



FIND. APPLY. SUCCEED.SM

Indiana State

Department of Health

User Manual & Training Series

Assistant Commissioner
2006 Edition

Topics Covered:

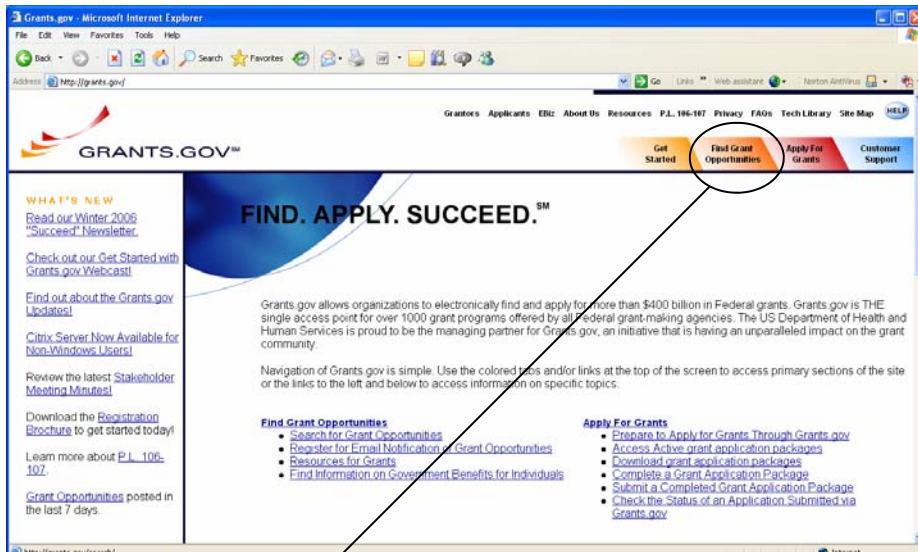
What is Grants.gov	1
Get Started	2
Apply For Grants	3
Install PureEdge Viewer	4
Install PureEdge Viewer Upgrade	6
Apply for grants	8
Download Application	9
Application Package & Instructions	10
Save the application Package & Instructions	10
Application Package Forms	11
Filling in the application Forms	12
The Accountant	12
The Program Manager	13
How to complete the application forms	13
Uploading the Required Forms	14
Moving Completed Forms	15
Application Submission	15
Final Application Submission	16
Electronic Certificate or Signature	16
Follow-up & Verification	16

What is Grants.Gov?

Grants.Gov:

- Is a cross-agency initiative spanning 900 grant programs from the 26 grant-making agencies, and over \$350 billion in annual awards
- Is a simple, unified “storefront” for all customers of Federal grants to electronically
 - Find Grant Opportunities
 - Apply for Grants
- Is one of 24 Federal cross-agency E-Government initiatives designed to improve access to services via the Internet
- Part of Public Law 106-107, which sets to streamline grants and grants management within the federal government
- Is managed by the Department of Health and Human Services, the largest provider of Federal grants
- 26 Federal grant-making agencies
- Over 1M potential applicants, applicants, and grantees
- Address essential and forward-looking Federal program objectives
- Provides the ability to search for Federal government-wide grant opportunities
 - In November 2003, the Office of Management and Budget mandated that all agencies post competitive grant opportunities on Grants.gov
 - All 26 Federal grant-making agencies posting opportunities at Grants.gov
- Over 1800 active grant opportunities posted
- Over 1,000,000 email notifications of new grant opportunities sent weekly

Get Started

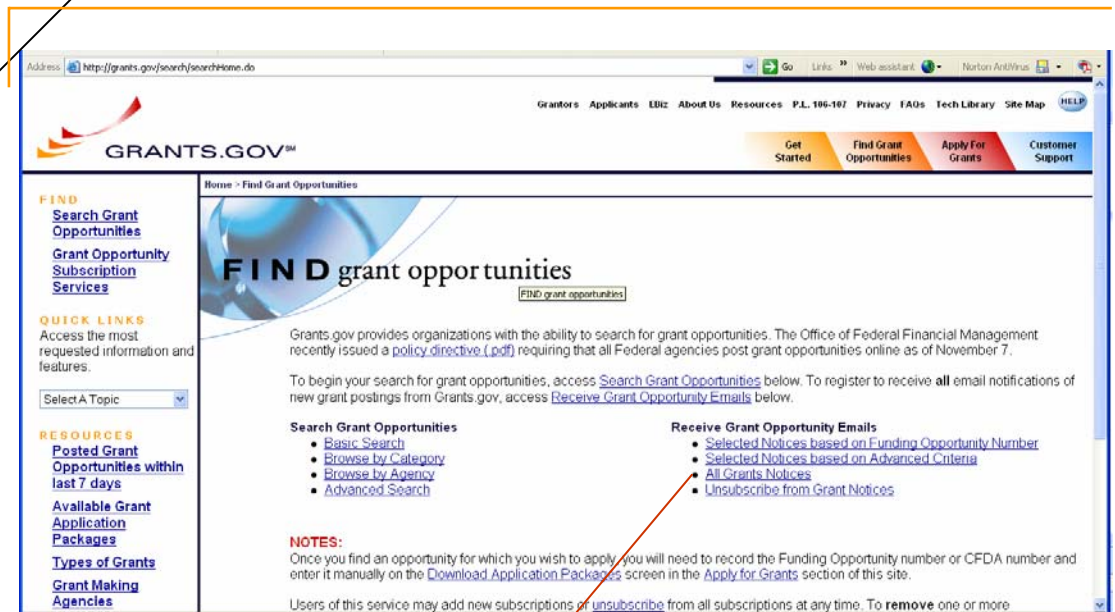


- Find Grant Opportunities
 - Search for available grant opportunities
 - Learn of opportunities from all 26 Federal Agencies daily
 - Register to receive notification of grant opportunities directly to your email account

Log on to www.Grants.gov

Look for the **Orange tab Find Grant opportunities** in the top right hand corner of the webpage

Select **Find Grant Opportunities**



Notice the Receive Grant Opportunity Emails section on the right of the screen.

