

## Downloading Application Packages

**Note:** Before completing a grant application, you must have the PureEdge Viewer installed on your computer.

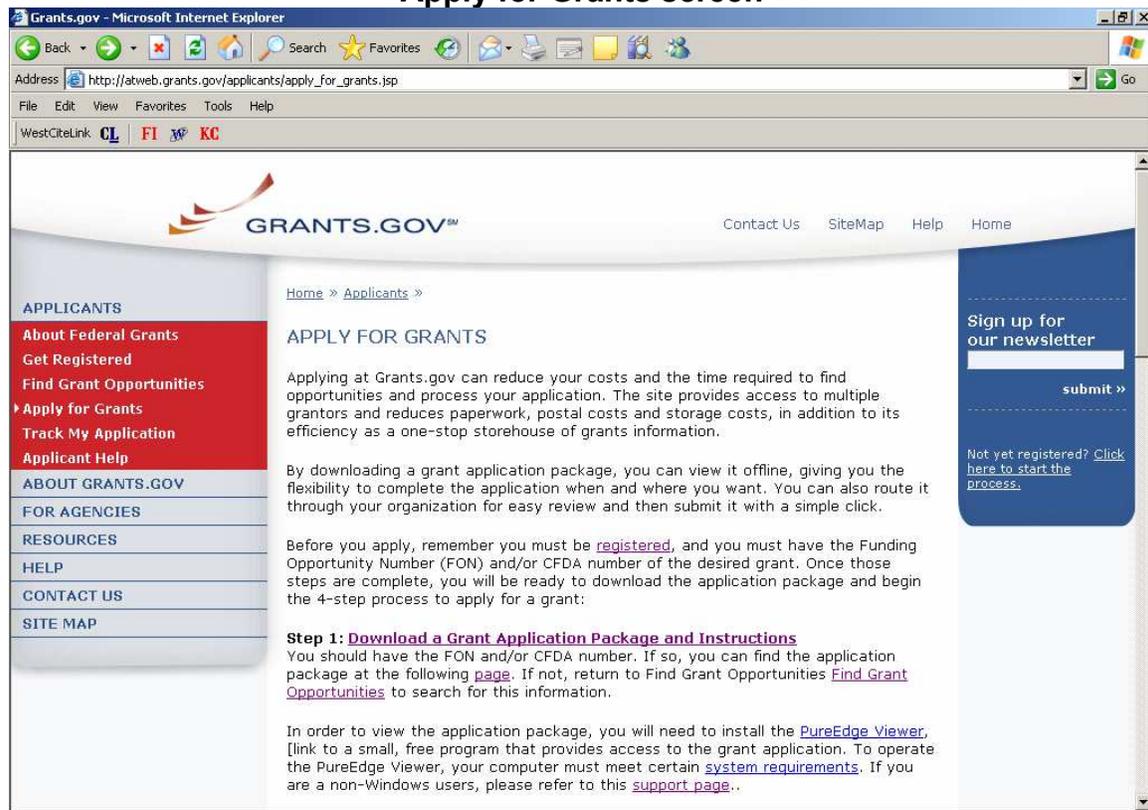
You should also already have performed a search and have the Funding Opportunity Number or the CFDA No. available.

## Instructions for Downloading Application Packages

Follow the steps below to download application packages.

1. After all necessary steps are completed, click the **Apply for Grants** tab at the top of any screen within Grants.gov. This will take you to the **Apply for Grants** screen.

