SUGGESTIONS FOR ELECTRONIC APPLICATION SUBMISSION THROUGH GRANTS.GOV

Disclaimer: these are not official submission instructions. You must follow the instructions of Grants.Gov and the Full Funding Opportunity announcements.

1. IMPORTANT TIPS

2. Registering with Grants.Gov

3. Preparing an electronic application.

4. Submitting preliminary proposals electronically.

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1. IMPORTANT TIPS

TIP 1: If you plan to submit an application, **REGISTER IMMEDIATELY WITH GRANTS.GOV!!!** The entire process to get set up on grants.gov can take weeks. Do **NOT** wait to begin this process – we recommend taking care of all steps prior to the actual submission as soon as possible.

TIP 2: Don't wait until the last minute to submit your application electronically! Unless you are REGISTERED with Grants.Gov (this can take weeks for organizations), familiar with the Grants.Gov system, and confident that it will work for you, leave yourself enough time to express mail a hardcopy of your application by the deadline, just in case something goes wrong.

TIP 3: If you have problems with the application process, CONTACT GRANTS.GOV DIRECTLY. helpline. This number (as of writing this document) is 1-800-518-4726. The "Customer Support" tab at Grants.gov provides official contact information.

2. Required Registrations

2.1: Registering with the Central Contract Registry (CCR) – not required for Individuals

To submit your full proposal electronically on Grants.Gov, you first need to be register with the CCR (except those submitting as individuals). If you are not currently registered, there may be a delay of several weeks before you are notified that registration is successfully completed. Therefore, you should register *immediately*, even if you are not yet ready to submit your proposal.

2.2: Registering with Grants.gov

To register for electronic proposal submission, go to the Federal grants website,

http://www.grants.gov, and click on the orange "**Get Started**" tab.

From here, you can click the "Register to Submit Applicationshttp://www.grants.gov/GetStartedRegister?type=organization", which takes you to the three necessary steps for registration. The left sidebar also provides links to Registration tools and Registration Checklists. Please look through this information to determine the correct registration process for you.

3. Preparing an electronic application.

3.1. Download the Pure Edge Viewer.

This application is <u>required</u> to download documents and submit applications through Grants.gov.

<u>To download PureEdge:</u> Go to www.grants.gov, and click the red "**Apply for Grants**" tab. Within the paragraph headed "Apply Step 1 - Download a grant application," there is a link to the **Pure Edge Viewer** download page. The download package is 8.8 megabytes. You need this program to prepare the electronic application. Download it. This could take up to 20 minutes or more on a telephone-based connection. Follow the instructions for installing and using the viewer.

Note: the Pure Edge Viewer was designed for Windows-based computers. If you don't use the Windows operating system, and don't have Windows-emulation software, you cannot submit your proposal in this way. You may still submit your full proposal on paper, following the instructions in the Federal Funding Opportunity announcement.

3.2 Download the FFO and the application package.

From www.grants.gov, click the orange "Find Grant Opportunities" tab and search for grants opportunities. The "Basic Search" function allows you to search by keyword, funding opportunity number, or CFDA number. The search results provide a list of funding opportunities that meet your parameters, clicking on the "Opportunity Title" will bring you to the funding opportunity synopsis. To the right of the "Synopsis" button, you will see two buttons labeled "Full Announcement" (where you can access the full text of all Federal Register Notices and the Federal Funding Opportunity) and "How to Apply". Click on "How to Apply", and from this side click the <u>download</u> link under the "Instructions and Application" column. This takes you to a page where you can download application instructions, and the application package. Make sure you use the correct application package for the FFO to which you're applying!

3.3 Complete the application package using the Pure Edge Viewer

The application package contains several kinds of information:

(1) Certain standard information is filled in directly on electronic forms which are part of the downloaded application package;
(2) Narrative and other information prepared in word processing documents, which are uploaded as attachments; and
(3) Certain information may be requested on special forms specific to Sea Grant programs. These forms can be downloaded from the Sea Grant Website

http://www.seagrant.noaa.gov/funding/forms.html. These are filled out electronically, and uploaded as attachments.

Narratives should be submitted in Adobe Acrobat PDF format, MSWord, WordPerfect, or other widely used commercial software, and should be named with the standard three-character suffixes for the software used (eg, ".pdf", ".doc", ".wpd").

Files may be zipped before uploading. Do not password-protect files.

Using the **Pure Edge Viewer** program, open each of the mandatory forms, fill it out, save it, and then move it from the "documents" list in the **Pure Edge Viewer** to the "Submission" list. See below for what to do for preliminary proposals that might not require these forms.

The Project Narrative is the main narrative part of the proposal. It should include within a single word processing or PDF file all of the required items listed in the Federal Funding Opportunity announcement, except:
> (1) Standard application forms
> (2) Abstract
> (3) Budget
> (4) Budget Justification*
> (5) Appendix**

*If you wish, you may also include your Budget Justification in the Project Narrative file.

**Your appendix, if you have one, may also be included in the Project Narrative file, or it may be a separate file as described below.

The format requirements in the Federal Funding Opportunity announcement, such as font size and page limitations, must be adhered to, except for those that are technically incompatible with an electronic submission, such as the requirement for a written signature and the need for multiple copies.

Name your Project Narrative file with the first initial and last name of the Principal Investigator, for example, "jsmith.doc". Upload this file as the "**Add Mandatory Project Narrative File**."

Do not submit multiple proposals as a single electronic package. Each electronic submission must contain only one proposal, but if you are eligible to submit more than one proposal, you may download and submit more than one electronic submission. If you are submitting more than one proposal with the same Principal Investigator, name the files with the PI name and a number, for example, "jsmith1.doc," "jsmith2.doc", etc.

Please prepare your Abstract on a 90-2 form, available in various formats at the Sea Grant Website http://www.seagrant.noaa.gov/funding/forms.html. Upload it as an "**Add Optional Project Narrative File**." You may leave the file name (which should be something like "90-2.doc") unchanged.

If you have an appendix that is a separate file from your Project Narrative file, name it, for example, "jsmith-app.pdf", and upload it as an "**Add Optional Project Narrative File**." When all files are uploaded, close the form, and move it to the "Submission" list.

Please report your budget on a Sea Grant Budget Form 90-4, available at http://www.seagrant.noaa.gov/funding/forms.html, and upload it as the "**Mandatory Budget**

Attachment." You may leave the file name (which should be something like "90-4.doc") unchanged.

If you are submitting your Budget Justification as a separate file from the Project Narrative, name the document, for example, "jsmith-budg.doc" and upload it as an "**Add Optional Budget Narrative**" document.

If your budget justification is included in the Project Narrative, please upload a file named, for example, "jsmith-budg.doc" that describes where to look in the Project Narrative for the budget justifications as an "**Add Optional Budget Narrative**" document.

4. Submitting Preliminary Proposals electronically.

If you are submitting your *preliminary* proposal electronically, follow the same directions as above.

If the preliminary proposal does not require a certain form that is required by the full proposal, you may still have to include that form for the electronic submission process to work. You don't necessarily need to fill the form out completely - to avoid a grants.gov error messages, you simply need to fill each form out sufficiently to make all the yellow squares in the form go white.

To avoid confusion, if you are not filling out a form with complete and correct information, use the word "null" for text fields, and "99999" for numeric fields.

We recommend that you fill out the SF424 form completely, as you (and we) need most of this information anyway.

If the full proposal requires files to be uploaded that aren't required for preliminary proposals, you could just upload a brief blank document, with a descriptive name like "blank.txt".