



Grants.gov User Guide

www.grants.gov

For more information contact:
Sponsored Awards Management
(803)777-7093

USC RESEARCH
UNIVERSITY OF SOUTH CAROLINA



This user guide is adapted by Research Development for use at USC from the complete User Guide available on Grants.gov

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Get Started

To access and complete applications, you must download and install the free Application Viewer, PureEdge Viewer.

Minimum System Requirements:

PC:	Mac:
<ul style="list-style-type: none"> • Windows 98, ME, NT 4.0, 2000, XP • 500 Mhz Processor • 128 MB disk space • Internet Explorer 5.01 or higher is preferred • Netscape Communicator 4.5-4.8, Netscape 6.1, 6.2, 7 • Enable Cookies 	<ul style="list-style-type: none"> • Windows Operating System or Windows Emulation Program (http://apple.doit.wisc.edu/grants.gov/) • 500 Mhz Processor • 128 MB disk space • Internet Explorer 5.01 or higher is preferred • Netscape Communicator 4.5-4.8, Netscape 6.1, 6.2, 7 • Enable Cookies • Adobe for Macs

Download and Install Application Viewer

To download the Application Viewer,

NOTE: To download the Application viewer, you must have administrator rights. Check with you IT administrator if you encounter problems.

1. Click on the **Apply for Grants** option located on the toolbar on the Grants.gov homepage.
2. Click on the **Download PureEdge Viewer** link located under the **Step One: Download a Grant Application Package and Instructions** section.



[Home](#) » [For Applicants](#) »

APPLY FOR GRANTS

Applying at Grants.gov can reduce your costs and the time required to find opportunities and process your application. The site provides access to multiple grantors and reduces paperwork, postal costs and storage costs, in addition to its efficiency as a one-stop storehouse of grants information.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click.

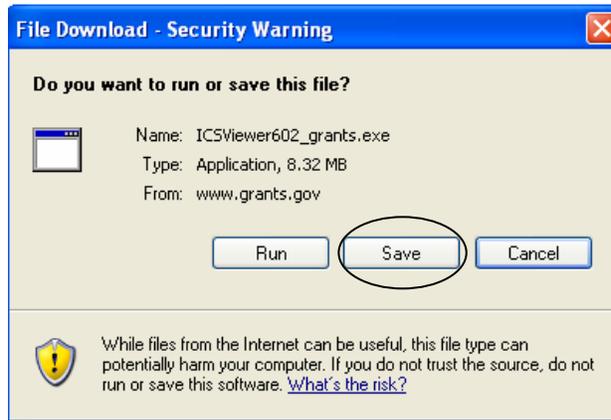
Before you apply, remember you must be [registered](#), and you must have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: [Download a Grant Application Package and Instructions](#)

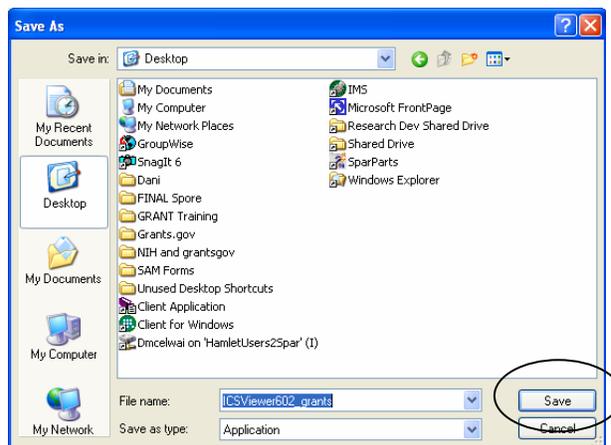
You should have the FON and/or CFDA number. If so, you can find the application package at the following [page](#). If not, return to Find Grant Opportunities [Find Grant Opportunities](#) to search for this information.

In order to view the application package, you will need to install the [PureEdge Viewer](#) (link to a small, free program that provides access to the grant application. To operate the PureEdge Viewer, your computer must meet certain [system requirements](#). If you are a non-Windows users, please refer to this [support page](#).)

- This will open the **File Download** window. Click on the **Save** button.



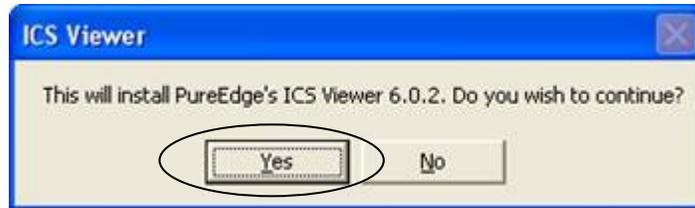
- Browse to where you would like the program to save on your computer. Then click the **Save** button. This will download the program.



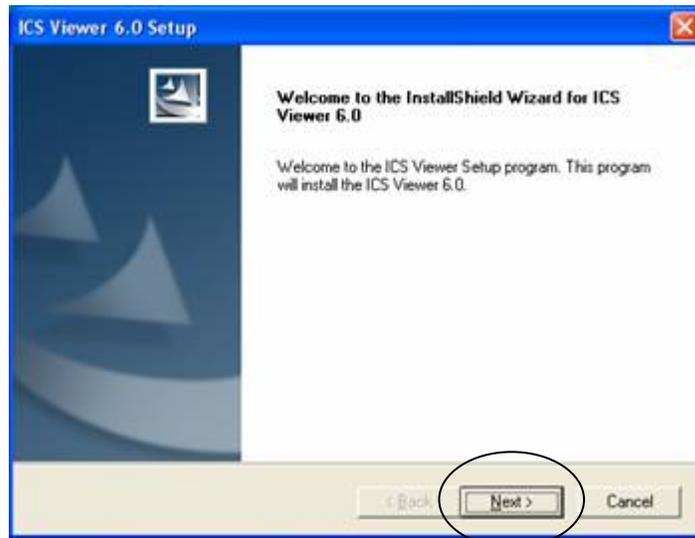
- The **Download complete** window will show its progress.
- When the download has completed, click the **Open** button on the **Download complete** window.