Select the third bullet **All Grant Notices**

Subscription Services

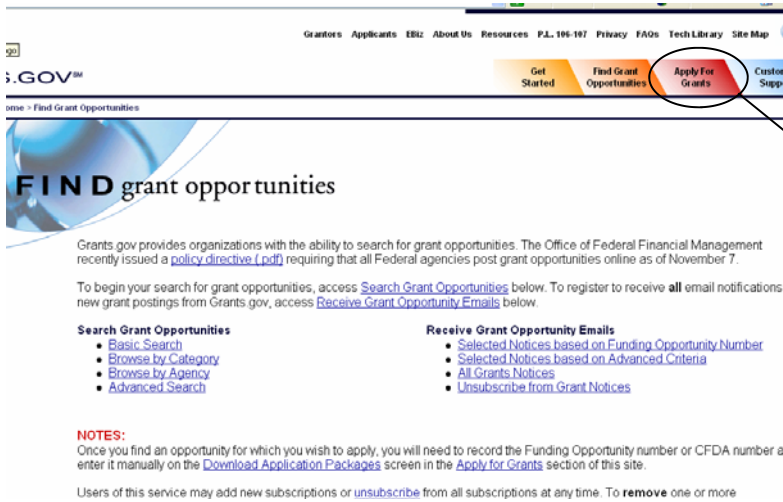
Disclaimer: This service is provided for convenience only and does not serve as a guarantee of email notification service are ultimately responsible for reviewing the [Grants Opportunities](#) site for all information relevant to do opportunities.

Your E-mail address: * (Use full email address in the form of account@mailserver, ex: testacct@aol.com)

*Required

Enter email address in the space provided and select the **Subscribe to Mailing List**

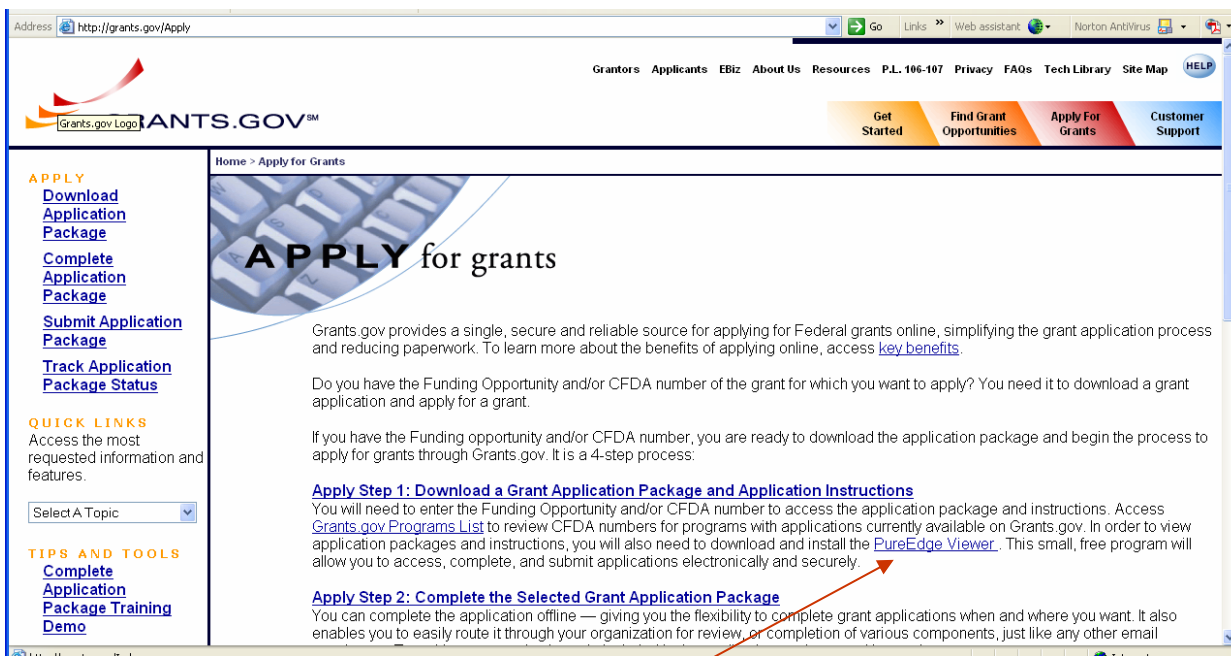
Apply for Grants



Return to the [Grant Opportunities Home Page](#)

Then select the red **Apply For Grants** tab in the upper right hand corner

Download Application



Before you can download applications you will need to install PureEdge Viewer onto your computer. To install this software onto your computer click on the link [PureEdge Viewer](#)

Install PureEdge Viewer

Grants.gov Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map HELP

S.GOV

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Download Application Viewer

Download Application Viewer

The PureEdge Viewer is a small, free program which will allow you to access, complete and submit applications electronically and securely on Grants.gov. Grants.gov is currently working with PureEdge to develop a unified download solution. However, temporarily:

All users MUST [download and install the PureEdge Viewer](#). Guidance on this process is available by accessing the "Help" button at the top of the screen or the [Downloading and Installation Tips](#) below.

System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP
500 Mhz processor
128 MB of RAM
40 MB disk space
Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Access [Customer Support](#) for more information.

Click on the link [download and install The PureEdge Viewer](#)

To install the required software necessary to view applications on Grants.gov

You will then click the link below

Viewer#download

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP
500 Mhz processor
128 MB of RAM
40 MB disk space
Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Access [Customer Support](#) for more information.

Non-Windows Users: For additional information, please review the [PureEdge Support for Non-Windows Users page](#).

