
Date: 10/17/2007

TO: CSREES Applicants and Recipients

SUBJECT: CSREES Electronic Submission Attachment Requirements: Portable Document Format (PDF) Policy

STATUTE, LEGISLATION, REGULATION, or OMB REFERENCE: M-04-05, "Clarification of Passback Language to Grant-Making Agencies (1/7/04)"; E – Government Act of 2002 (P.L. 107-347); Federal Financial Assistance Management Improvement Act of 1999 (P.L.106-107); Paperwork Reduction Act of 1995 (P.L. 104-13); Presidential and USDA E-Government Initiatives; and the USDA E-Government Strategic Plan.

APPLICABILITY: All CSREES Applicants and Recipients

EFFECTIVE DATE: 10/17/2007

BACKGROUND AND PURPOSE: The Cooperative State Research, Education, and Extension Service (CSREES) continues to fully support the intent of the President's Management Agenda initiative on Expanded E-Government and P.L. 106-107 through the expanded use of Grants.gov for the submission of CSREES grant applications in fiscal year (FY) 2008. The purpose of this Grants Policy and Procedure Bulletin (GPP Bulletin) is to promulgate and clarify the CSREES policy for attachments to grant applications submitted via Grants.gov.

CSREES GPP Bulletins serve to clarify, supplement, and/or interpret Federal assistance legislation and regulations for CSREES applicants and recipients.

POLICY AND PROCEDURES: One of the requirements for submitting CSREES grant applications via Grants.Gov is that **ALL** attachments must be in Portable Document Format (PDF).

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the CSREES Grants.gov Application Guide available with the Application Package at Grants.gov. Any proposals containing non-PDF documents will be at the risk of being excluded from CSREES review. Partial applications will be excluded from consideration. With documented prior approval, resubmitted applications will be accepted until close of business (COB) on the closing date of the RFA.

If you do not own PDF generating software, Grants.gov provides online tools to assist applicants. Users will find a link to "PDF Conversion Programs" on (http://www.grants.gov/resources/download_software.jsp#pdf_conversion_programs).

Further questions may be addressed to John Jefferies at jjefferies@csrees.usda.gov (202-401-5061) or Erin Daly at edaly@csrees.usda.gov (202-401-3319) of the Policy Section.

AUTHORIZING OFFICIAL:

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