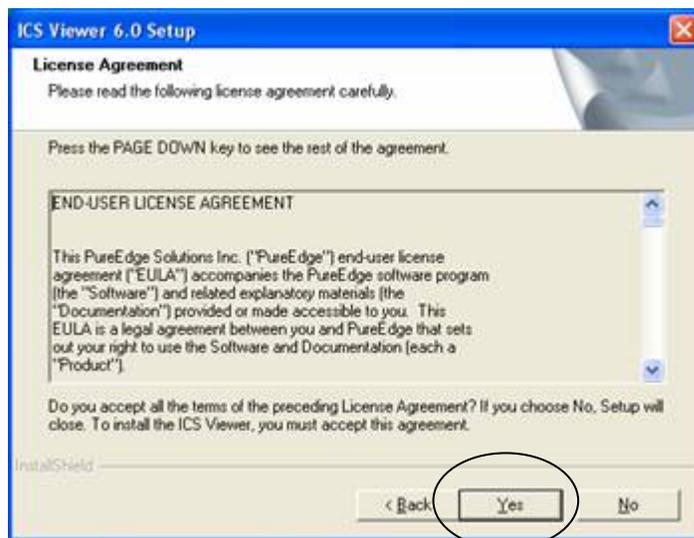
7. Click on the **Yes** button, when the computer asks **Do you wish to continue?**



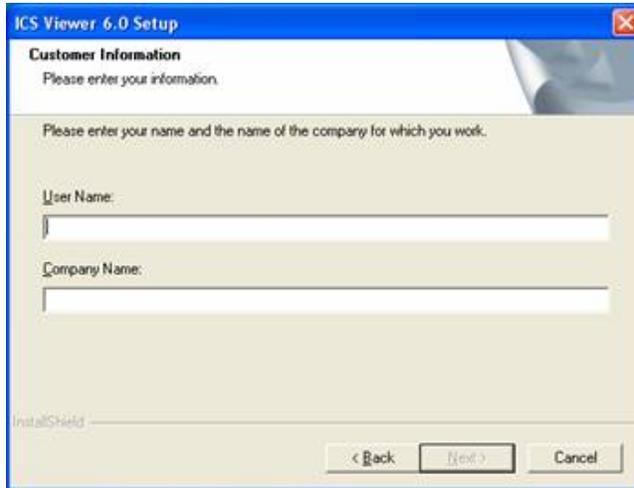
8. Click on the **Next** button to continue.



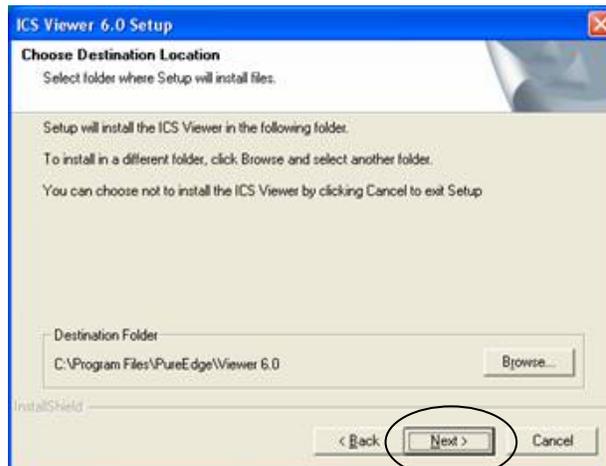
9. Read the License Agreement and click the **Yes** button to accept the agreement and continue with the installation.



10. Enter a user name in the **User Name** field. Enter University of South Carolina in the **Company Name** field. Click the **Next** button.



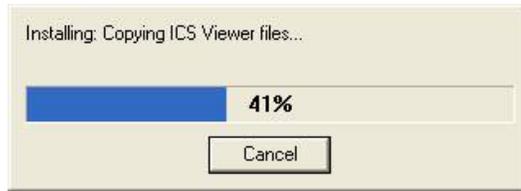
11. It is recommended that you save the program at the default location displayed in the **Destination Folder** box. Click the **Next** button to continue.



12. It is recommended that you name the program folder the default name listed in the **Program Folder** field. Click the **Next** button to continue.



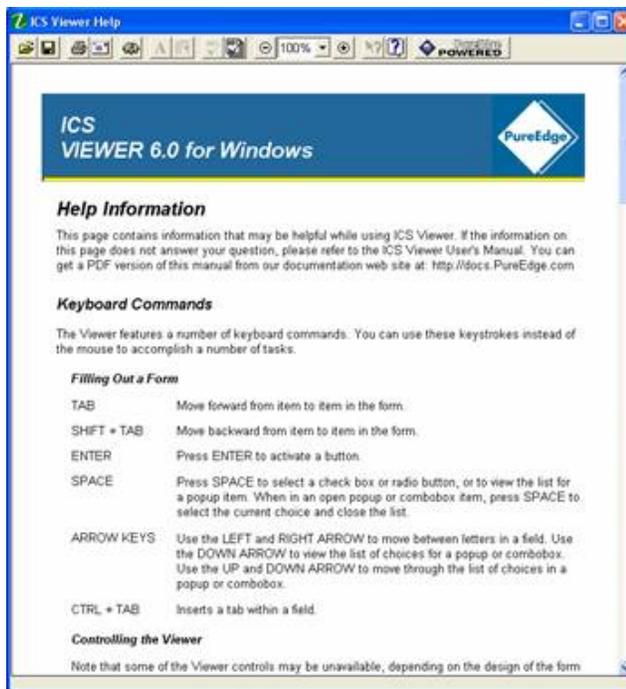
13. The installation progress will be displayed in the **Install** window.



14. When the installation has completed, click the **Finish** button.



15. This will launch the program and open the **ICS Viewer Help Information** window.



16. PureEdge will open automatically when an application is opened.

Find Grant Opportunities

Grants.gov provides the ability to search for Federal government-wide grant opportunities and to sign up to receive grant opportunity email notifications.

Search Grant Opportunities

There are four ways to search for Grant Opportunities on Grants.gov.

- **Basic Search:** Allows you to search by Keyword, Funding Opportunity or CFDA Number.
- **Browse by Category:** Allows you to search by a grant category that interests you.
- **Browse by Agency:** List grant opportunities by Federal Agency.
- **Advanced Search:** Allows you to search by date, funding activity, category, funding instrument type, agency, funding opportunity number, CFDA number and/or keyword(s).\

To search for grant opportunities,

1. Click the **FIND grant opportunities** option of the toolbar located on the left side of the Grants.gov homepage.
2. Click the **Search Grant Opportunities** link located on the **Find Grant Opportunities Page**



3. Click on one of the search options listed on the **Search Grant Opportunities** page.



4. Complete the necessary fields to search for grant opportunities that you are interested in. Click on the **Search** button at the bottom of the screen. (Example from basic search page)

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

5. Your search results will display on a **Search Results** screen at FedGrants.gov.

About Federal Grants
Get Registered
Find Grant Opportunities
Search Opportunities
Basic Search
Browse by Category
Browse by Agency
Advanced Search
Email Subscription
Apply for Grants
Track My Application
Applicant Help