Downloading and Installation

For users who plan to access, complete, and submit applications on Grants.gov:

1) To download and install the PureEdge Viewer, access the [PureEdge Viewer](#) link below:
http://www.grants.gov/PEViewer/CSViewer602_grants.exe

For Existing Users who have previously accessed, completed, and submitted applications on Grants.gov:

There has been an upgrade to the PureEdge Viewer. To upgrade the PureEdge Viewer, access the [PureEdge Viewer Upgrade](#) link below: <http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe>

Download and Installation Tips:

- You will be prompted to save a file to your computer. Save it. It will download to your computer. Then locate the saved file and open it to install the program by following the directions on the installation screens.
- After completing the installation screens, you may be asked to restart your computer to complete the installation. When you restart your computer, you will be ready to proceed to the next "Get Started" step.
- If you have a problem installing PureEdge Viewer, it may be because you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs. If you have a problem contact your system administrator.

Install PureEdge Viewer

System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

- Windows 98, ME, NT 4.0, 2000, XP
- 500 Mhz processor
- 128 MB of RAM
- 40 MB disk space
- Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Access [Customer Support](#) for more information.

Non-Windows Users: For additional information, please review the [PureEdge Support for Non-Windows Users page](#).

Download ICS Viewer

For 1) To download the ICS Viewer, go to <http://grants.gov/PureEdgeViewer#download> and click the [ICS Viewer](#) link below.

For 2) To download the ICS Viewer on a Macintosh, go to <http://grants.gov/PureEdgeSupportforMacintosh> and click the [ICS Viewer](#) link below.

Submitted applications on Grants.gov:

There has been an upgrade to the PureEdge Viewer. To upgrade the PureEdge Viewer, access the [PureEdge Viewer Upgrade Setup.exe](#) link below.

Follow the prompts throughout the next few screens to install version 1 of the PureEdge Viewer

1 ICS Viewer 6.0 Setup - Welcome to the InstallShield Wizard for ICS Viewer 6.0. Welcome to the ICS Viewer Setup program. This program will install the ICS Viewer 6.0.

2 ICS Viewer 6.0 Setup - License Agreement. Please read the following license agreement carefully. Press the F1 key to see the full text of the agreement. Press the F2 key to see the rest of the agreement.

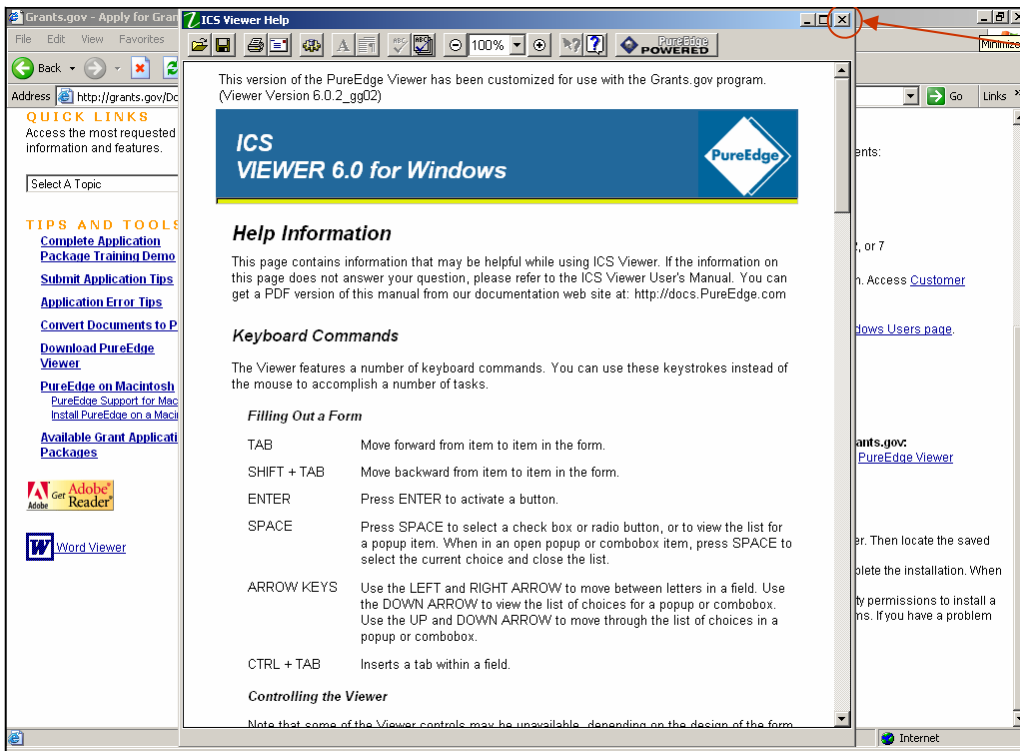
3 ICS Viewer 6.0 Setup - User Information. Please provide your information. User Name: JSDH, Company Name: JSDH.

4 ICS Viewer 6.0 Setup - Choose Destination Location. Install the ICS Viewer in the following folder. To install in a different folder, click Browse and select another folder. You can choose not to install the ICS Viewer by clicking Cancel to end setup. Destination Folder: C:\Program Files\PureEdge\Viewer 6.0.

5 ICS Viewer 6.0 Setup - Choose Program Folder. Please select a program folder. Existing Folders: ICS Viewer 6.0, Accessories, Administrative Tools, Canon Printer Uninstaller, Computer Associates, iTunes, Microsoft Office, Microsoft Office Tools, Network ScanGear, Novell [Connect].

6 ICS Viewer 6.0 Setup - InstallShield Wizard Complete. Installation complete. Setup has successfully installed the ICS Viewer 6.0. View the readme file, Launch the application.