### Apply for Grants screen



The screenshot shows the Grants.gov website in a Microsoft Internet Explorer browser window. The address bar displays the URL: [http://atweb.grants.gov/applicants/apply\\_for\\_grants.jsp](http://atweb.grants.gov/applicants/apply_for_grants.jsp). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the Grants.gov logo and navigation links for Contact Us, SiteMap, Help, and Home. A left sidebar contains a menu with categories: APPLICANTS, ABOUT GRANTS.GOV, FOR AGENCIES, RESOURCES, HELP, CONTACT US, and SITE MAP. The 'APPLICANTS' section is expanded, showing links for About Federal Grants, Get Registered, Find Grant Opportunities, Apply for Grants (highlighted), Track My Application, and Applicant Help. The main content area is titled 'APPLY FOR GRANTS' and includes a breadcrumb trail: Home > Applicants >. The text explains that applying at Grants.gov reduces costs and time, and provides access to multiple grantors. It also states that users must be registered and have a Funding Opportunity Number (FON) and/or CFDA number. A 'Step 1: Download a Grant Application Package and Instructions' section provides instructions on how to find the application package. A right sidebar contains a 'Sign up for our newsletter' form with a 'submit >>' button and a link for 'Not yet registered? Click here to start the process.' The bottom of the page includes a note about the PureEdge Viewer software and its system requirements.

2. Click the **Download Application Package** link on your screen. This will take you to the **Download Application Package** screen.

## Download Application Package screen

Grants.gov - Download Application Package - Microsoft Internet Explorer

Address: [https://atapply.grants.gov/forms\\_apps\\_idx.html](https://atapply.grants.gov/forms_apps_idx.html)

File Edit View Favorites Tools Help

WestCiteLink [CL](#) [FI](#) [W](#) [KC](#)

**GRANTS.GOV**<sup>SM</sup>

For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Help Home

Home > Apply > Download Application Package

### Download Application Package

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number. You can also refer to the [Available Grant Application Packages](#) list, which provides information on CFDA Numbers and/or Funding Opportunity Numbers.

**APPLY**

- [Download Application Package](#)
- [Complete Application Package](#)
- [Submit Application Package](#)
- [Track Application Package Status](#)

**QUICK LINKS**  
Access the most requested information and features.

Select A Topic

**TIPS AND TOOLS**

- [Complete Application Package Training Demo](#)
- [Convert Documents to PDF](#)
- [Download PureEdge Viewer](#)

3. Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.  
OR  
Enter the Funding Opportunity Number of the opportunity for which you wanted to apply in the Funding Opportunity Number field.  
If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Synopses. **You must complete at least one of these fields to download an application.**
4. Click the **Download Package** button to download the application package. This will take you to the **Selected Grant Applications for Download** screen.

## Selected Grant Applications for Download screen

Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
16.202	RG-07032006-SF424-SHORT			Rathna-Agency-12072005	<a href="#">download</a>

- To download an application package and its instructions, click the corresponding download link. Be sure to download both.
- When you download an application package, you will first be taken to the **Download Opportunity Application Package** screen. From this screen, confirm that you are downloading the correct application for the grant you'd like to apply to.

### Download Opportunity Application Package screen

You have chosen to download the application package for the following opportunity:

**CFDA Number:** 16.557. Special Supplemental Nutrition Program for Women, Infants, and Children  
**Opportunity Number:** USDA-FNS-WEB-04F: FY 2004 WIC Electronic Benefit Transfer (EBT) Full Grant Completion  
**Competition ID:** USDA-FNS-WEB-04F  
**Agency:** Food and Nutrition Service  
**Opening Date:** 05/08/2004  
**Closing Date:** 05/20/2004

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application package by selecting the download link below. While the package file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to complete the application once you save it to your computer.

[Download Application Package](#)

- If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button. If you choose not to enter your email address and the application package is

deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

8. Click the **Download Application Package** link. The application package will open in the PureEdge Viewer.

### Application Package screen

9. Click the **Save** button to save the application to your computer.
10. A warning message appears informing you that one or more of the items in this form contain an invalid value and asks if you want to proceed anyway. Click **Yes**. This will open the **Save Form** window.

### Save Form window

11. Browse to the location you will save the application on your computer.
12. Enter the name the application will be saved as in the **File Name** field.
13. Click the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

## Completing Application Packages

### Instructions for Completing Application Packages

Follow the steps below to complete an application package using Grants.gov.