Search Results

Sort: Relevance, Descending [Sort by Open Date](#) [Sort by Relevance](#) [New Search](#)

Results 1-20 of 139

Close Date	Opportunity Title	Agency	Funding Number
03/28/2006	Breast Cancer Research Program(BCRP) Historically Black Colleges and Universities/Minority Institutions(HBCU/MI) Partnership Training (HPT) Award	Dept. of the Army -- USAMRAA	W81XWH-06-BCRP-HPT
	Studies of the Economics of Cancer Prevention, Screening, and Care (R21)	National Institutes of Health	PA-06-304
08/25/2006	Development of Advanced Genomic Characterization Technologies (SBIR [R43/R44])	National Institutes of Health	RFA-CA-07-029

6. Check the guidelines on required method of submission.

7. If submission via grants.gov is required, record the Funding Opportunity Number or CFDA Number.

8. Download the application package. (see **Apply for Grants** section)

Search Tips

- It is not required to enter information in all fields before clicking the **Start Search** button.
- To select multiple items
 - Hold down the **CONTROL** or **SHIFT** keys.
 - Mac users hold the **APPLE** or **SHIFT** keys.
- Expand your search with wildcards
 - Asterisk (*) is used to replace one or more characters at the end of the term.
 - Question mark (?) is used to replace any single character with the exception of the first character of a word.
- Narrow your search with Boolean operators (OR, AND, and NOT) or special modifiers to include and exclude words when searching.
 - OR (space is also considered as OR). If you type "Housing Farming" or "Housing OR Farming", the results would contain a match if Housing or Farming appears in the grant opportunity listing.
 - AND (+ is also considered as AND). If you type "Housing+Farming" or "Housing AND Farming", the results would contain a match if Housing and Farming appears in the grant opportunity listing.
 - NOT (- is also considered as NOT). If you type "Housing-Farming" or "Housing NOT Farming", the results would contain a match if Housing appears in the document and Farming does not appear in the grant opportunity listing.
- To clear the **Search** form, click the **Clear Form** button.

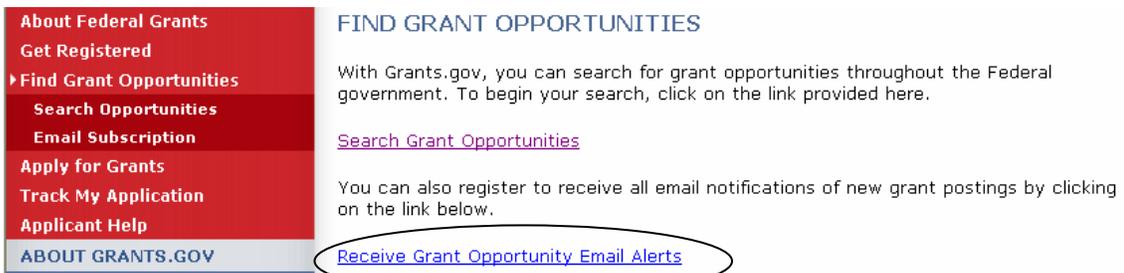
Receive Grant Opportunity Email Alerts

Grant Opportunity Emails are based on the following options:

- Selected Notices based on Funding Opportunity Number
- Selected Notices based on Advanced Criteria
 - Category of Funding Activity, Funding Instrument Type, Eligible Applicants, CFDA Number, and Agency
- All Grant Notices

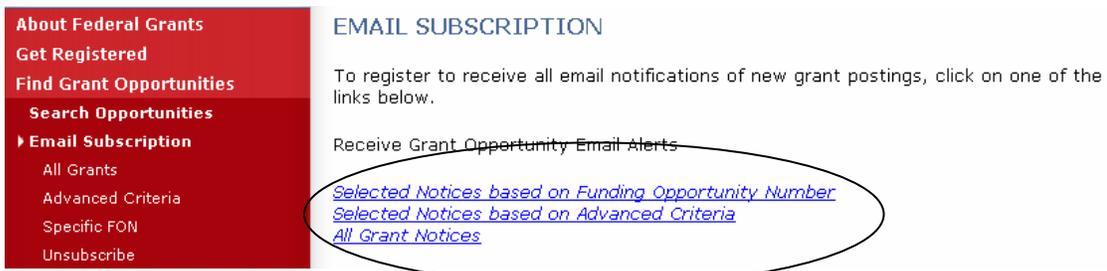
To sign up to receive grant opportunity email notifications,

1. Click the **Find grant opportunities** option of the toolbar located on the left side of the Grants.gov homepage.
2. Click on the **Receive Grant Opportunity Email Alerts on the Find grant opportunities** page.



The screenshot shows the Grants.gov homepage. On the left is a red navigation menu with the following items: About Federal Grants, Get Registered, Find Grant Opportunities (highlighted), Search Opportunities, Email Subscription, Apply for Grants, Track My Application, Applicant Help, and ABOUT GRANTS.GOV. The main content area is titled 'FIND GRANT OPPORTUNITIES' and contains the following text: 'With Grants.gov, you can search for grant opportunities throughout the Federal government. To begin your search, click on the link provided here.' Below this is a link for 'Search Grant Opportunities'. Further down, it says 'You can also register to receive all email notifications of new grant postings by clicking on the link below.' At the bottom of this section, the link 'Receive Grant Opportunity Email Alerts' is circled in black.

3. Click on one of the options listed on the Email Subscription page.



The screenshot shows the 'EMAIL SUBSCRIPTION' page. The left navigation menu is the same as in the previous screenshot, but 'Email Subscription' is highlighted. The main content area is titled 'EMAIL SUBSCRIPTION' and contains the following text: 'To register to receive all email notifications of new grant postings, click on one of the links below.' Below this is the heading 'Receive Grant Opportunity Email Alerts' followed by three links: 'Selected Notices based on Funding Opportunity Number', 'Selected Notices based on Advanced Criteria', and 'All Grant Notices'. These three links are circled in black.

4. Enter your e-mail address in the box. Click the **Subscribe to Mailing List** button at the bottom of the screen.
 - a. If you selected the **Selected Notices based on Advance Criteria** link, you must select all the search criteria.
 - b. You may select all that apply. On some browsers, it may be necessary to hold down the CONTROL, APPLE, or SHIFT key to select multiple items
5. You will receive announcements of both new opportunities and modifications of existing opportunities.