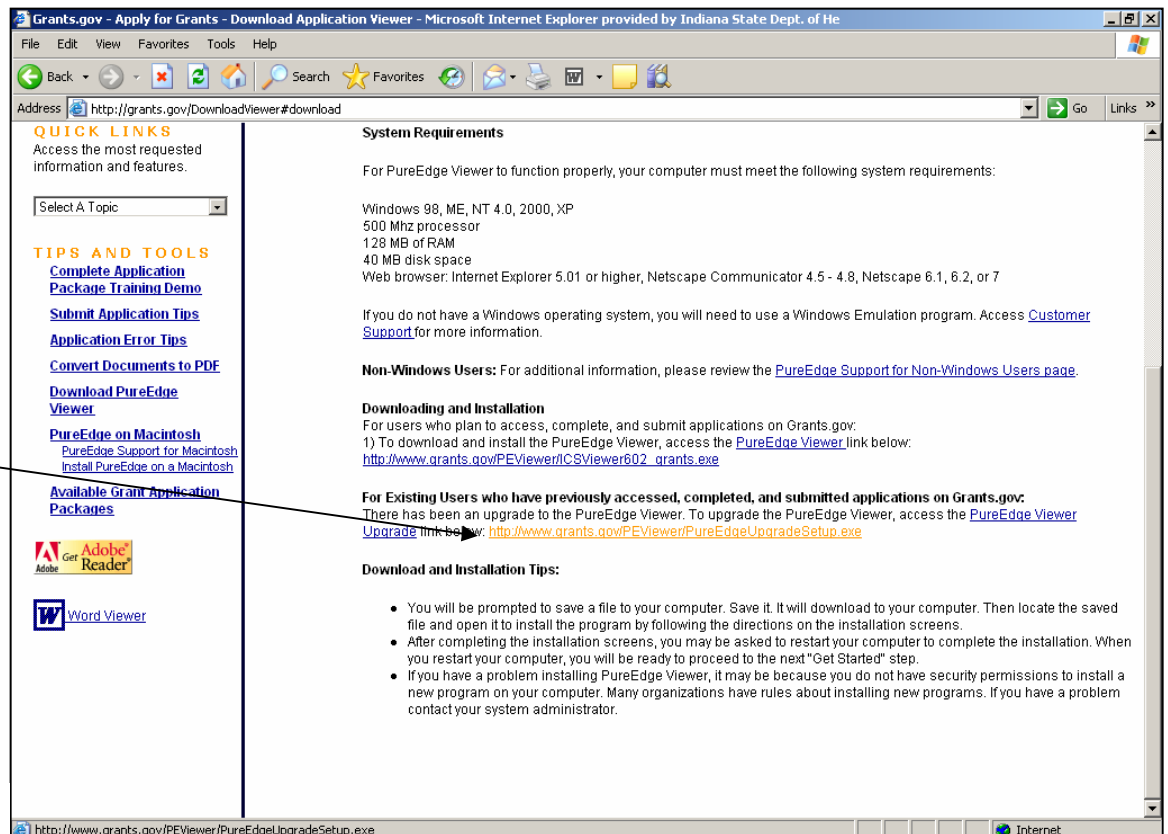
Install PureEdge Viewer Upgrade



Close the pop up window

You are now back on the Grants.gov **Red Apply For Grants** tab Step 1

Select the second **PureEdge Viewer Upgrade** link to install any upgrades and patches



Install PureEdge Viewer Upgrade

Again follow the screen prompts

This screenshot shows a browser window with the URL <http://grants.gov/DownloadViewer#download>. The page contains a 'System Requirements' section and a 'File Download - Security Warning' dialog box. The dialog asks 'Do you want to run or save this file?' and lists the file name 'PureEdgeUpgradeSetup.exe', type 'Application, 2.35 MB', and source 'www.grants.gov'. The 'Run' button is circled in red.

This screenshot shows the 'Welcome to the InstallShield Wizard for PureEdge Submission Upgrade' dialog. It contains the text: 'The InstallShield Wizard will install PureEdge Submission Upgrade on your computer. To continue, click Next.' The 'Next >' button is circled in red.

This screenshot shows the 'Customer Information' screen of the InstallShield Wizard. It prompts the user to enter their name and company name. The 'Next >' button is circled in red.

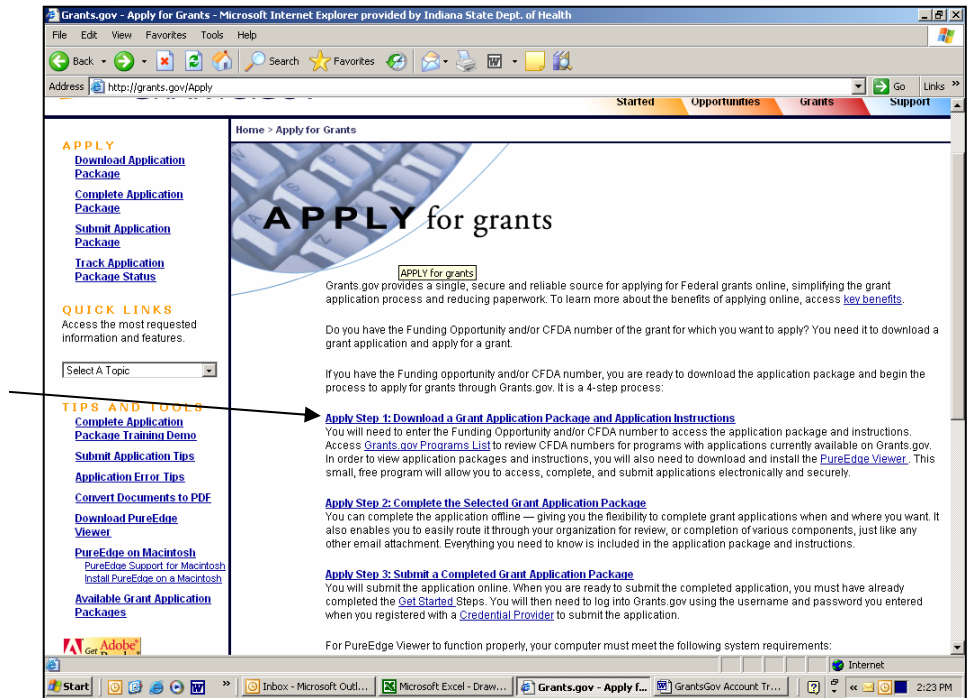
This screenshot shows the 'Ready to Install the Program' screen. It states 'The wizard is ready to begin installation.' and includes an 'Install' button, which is circled in red.