1. As the application downloads, it will automatically open in PureEdge Viewer. Save the application to your computer. Once the application is saved, you do not need to be online to complete the application.

**NOTE:** The format for the file name should be the PI's last name, sponsor, and PON. This will allow RA&F staff to manage all applications appropriately.

### Sample Application Package



The screenshot shows a web browser window displaying a "Grant Application Package" form. The form includes the following fields:

Opportunity Title:	NIH
Offering Agency:	Training Day 1
CFDA Number:	47.300
CFDA Description:	Grants/contracts
Opportunity Number:	TD1A
Opportunity Open Date:	
Opportunity Close Date:	
Agency Contact:	Patricia Rosenbaum Contact: darwin@edcomm.com E-mail: <a href="mailto:patricia.rosenbaum@edcomm.com">patricia.rosenbaum@edcomm.com</a>

Required documents that you must fully complete before you can submit this application are listed in the Required Documents box. To open a form, highlight it and click the Open Form button. More detailed instructions are provided below the list of documents. Please note that required fields are designated with an asterisk (\*).

\* Application Filing Name: Training Day 1

The Open Form button will open the individual forms. However, to complete and submit this Grant Application Package, you must select and move the completed form to the appropriate "Completed Documents for Submission" line.

Mandatory Documents	Mandatory Completed Documents for Submission
None	Budget Information for Construction Programs (SF-424C)
None	Assurances for Non-Construction Programs (SF-424B)
None	Budget Information for Non-Construction Programs (SF-424A)
None	Application for Federal Assistance (SF-424)

2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply. If the Federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline; however, RA&F will need to login to the Grants.gov website during the submission process.

The **Submit** button at the top of the screen will not be functional until the application is properly completed and saved.

If you have any application specific questions, contact the offering agency directly using the contact information provided on the application's cover page.

## Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.** Follow the steps below to complete forms contained within an application package.

1. To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

### Sample Application Form

The screenshot shows a web browser window titled "Submission" displaying the "Grant Application Package" interface on Grants.gov. The interface includes a navigation bar with buttons for "Submit", "Save", "Print", "Cancel", and "Check Package for Errors". The main content area is divided into several sections:

- Opportunity Information:** Fields for Opportunity Title ("Neurotechnology Research, Development, and Enhanceme..."), Offering Agency ("National Institutes of Health"), CFDA Number, CFDA Description, Opportunity Number ("PA-06-278"), Competition ID ("VERSION 2-FORMS"), Opportunity Open Date ("07/18/2006"), Opportunity Close Date ("07/02/2009"), and Agency Contact ("Grants Info", "TTY 301.451.0088", "E-mail: GrantsInfo@nih.gov").
- Disclaimer:** A blue box stating: "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."
- Application Filing Name:** A field containing a yellowed-out name.
- Mandatory Documents:** A list of documents including "Research & Related Project Information", "Research & Related Project/Performance Site Location(s)", "Research & Related Senior/Key Person Profile", "PHS 398 Cover Page Supplement", "PHS 398 Research Plan", and "PHS 398 Checklist". An "Open Form" button is located below this list.
- Mandatory Completed Documents for Submission:** An empty box for moving completed mandatory documents, with a "Move Form to Submission List" button.
- Optional Documents:** A list of documents including "PHS 398 Cover Letter File", "PHS 398 Modular Budget", "Research & Related Budget", and "R&R Subaward Budget Attachment(s) Form". An "Open Form" button is located below this list.
- Optional Completed Documents for Submission:** An empty box for moving completed optional documents, with a "Move Form to Submission List" button.

2. When you open a required form, all required fields are noted by an \* and sometimes (depending on your computer settings) highlighted in yellow.
3. Optional fields and completed fields are displayed in white.
4. You can click any field to enter the necessary information.
5. You can also use the **TAB** button on your keyboard to move from field to field.
6. If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.
7. To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.
8. When you click on the save button, if you haven't completed all fields on the forms your will get this message "One or more of the items in the form contain an invalid value. Do you want to continue?" You can still save the form and go back later to complete the missing items.

## Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement. Follow the steps below to submit documentation for an application package.

1. To open a form that requires you to attach a document, simply click on the form name to select it and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

### Sample Application Document

The screenshot shows a web browser window with the title "RR\_OtherProjectInfo". The browser's address bar shows "PowerPoint POWERED". The form contains several sections with input fields and buttons:

- 2. \* Are Vertebrate Animals Used?** (Radio buttons: Yes, No)
- 2.a. If YES to Vertebrate Animals**
  - Is the IACUC review Pending? (Radio buttons: Yes, No)
  - IACUC Approval Date: [ / / ]
  - Animal Welfare Assurance Number: [ ]
- 3. \* Is proprietary/privileged information included in the application?** (Radio buttons: Yes, No)
- 4.a. \* Does this project have an actual or potential impact on the environment?** (Radio buttons: Yes, No)
- 4.b. If yes, please explain:** [ ]
- 4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?** (Radio buttons: Yes, No)
- 4.d. If yes, please explain:** [ ]
- 5.a. \* Does this project involve activities outside the U.S. or partnership with International Collaborators?** (Radio buttons: Yes, No)
- 5.b. If yes, identify countries:** [ ]
- 5.c. Optional Explanation:** [ ]
- 6. \* Project Summary/Abstract** [ ] [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)
- 7. \* Project Narrative** [ ] [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)
- 8. Bibliography & References Cited** [ ] [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)
- 9. Facilities & Other Resources** [ ] [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)
- 10. Equipment** [ ] [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)
- 11. Other Attachments** [Add Attachments](#) [Delete Attachments](#) [View Attachments](#) [ ]

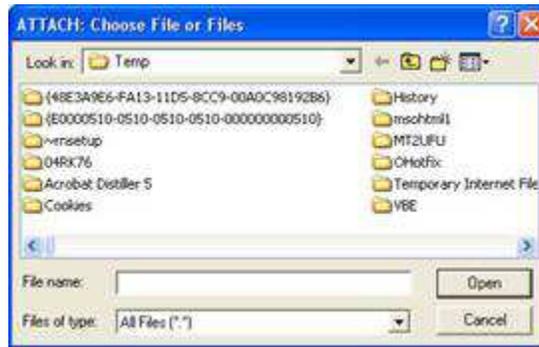
At the bottom right, the text reads: "OMB Number: 4040-0001" and "Expiration Date: 04/30/2008".

## Attaching a Document

Follow the steps below to attach a document to a form.

1. To upload a document, simply click the **Add Attachment** button.
2. A **Browse** window opens allowing you to select the document on your computer you would like to upload.

### Browse window



3. Once you have selected the document you would like to attach, click the **Open** button. You will return to the form.
4. Repeat this process until you have attached all of the necessary documents.
5. The name of the file will be displayed in the box next to Attachment.

## Deleting a Document

Follow the steps below to delete a document that you have uploaded to the form.

1. Open the form and click the **Delete Attachment** button.
2. The **Remove Attachment** window will appear. Click "**Yes**" to delete or "**No**" to return back to the form. The file name will be removed from the display box on the form.

## Viewing a Document

Follow the steps below to view a document that you have uploaded to the form.

1. Open the form and click the **View Attachment** button.
2. The document will open in a separate window for you to view...

## Saving Your Application

Follow the step below to save your application.

1. To save your application, click the **Save** button at the top of your screen.

## Printing Your Application

Follow the step below to print your application.

1. To print your application, click the **Print** button at the top of your screen.

## **Finalizing Your Application**

Follow the steps below to finalize your application.

1. You can save your application at any time by clicking the **Save** button at the top of your screen.
2. Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov. **NOTE: Only Authorized Organizational Representatives (your RA&F Grant Administrator) are allowed to submit proposals.**