Apply for Grants

To access and complete applications, you must download and install the free Application Viewer, PureEdge Viewer. To download the PureEdge Viewer, refer to the **GET Started** section above.

Download Application Package and Application Instructions

To download an application package,

1. Click the **Apply for Grants** located on the upper right hand corner of the Grants.gov homepage.
2. Click on the **Apply Step 1: Download a Grant Application Package and Application Instructions** link located on the **Apply for grants** page.

FOR APPLICANTS
About Federal Grants
Get Registered
Find Grant Opportunities
Apply for Grants
Track My Application
Applicant Help
ABOUT GRANTS.GOV
FOR AGENCIES
RESOURCES
HELP
CONTACT US
SITE MAP

Home » For Applicants »

APPLY FOR GRANTS

Applying at Grants.gov can reduce your costs and the time required to find opportunities and process your application. The site provides access to multiple grantors and reduces paperwork, postal costs and storage costs, in addition to its efficiency as a one-stop storehouse of grants information.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click.

Before you apply, remember you must be [registered](#), and you must have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: [Download a Grant Application Package and Instructions](#)
You should have the FON and/or CFDA number. If so, you can find the application package at the following [page](#). If not, return to Find Grant Opportunities [Find Grant Opportunities](#) to search for this information.

In order to view the application package, you will need to install the [PureEdge Viewer](#), [link to a small, free program that provides access to the grant application. To operate the PureEdge Viewer, your computer must meet certain [system requirements](#). If you are a non-Windows users, please refer to this [support page](#).

3. Enter the CFDA number in the **CFDA Number** field or the Funding Opportunity Number in the **Funding Opportunity Number** field. One of these fields to download an application.
4. Click on the **Download Package** button.

About Federal Grants
Get Registered
Find Grant Opportunities
Apply for Grants
Track My Application
Applicant Help
ABOUT GRANTS.GOV
FOR AGENCIES
RESOURCES
HELP
CONTACT US

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:

5. Click the **download** link that corresponds to the grant opportunity you are applying.

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 & Application
11.420	NOS-OCRM-2007-2000788	2050001	National Estuarine Research Reserve Graduate Research Fellowship Program FY07	National Oceanic and Atmospheric Administration	download
11.420	NOS-OCRM-2007-2000789	2050004	National Estuarine Research Reserve Land Acquisition and Construction Program FY07	National Oceanic and Atmospheric Administration	download

6. Confirm you are downloading the correct instructions and application package.

7. Enter your email address in the field located on the **Download Opportunity Instructions and Application** page be notified of any changes to this opportunity. You will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date

- It is strongly recommended that you enter your email address, because if the application package is deleted or modified and you are using the original package a rejection notice may be received when you submit.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.420: Coastal Zone Management Estuarine Research Reserves

Opportunity Number: NOS-OCRM-2007-2000788: National Estuarine Research Reserve Graduate Research Fellowship Program FY07

Competition ID: 2050001

Competition Title: National Estuarine Research Reserve Graduate Research Fellowship Program FY07

Agency: National Oceanic and Atmospheric Administration

Opening Date: 06/12/2006

Closing Date: 11/01/2006

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 instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

8. Click on the **Download Application Instructions** link on the **Download Opportunity Instructions and Application** page.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.420: Coastal Zone Management Estuarine Research Reserves
Opportunity Number: NOS-OCRM-2007-2000788: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Competition ID: 2050001
Competition Title: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Agency: National Oceanic and Atmospheric Administration
Opening Date: 06/12/2006
Closing Date: 11/01/2006

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 instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

9. Save the Application Instructions to your computer for future reference.
10. Use the back button to return to the **Download Opportunity Instructions and Application Package** page.
11. Click on the **Download Application package** link on the **Download Opportunity Instructions and Application** page.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.420: Coastal Zone Management Estuarine Research Reserves
Opportunity Number: NOS-OCRM-2007-2000788: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Competition ID: 2050001
Competition Title: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Agency: National Oceanic and Atmospheric Administration
Opening Date: 06/12/2006
Closing Date: 11/01/2006

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 instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

12. Click the **Save** button to save the application to your computer.

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: FY06 National Estuarine Research Reserve Operations
Offering Agency: National Oceanic and Atmospheric Administration
CFDA Number: 11.420
CFDA Description: Coastal Zone Management Estuarine Research Reserves
Opportunity Number: NOS-OCRM-2006-2000575
Competition ID:
Opportunity Open Date: 03/06/2006
Opportunity Close Date: 04/11/2006
Agency Contact: Steve Drescher
Policy Advisor
E-mail: steve.j.drescher@noaa.gov

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

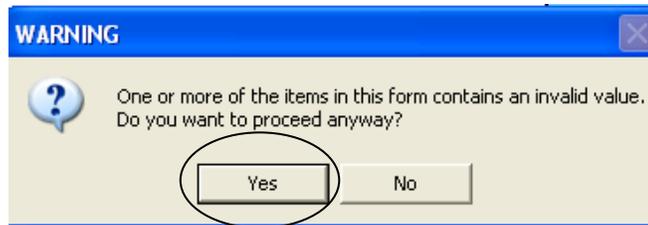
* Application Filing Name: [Redacted]

Mandatory Documents: Application for Federal Assistance (SF-424), Project Narrative Attachment Form

Mandatory Completed Documents for Submission

Move Form to Submission List

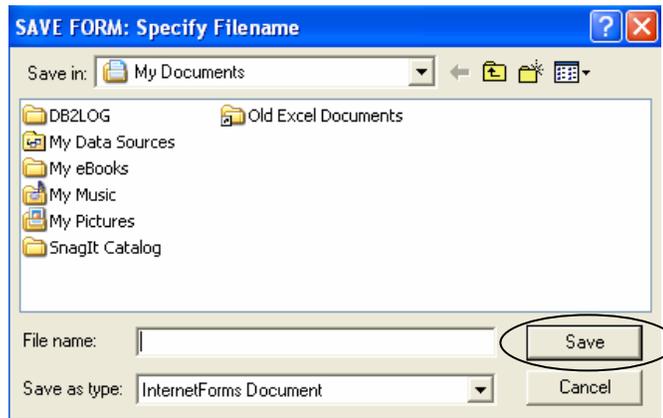
13. A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click **Yes**.



14. Browse to where you want to save the application on your computer.

15. Enter a name for the application package in the **File Name** field.

16. Click the **Save** button.



17. The application is saved to your computer as an xfd file.

Complete the Application Package

Applications are completed completely off-line.