This screenshot shows the 'InstallShield Wizard Complete' screen. It states 'The InstallShield Wizard has successfully installed PureEdge Submission Upgrade. Click Finish to exit the wizard.' The 'Finish' button is circled in red.

Apply for Grants

Navigate back to the red **Apply For Grants** tab and begin **Apply Step 1: Download a Grant Application Package and Application Instructions**

Click the Link



A Quick Review:

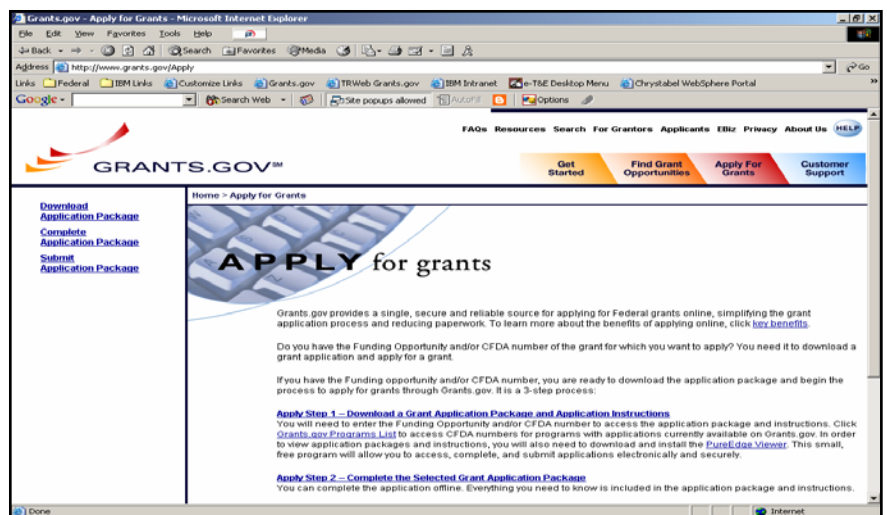
So far you have

1) registered for email notifications of new grant opportunities

and

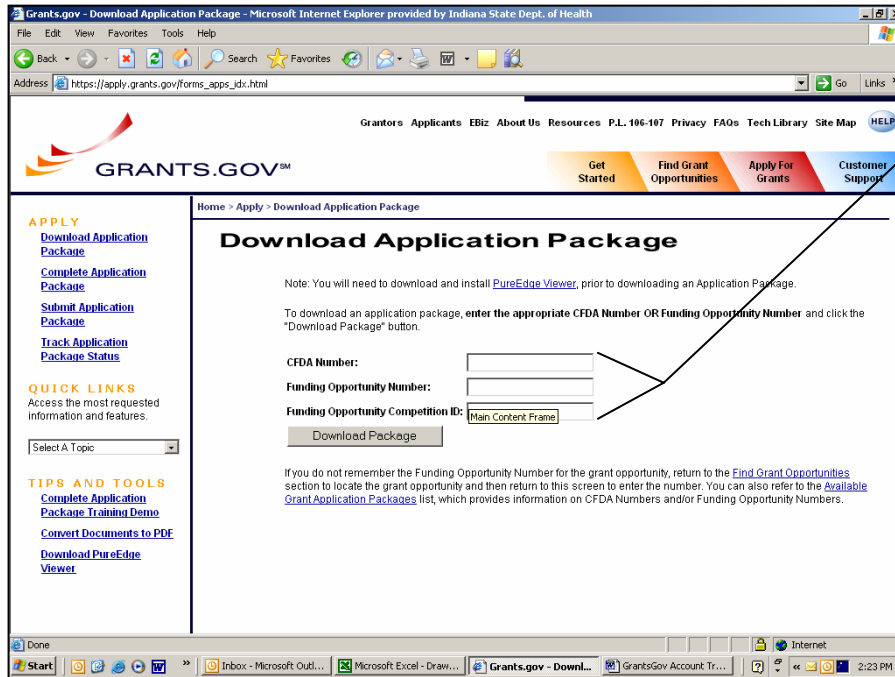
2) installed The PureEdge Viewer and Viewer Upgrade

Help is on Every Page



The light blue **Customer Support** tab and oval **Help** bubble both provide answers to frequently asked, contact information and many other useful tools.

