GRANTS.GOV CITRIX PACKAGE START-UP GUIDE

Systems Integration

Version 1.0

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This is a start-up guide to assist MAC users in connecting to the NIH Citrix server and opening a Grant Application Package. This will enable users to complete grant application packages from Grants.gov. The steps listed below will walk users through the process of installing the Citrix client, connecting to the Citrix server and opening a Grant Application Package. Screen shots may vary depending on your computer configuration.

1. Download the Grants.gov Citrix Package, "Grants.gov1.0.3g.dmg" to your desktop. After downloading the Grants.gov Citrix Package, a "Grants.gov1.0.3g.dmg" icon will appear on your desktop.
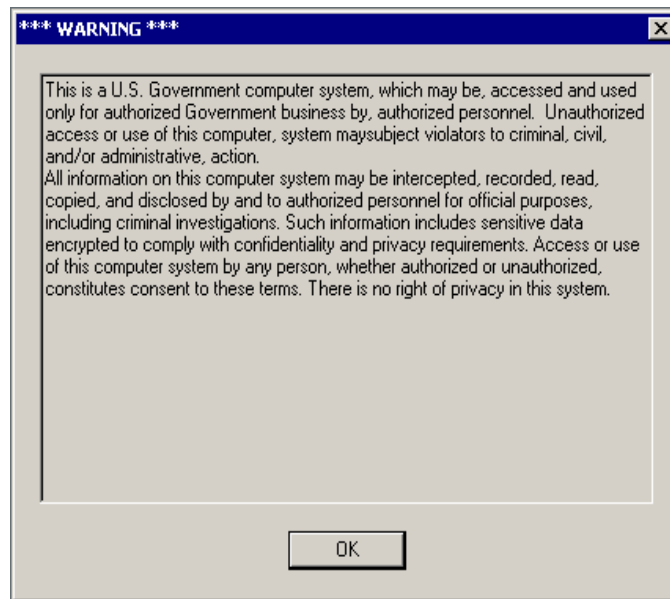

2. Double click on the "Grants.gov1.0.3g.dmg" and the Grants.gov Citrix Package will extract on your desktop. A window will automatically open with the Citrix client, **if not**, double click on the "Grants.gov for Mac OS X" icon on your desktop.
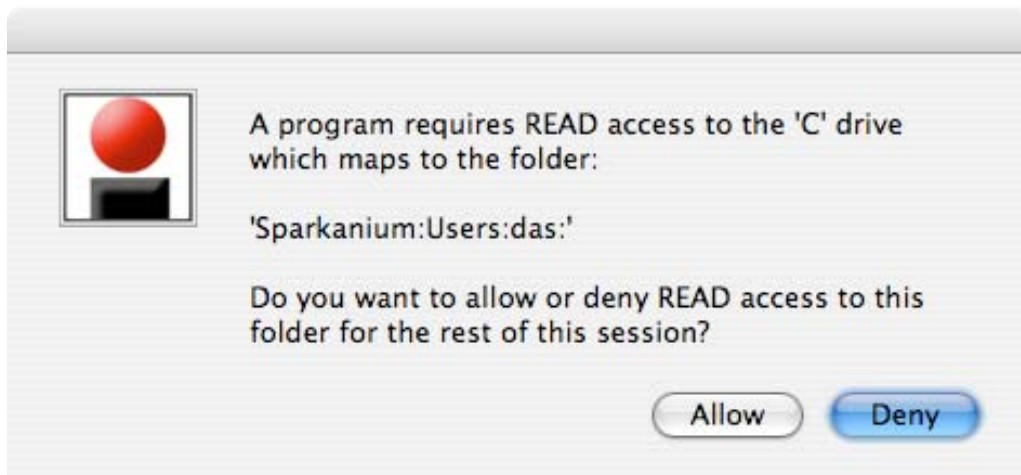
3. Drag the "Start Grants.gov PureEdge" icon to the "Citrix Client" icon to connect to Grants.gov Citrix Server.