1. Locate and open the application package you saved on your computer.
2. Verify that the pre-entered information is for the correct grant opportunity.
 - If the incorrect application is listed, close this package by clicking the **Cancel** button at the top of the screen. Then return to Grants.gov to download the correct grant opportunity package.
3. SAM will enter the USCERA proposal number in the **Application Filing Name** field located on the **Cover Page** of the application package.

4. To open a form in the **Mandatory Documents** box and **Optional Documents** box, click on the form name to select it. Click the **Open Form** button which appears below the appropriate box.
 - Complete the SF 424 or SF 424 R&R first, because it will automatically complete additional fields on other forms.

5. All required fields are noted by an asterisk (*) and/or highlighted in yellow. Optional fields and complete fields are displayed in white.

- Invalid or incomplete information in fields will generate an error message upon leaving the field.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
* 3. Date Received: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <small>Completed by Grants.gov upon submission.</small>		4. Applicant Identifier: <input type="text" value=""/>
5a. Federal Entity Identifier: <input type="text" value=""/>		* 5b. Federal Award Identifier: <input type="text" value=""/>
State Use Only:		
6. Date Received by State: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>		7. State Application Identifier: <input type="text" value=""/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value=""/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value=""/>		* c. Organizational DUNS: <input type="text" value=""/>
d. Address:		
* Street1: <input type="text" value=""/>		

6. To exit the form, click the **Close Form** button at the top of the screen.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
* 3. Date Received: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <small>Completed by Grants.gov upon submission.</small>		4. Applicant Identifier: <input type="text" value=""/>
5a. Federal Entity Identifier: <input type="text" value=""/>		* 5b. Federal Award Identifier: <input type="text" value=""/>
State Use Only:		
6. Date Received by State: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>		7. State Application Identifier: <input type="text" value=""/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value=""/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value=""/>		* c. Organizational DUNS: <input type="text" value=""/>
d. Address:		
* Street1: <input type="text" value=""/>		

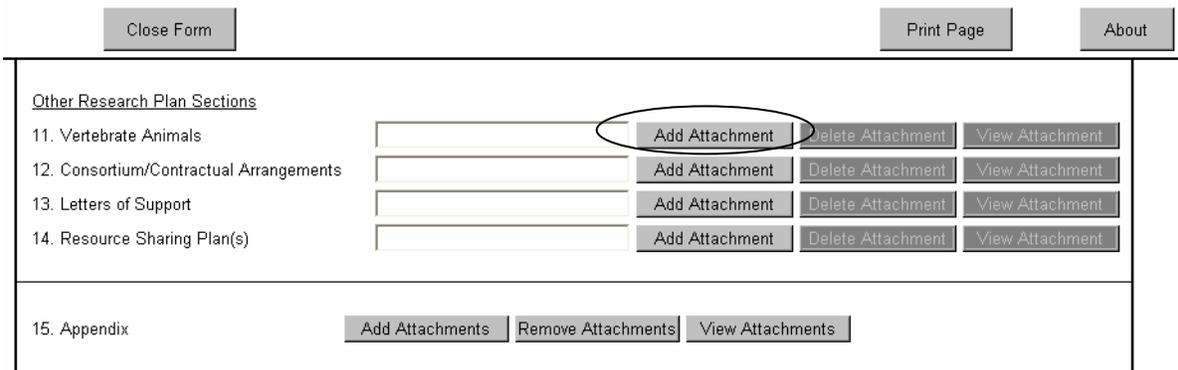
7. Some packages may require attachments (see **Attach Documents in the Application Package** section).

Attach Documents in the Application Package

Some packages may require that you submit specific documents, such as, a program background statement, research plan or appendix.

Depending on the instructions you may be able to attach a pdf, text document, word document or other type of document. Check instructions for any file name requirements.

1. Click the **Add Attachment** button located next to the section you wish to attach.

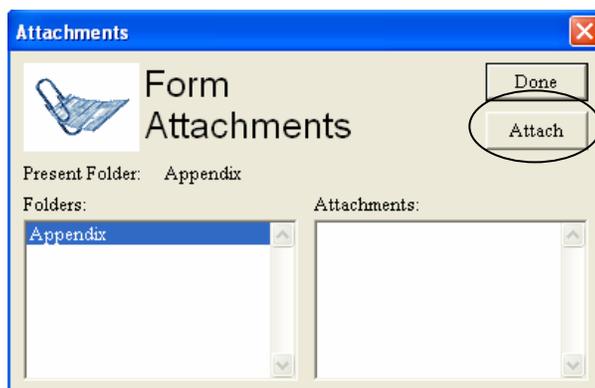


The screenshot shows a web application interface with a header containing 'Close Form', 'Print Page', and 'About' buttons. Below the header is a table with sections for attaching documents. The sections are:

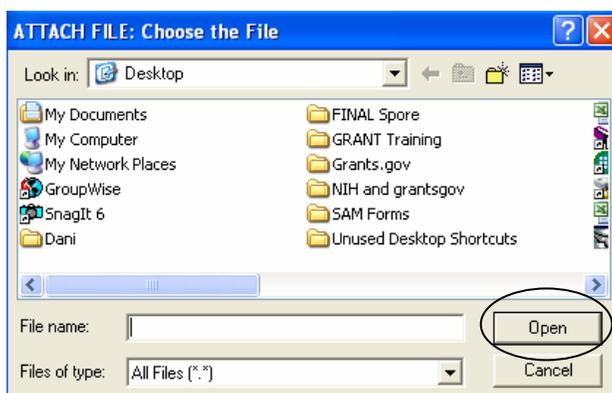
Other Research Plan Sections		
11. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
12. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
13. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
14. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>

Below this table is a section for '15. Appendix' with three buttons: 'Add Attachments', 'Remove Attachments', and 'View Attachments'.

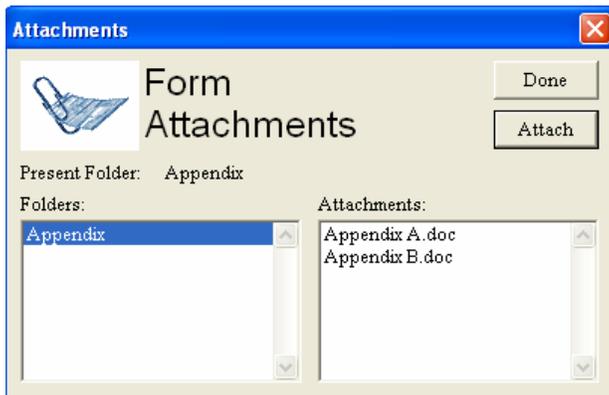
2. Click the **Attach** button.