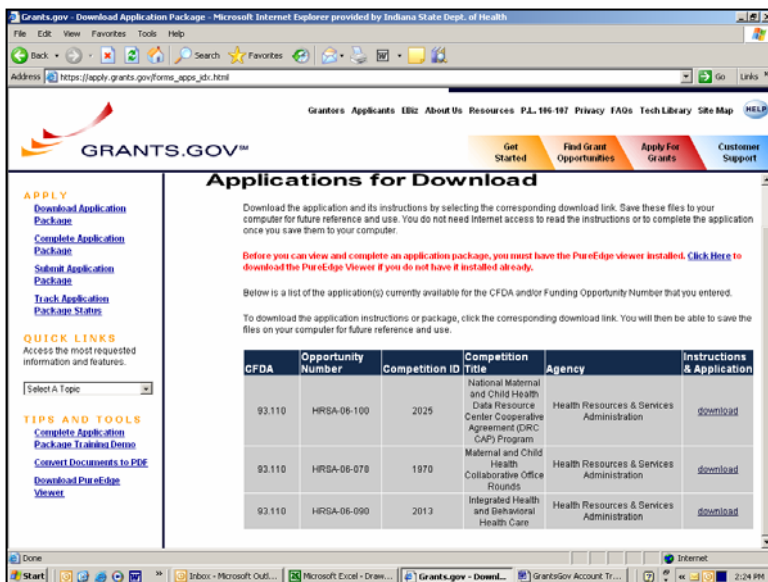
Download Application Package



You have three options to look up potential grant applications

1. CFDA Number
2. Funding Opportunity Number
3. Funding Opportunity Competition ID

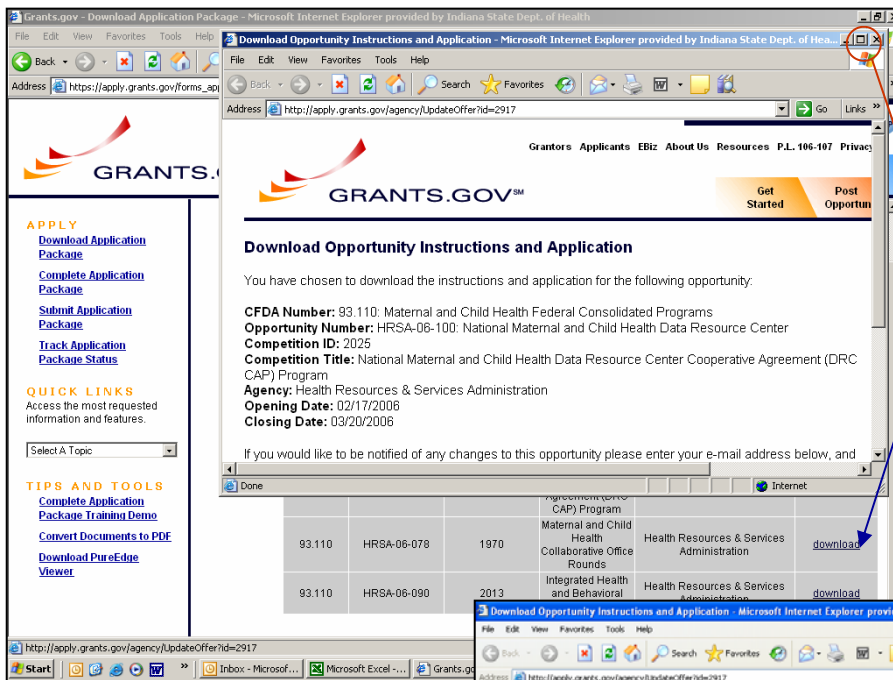
Application Package & Instructions



Note: There may be several opportunities listed under a single CFDA Number. You will need to be cautious and ensure that you are reviewing the correct application.

The applications will appear as a pop-up making it easy to navigate between applications.

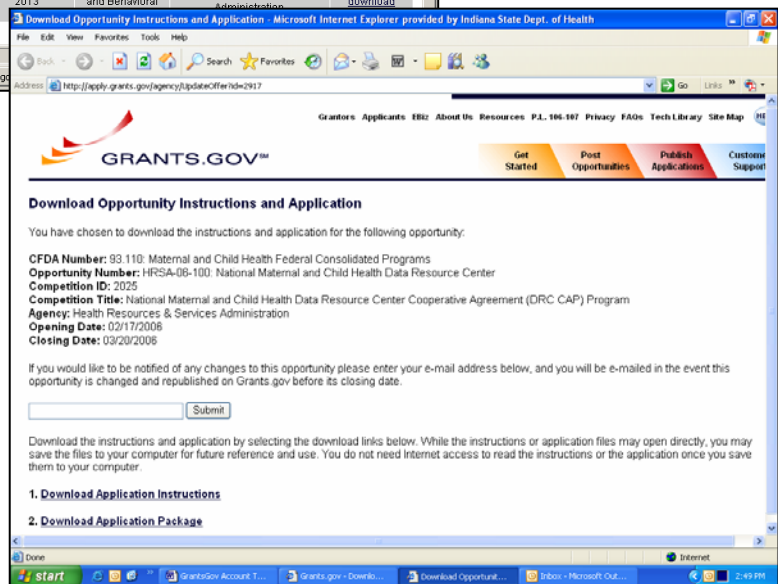
The Application Package & Application Instructions



Once you have determined which opportunity is appropriate, click on the **download** link.

The Instructions and Application will appear in a pop up window.

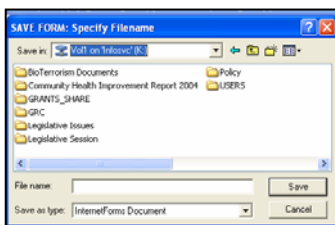
Maximize this window to see the Application Instructions and Application Package.



To Begin the Application Process:

Select **1. Download Application Instructions**– this link contains all of the specific information on eligibility, application criteria & guidelines.

Select **2. Download Application Package** - for all of the required submission forms.