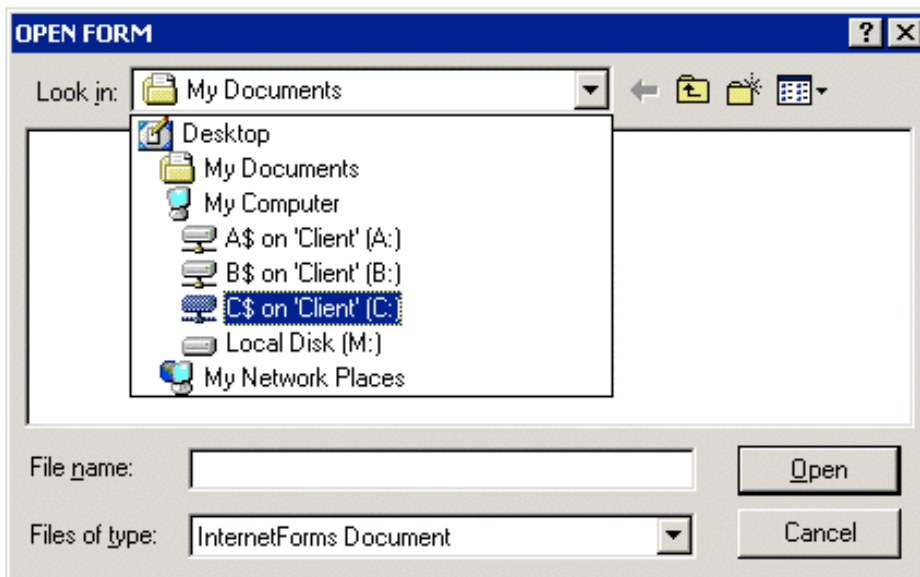4. You must agree to the warning message and select "**OK**."

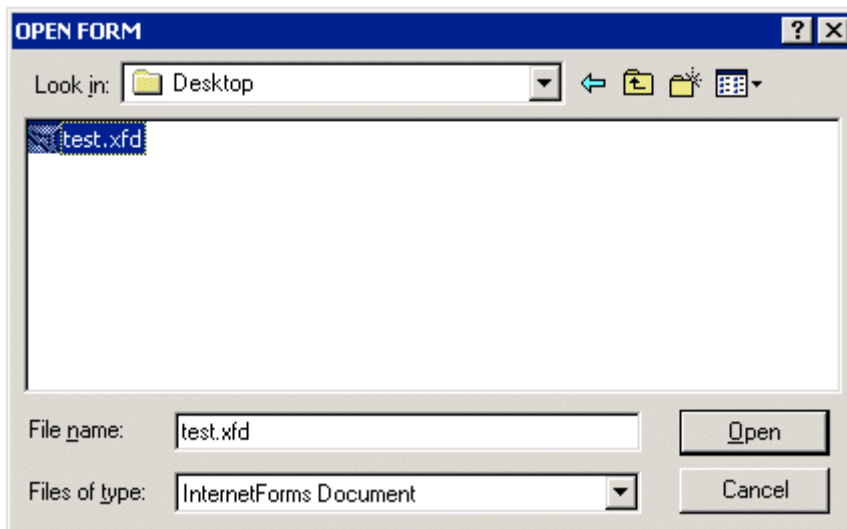5. When prompted for access to your home directory you must select "**ALLOW**."

6. You are now logged into the Grants.gov Citrix Server. A set of instructions will appear explaining how to open your Grant Application Package from PureEdge.

7. To begin please use the File-Open Button ![folder icon] located in the top left corner of this page.

8. Select "C$ on 'Client' (C:)" which is your hard drive.

9. Select your Grant Application Package File.

10. Select Open.

11. Your Grant Application Package will be loaded into the PureEdge Viewer and replace the current screen.

Important Notes:

1. If you close the Internet Explorer session you'll be disconnected from the server and you'll have to reconnect again. Data will be lost if you have not saved it.

2. If you fail to use Citrix for more than 20 minutes the system will time out and you will have to reconnect. Data will be lost if you have not saved it.

3. You **Must** save your data often in case of loss of connection or 20 minutes or more of idle time.

4. You must download your Grant Application Package from Grants.gov prior to using Citrix and save it with a "**.xfd**" extension.

5. Grant Application Package filenames should be simple with **NO** special characters.

6. You will need to maneuver the Citrix window scroll bar to the right in order to visibly see the PureEdge scroll bar.