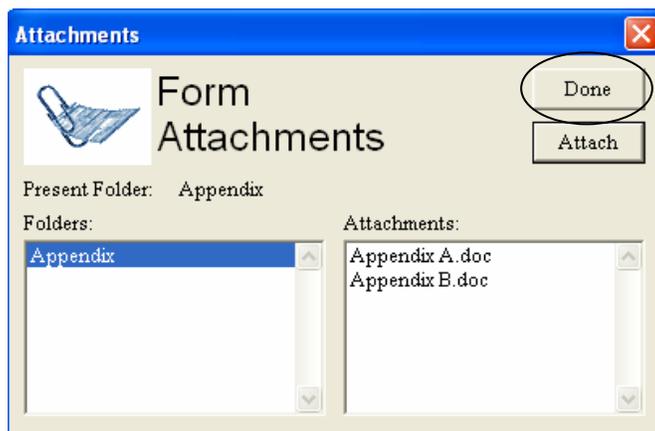
3. Browse to where the document you wish to attach is located on your computer. Select the correct file and click the **Open** button.



- The attached file will appear under the **Attachments** section of the **Form Attachments** box.
- Repeat steps 11 and 12 until you have attached all necessary documents.



- Click the **Done** button when you have finished attaching necessary documents.

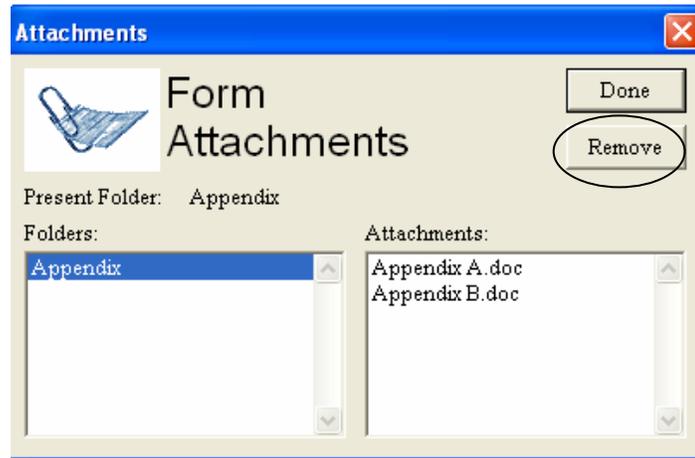


Delete Attachments in the Application Package

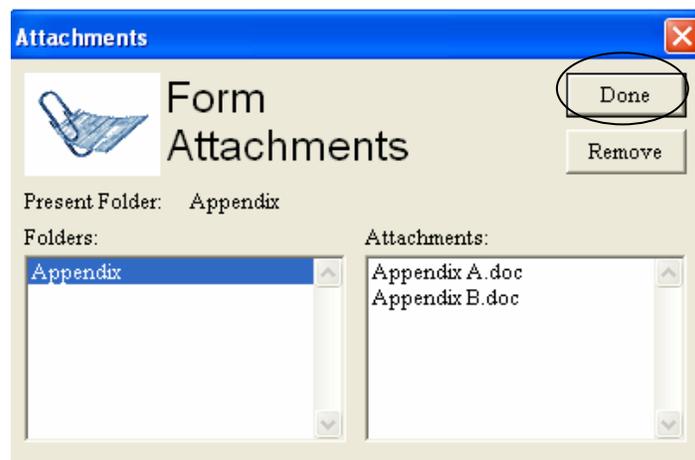
- To delete a document that has been attached. Click the **Delete Attachment** or **Remove Attachments** button next to the appropriate field.

<input type="button" value="Close Form"/>	<input type="button" value="Print Page"/>	<input type="button" value="About"/>																				
<p><u>Other Research Plan Sections</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">11. Vertebrate Animals</td> <td style="width: 20%; padding: 5px;"><input type="text"/></td> <td style="width: 15%; padding: 5px;"><input type="button" value="Add Attachment"/></td> <td style="width: 15%; padding: 5px;"><input type="button" value="Delete Attachment"/></td> <td style="width: 20%; padding: 5px;"><input type="button" value="View Attachment"/></td> </tr> <tr> <td style="padding: 5px;">12. Consortium/Contractual Arrangements</td> <td style="padding: 5px;"><input type="text"/></td> <td style="padding: 5px;"><input type="button" value="Add Attachment"/></td> <td style="padding: 5px;"><input type="button" value="Delete Attachment"/></td> <td style="padding: 5px;"><input type="button" value="View Attachment"/></td> </tr> <tr> <td style="padding: 5px;">13. Letters of Support</td> <td style="padding: 5px;"><input type="text"/></td> <td style="padding: 5px;"><input type="button" value="Add Attachment"/></td> <td style="padding: 5px;"><input type="button" value="Delete Attachment"/></td> <td style="padding: 5px;"><input type="button" value="View Attachment"/></td> </tr> <tr> <td style="padding: 5px;">14. Resource Sharing Plan(s)</td> <td style="padding: 5px;"><input type="text"/></td> <td style="padding: 5px;"><input type="button" value="Add Attachment"/></td> <td style="padding: 5px;"><input type="button" value="Delete Attachment"/></td> <td style="padding: 5px;"><input type="button" value="View Attachment"/></td> </tr> </table>			11. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>	12. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>	13. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>	14. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
11. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>																		
12. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>																		
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14. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">15. Appendix</td> <td style="width: 20%; padding: 5px;"><input type="button" value="Add Attachments"/></td> <td style="width: 15%; padding: 5px;"><input type="button" value="Remove Attachments"/></td> <td style="width: 35%; padding: 5px;"><input type="button" value="View Attachments"/></td> </tr> </table>			15. Appendix	<input type="button" value="Add Attachments"/>	<input type="button" value="Remove Attachments"/>	<input type="button" value="View Attachments"/>																
15. Appendix	<input type="button" value="Add Attachments"/>	<input type="button" value="Remove Attachments"/>	<input type="button" value="View Attachments"/>																			