Share Drive Server Location
Vol1 on 'Infosvc' [K:]
GRANTS_SHARE

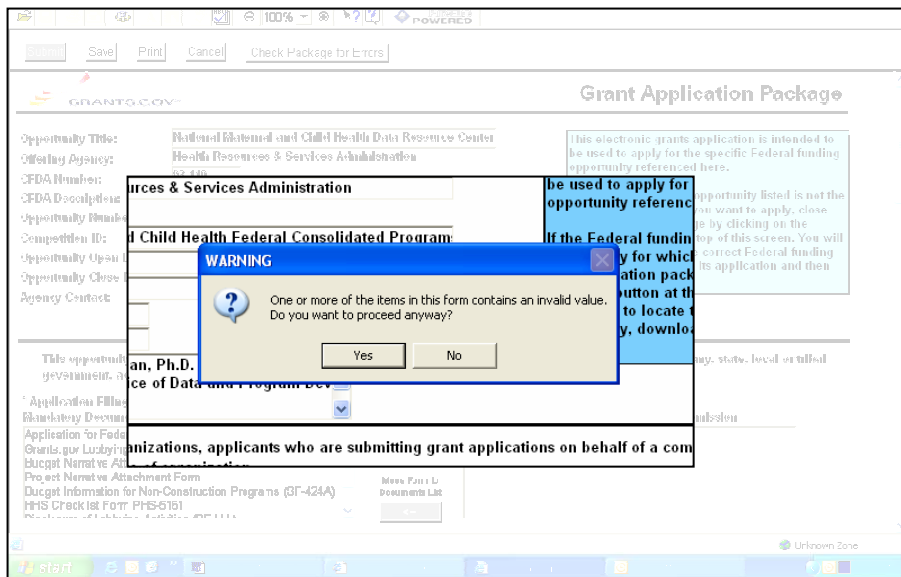
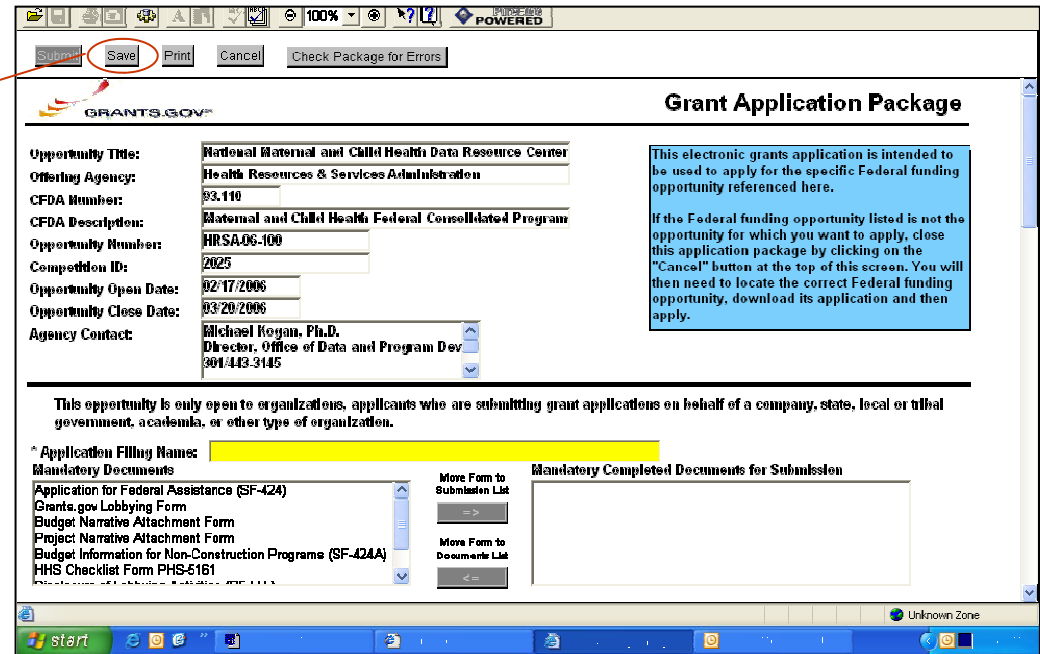
Save the Application Instructions & Package

The Policy & Grants Management Division (PGMD) has established a shared space on the ISDH network. This space is solely for grant application materials. Once you have identified a potential funding opportunity, please contact the PGMD Director for rights to this shared space. The folders created on the network will facilitate better communication between the finance accountants, program managers, and the commissioner's office.

Application Package Forms

Filing out the forms

The first step after opening the application is saving the application package to the share space.



Do not be alarmed!

Every time you save the application you will see this pop-up warning. This simply means you have not fully completed the application. Select yes and continue

Application Tip

When completing the application forms navigate throughout the pages using the grey navigation boxes across the top of the application package. If you use the backward / forward internet navigation buttons information typed into the forms will not be saved.

Filling in the Application Forms

http://apply.grants.gov/opportunities/packages/oppHRS-06-100-cfda93.110-cid2025.xfd - Microsoft Internet Explorer provided by

File Edit View Favorites Tools Help

Address http://apply.grants.gov/opportunities/packages/oppHRS-06-100-cfda93.110-cid2025.xfd

Submit Save Print Cancel Check Package for Errors

Opportunity Open Date: 02/11/2006
 Opportunity Close Date: 03/20/2006
 Agency Contact: Michael Kogan, Ph.D.
 Director, Office of Data and Program Dev
 301/443-3145

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: [Redacted]

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

Optional Completed Documents for Submission

Instructions

The Accountant

The Finance Department will be responsible for completing the following forms:

- Application for Federal Assistance (SF-424)
- Grants.gov Lobbying Form
- Budget Information for Non-Construction Programs (SF-424A)
- HHS Checklist Form PHS-5161
- Assurances
- Certifications
- All other forms except the attachments

*These were the excel forms prepared on all paper submission applications.

These forms will need to be completed by the assigned accountant and saved to the share space. The accountant will need to coordinate a final application submission time with the Director of the Policy & Grants Management Division 48 hours prior to the application due date.



The Program Manager

The Program manager is the individual representing the program area on this application. Preferably, this person is the Primary Investigator (PI) listed within the application. In lieu of a PI it is recommended that the Program Manager for the application process be the agency Division Director.

The program manager is responsible for completing the three narrative attachment forms, application narrative, budget justification or budget narrative and the other required forms or attachments. The program manager is responsible for contact the Finance Controllers immediately after the opportunity is sought by the program. The Finance Controller should be contacted via email and the Application Instructions should be attached to the request for accountant assignment. Once an accountant is assigned to the funding opportunity the program manager is required to coordinate application processes through the accountant and ensure the accountant receives all necessary documents approximately two weeks prior to application submission date.

How to Complete the Application Forms

1. Select the desired form.
Clicking on the form will highlight the form in blue.

2. Click on the grey Open Form box

The screenshot shows the top portion of the Grants.gov application. At the top are buttons for 'Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. Below these are fields for 'Opportunity Open Date: 03/20/2006', 'Opportunity Close Date: 03/20/2006', and 'Agency Contact: Michael Kogan, Ph.D., Director, Office of Data and Program Dev, 301/443-3145'. A blue box on the right contains the text: 'opportunity, download its application and then apply.' Below this is a disclaimer: '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.' The 'Mandatory Documents' list includes: '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)', and 'PHS Checklist Form PHS-5161'. Each document has a corresponding 'Open Form' button. A yellow box highlights the 'Application Filing Name' field.