2. Select the document to be deleted. Click the **Remove** button on the **Form Attachments** window.



3. Click the **Done** Button when you are finished deleting documents.

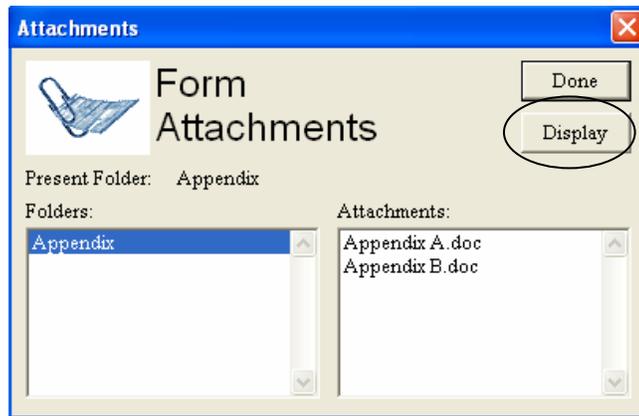


View Attachments in the Application Package

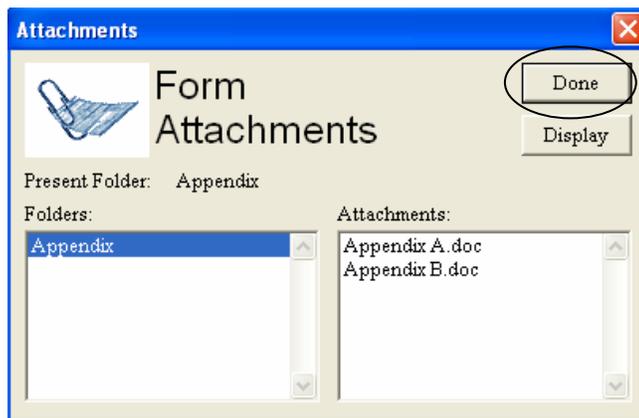
1. To view an attached document. Click the **View Attachments** button next to the appropriate field.

<input type="button" value="Close Form"/>	<input type="button" value="Print Page"/>	<input type="button" value="About"/>
<u>Other Research Plan Sections</u>		
11. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
12. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
13. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
14. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
15. Appendix		
	<input type="button" value="Add Attachments"/> <input type="button" value="Remove Attachments"/> <input type="button" value="View Attachments"/>	

2. If multiple documents are attached, select the correct document and click the **Display** button located on the **Form Attachments** window.



3. To return to the form, click the **Done** button located on the **Form Attachments** window or close the open document.



Print the Application Package

To print the entire application package, click the **Print** button at the top of the screen on the **Cover Page** of the application package.


Grant Application Package

Opportunity Title:	FY06 National Estuarine Research Reserve Operations	<div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px;"> <p>This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.</p> <p>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.</p> </div>
Offering Agency:	National Oceanic and Atmospheric Administration	
CFDA Number:	11.420	
CFDA Description:	Coastal Zone Management Estuarine Research Reserves	
Opportunity Number:	NOS-OCRM-2006-2000575	
Competition ID:		
Opportunity Open Date:	03/06/2006	
Opportunity Close Date:	04/11/2006	
Agency Contact:	Steve Drescher Policy Advisor E-mail: steve.j.drescher@noaa.gov	
<input type="checkbox"/> I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.		

* Application Filing Name:

Mandatory Documents	Move Form to Submission List	Mandatory Completed Documents for Submission
Application for Federal Assistance (SF-424)		

To print a single form, click the **Print Page** button on the top of the appropriate form.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="text" value=""/> <input type="radio"/> Continuation * Other (Specify) <input type="text" value=""/> <input type="radio"/> Revision	
* 3. Date Received: <input type="text" value="Completed by Grants.gov upon submission."/>	4. Applicant Identifier: <input type="text" value=""/>	
5a. Federal Entity Identifier: <input type="text" value=""/>	* 5b. Federal Award Identifier: <input type="text" value=""/>	
State Use Only:		
6. Date Received by State: <input type="text" value="//"/>	7. State Application Identifier: <input type="text" value=""/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: 		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 	* c. Organizational DUNS: 	
d. Address:		
* Street1: 		

Route the Package for Internal Approval

1. Move completed forms to the appropriate **Completed Documents for Submission** box.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [REDACTED]

<p>Mandatory Documents</p> <p>CD511 Form Assurances for Non-Construction Programs (SF-424B)</p> <p style="text-align: center;"><input type="button" value="Open Form"/></p>	<p>Move Form to Submission List <input type="button" value="=>"/></p> <p>Move Form to Documents List <input "="" type="button" value="<="/></p>	<p>Mandatory Completed Documents for Submission</p> <p>Application for Federal Assistance (SF-424) Project Narrative Attachment Form Budget Narrative Attachment Form Budget Information for Non-Construction Programs (SF-424A)</p> <p style="text-align: center;"><input type="button" value="Open Form"/></p>
<p>Optional Documents</p> <p>Disclosure of Lobbying Activities (SF-LLL)</p> <p style="text-align: center;"><input type="button" value="Open Form"/></p>	<p>Move Form to Submission List <input type="button" value="=>"/></p> <p>Move Form to Documents List <input "="" type="button" value="<="/></p>	<p>Optional Completed Documents for Submission</p> <p>Attachments</p> <p style="text-align: center;"><input type="button" value="Open Form"/></p>

2. Click the **Save** button to save changes made to the application.



Grant Application Package

<p>Opportunity Title: <input type="text" value="FY06 National Estuarine Research Reserve Operations"/></p> <p>Offering Agency: <input type="text" value="National Oceanic and Atmospheric Administration"/></p> <p>CFDA Number: <input type="text" value="11.420"/></p> <p>CFDA Description: <input type="text" value="Coastal Zone Management Estuarine Research Reserves"/></p> <p>Opportunity Number: <input type="text" value="NOS-OCRM-2006-2000575"/></p> <p>Competition ID: <input type="text" value=""/></p> <p>Opportunity Open Date: <input type="text" value="03/06/2006"/></p> <p>Opportunity Close Date: <input type="text" value="04/11/2006"/></p> <p>Agency Contact: <input type="text" value="Steve Drescher
Policy Advisor
E-mail: steve.j.drescher@noaa.gov"/></p>	<p>This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.</p> <p>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.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [REDACTED]

<p>Mandatory Documents</p> <p>Application for Federal Assistance (SF-424)</p>	<p>Move Form to Submission List <input type="button" value="=>"/></p>	<p>Mandatory Completed Documents for Submission</p>
--------------------------------------------------------------------------------------	------------------------------------------------------------------------------	------------------------------------------------------------

3. Click the **Check Package for Errors** button to make everything is complete.

GRANTS.GOV™ Grant Application Package

Opportunity Title: FY06 National Estuarine Research Reserve Operations
 Offering Agency: National Oceanic and Atmospheric Administration
 CFDA Number: 11.420
 CFDA Description: Coastal Zone Management Estuarine Research Reserves
 Opportunity Number: NOS-OCRM-2006-2000575
 Competition ID:
 Opportunity Open Date: 03/06/2006
 Opportunity Close Date: 04/11/2006
 Agency Contact: Steve Drescher, Policy Advisor, E-mail: steve.j.drescher@noaa.gov