The screenshot shows the 'Application for Federal Assistance SF-424' form. At the top are buttons for 'Close Form', 'Next', 'Print Page', and 'About'. The form title is 'Application for Federal Assistance SF-424 Version 02' with OMB Number: 4040-0004 and Expiration Date: 07/31/2006. The form is divided into sections: '1. Type of Submission' (with radio buttons for Preapplication, Application, Changed/Corrected Application), '2. Type of Application' (with radio buttons for New, Continuation, Other (Specify), and a 'Revise' button), '3. Date Received' (with a dropdown for 'Completed by Grants.gov upon submission'), '4. Applicant Identifier', '5a. Federal Entity Identifier', '5b. Federal Award Identifier', '6. Date Received by State', '7. State Application Identifier', and '8. APPLICANT INFORMATION' (with fields for 'a. Legal Name', 'b. Employer/Taxpayer Identification Number (EIN/TIN)', and 'c. Organizational DUNS'). Several fields are highlighted in yellow, including the 'Type of Application' section and the 'Legal Name' field.

The form will open.

3. Complete all yellow required fields

4. Use the grey navigation boxes to move between pages and forms. If you use the internet navigation buttons you will lose your information between pages and forms.

How to Complete the Application Forms

Yellow fields will turn white once completed.

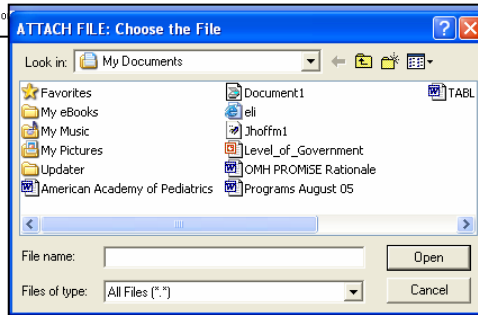
Remember to use the grey close form button to navigate back to the application package home page to select the next form

Uploading Required Application Forms

Helpful Tip:

Always save the full application package after completing each form prior to opening a second form.

1. Click on the grey **Add Mandatory Project Narrative File** icon
2. The Attach File Browser will open. Select the file from the choices listed by double clicking on the file name
3. The file will automatically upload and the window show the file name and turn white
4. To verify the correct file was uploaded click on the grey **View Mandatory Project Narrative File** icon



Moving Completed Forms

Once forms are completed move them from the Mandatory Documents Box to the mandatory Completed Documents for Submission Box using the Move Form navigation arrows.

Completed forms can be moved from right to left as needed.

Application Submission

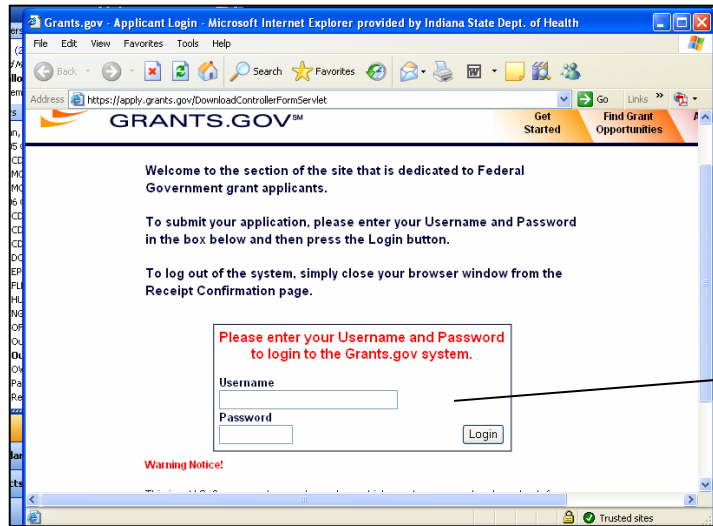
Once all completed forms are moved from the Mandatory Documents Box to the Mandatory Completed Documents for Submission Box the dark grey Submit button will become light grey indicating the application is eligible for submission

Helpful Tip

Once the Submit button is light grey or "live" you have completed the application. To verify all forms are properly completed select the Check Packages for Errors icon.

Final Application Submission

Contact PGMD
Once the application has been completed and checked for errors contact PGMD Director for submission (48 hours prior to due date).

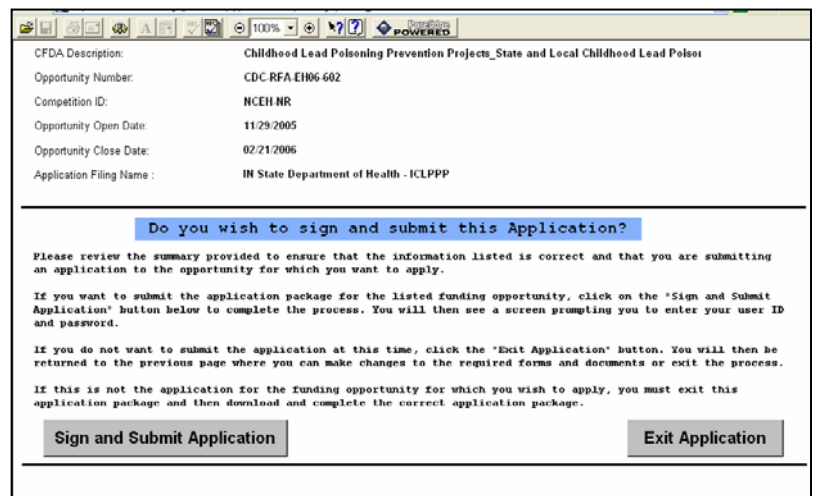


When you click the submit button this pop-up window will appear.

Enter your used name and password in the required fields and click Login

Electronic Certificate or Signature

After you complete the login the following window will appear. Select the grey **Sign and Submit Application** button to electronically sign the application and submit for review



Follow Up & Verification

Once submitted, Grants.gov will send you an electronic verification noting the date and time stamp for the application along with the Grants.gov tracking number. You will also receive three follow up emails: a receipt, notice of retrieval from the grantor, and a notice of review from the grantor. Forward these emails to the assigned accountant, the program manager and the Policy & Grants Management director.



Contact information:

Indiana State Department of Health
Policy & Grants Management Division Director

317-233-7646

jehoffman@isdh.IN.gov

Grants.gov Contact Center

Monday – Friday, 7 AM – 9 PM ET

1-800-518-4726

support@grants.gov