I will be submitting applications on my behalf, and not 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)
 Mandatory Completed Documents for Submission: [Empty]

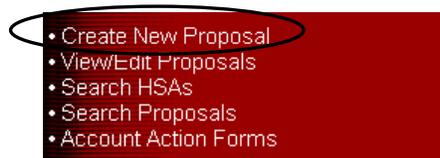
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

4. Correct any found errors.

5. Save the application package again.

6. Log into USCERA (<https://sam.research.sc.edu/uscera>).

7. Click on the **Create New Proposal** option located on the tool bar.



8. Complete the **Proposal/Award Processing Form**.

Proposal / Award Processing Form

Title: [Empty] Prevent Routing? [v] SPA: Grant Number: Submission Date: Pending Status: Pending

Principal Investigator: Dr. James R. Hebert
 Phone (808) 734-4490 Fax (803) 734-5259 Email smithvl2@gwm.sc.edu

Institution Co-PI: [Empty] Home Department: [Empty] [Add/Change]

[Empty] [Empty] [Add/Change]

[Empty] [Empty] [Add/Change]

[Empty] [Empty] [Add/Change]

9. Complete all supplemental forms list under **Step One** on the **Proposal Summary** page.

Proposal Summary

Emerging Research
 Principal Investigator: Danielle Sample
 Department: Training Department 49

STEP ONE			STEP TWO									
<div style="border: 1px solid gray; padding: 5px;"> <p>Forms</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form Name</th> <th style="text-align: center;">Status</th> <th style="text-align: center;">Actions</th> </tr> </thead> <tbody> <tr> <td>Collaboration and/or Effort</td> <td style="text-align: center;">Completed</td> <td style="text-align: center;">Print</td> </tr> <tr> <td>Proposal/Award Processing Form (PAP)</td> <td style="text-align: center;">Completed</td> <td style="text-align: center;">Print</td> </tr> </tbody> </table> </div>			Form Name	Status	Actions	Collaboration and/or Effort	Completed	Print	Proposal/Award Processing Form (PAP)	Completed	Print	<div style="text-align: center; border: 1px solid gray; width: fit-content; margin: 0 auto; padding: 2px 10px;">Upload/Manage Documents</div> <p>You must upload the following documents, as well as any other necessary support documents:</p> <ul style="list-style-type: none"> Proposal or Proposal Summary Budget Budget Justification <p>Refresh Document List</p>
Form Name	Status	Actions										
Collaboration and/or Effort	Completed	Print										
Proposal/Award Processing Form (PAP)	Completed	Print										
<div style="border: 1px solid gray; width: fit-content; margin: 0 auto; padding: 2px 10px;">Start Approval Process</div>												

10. Click on the **Upload/Manage Documents** button under **Step Two** on the **Proposal Summary** page.

Proposal Summary

Emerging Research
 Principal Investigator: Danielle Sample
 Department: Training Department 49

STEP ONE			STEP TWO									
<div style="border: 1px solid gray; padding: 5px;"> <p>Forms</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form Name</th> <th style="text-align: center;">Status</th> <th style="text-align: center;">Actions</th> </tr> </thead> <tbody> <tr> <td>Collaboration and/or Effort</td> <td style="text-align: center;">Completed</td> <td style="text-align: center;">Print</td> </tr> <tr> <td>Proposal/Award Processing Form (PAP)</td> <td style="text-align: center;">Completed</td> <td style="text-align: center;">Print</td> </tr> </tbody> </table> </div>			Form Name	Status	Actions	Collaboration and/or Effort	Completed	Print	Proposal/Award Processing Form (PAP)	Completed	Print	<div style="text-align: center; border: 1px solid gray; width: fit-content; margin: 0 auto; padding: 2px 10px;">Upload/Manage Documents</div> <p>You must upload the following documents, as well as any other necessary support documents:</p> <ul style="list-style-type: none"> Proposal or Proposal Summary Budget Budget Justification <p>Refresh Document List</p>
Form Name	Status	Actions										
Collaboration and/or Effort	Completed	Print										
Proposal/Award Processing Form (PAP)	Completed	Print										
<div style="border: 1px solid gray; width: fit-content; margin: 0 auto; padding: 2px 10px;">Start Approval Process</div>												

11. Click on the **Browse** button in the pop up window.

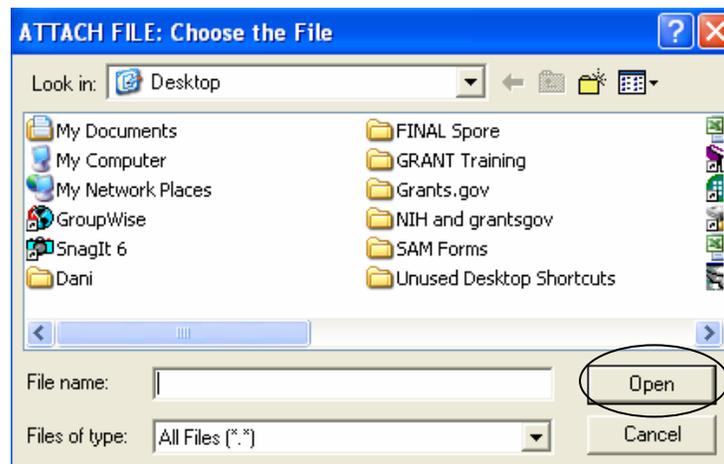
New Upload:

Browse...

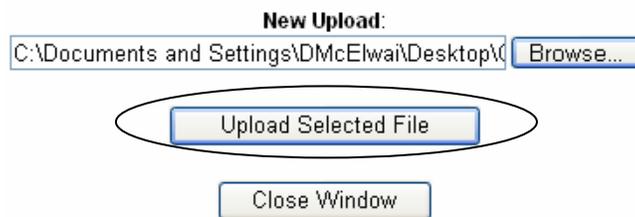
Upload Selected File

Close Window

12. Browse to where the Grants.gov application package is located on your computer. Select the correct file and click the **Open** button.



13. Click the **Upload Selected File** button in the pop up window.



14. Click the **Close Window** button in the pop up window.



15. Click the **Start the Approval Process** button located on the **Proposal Summary** page.

Proposal Summary

Emerging Research
Principal Investigator: Danielle Sample
Department: Training Department 49

STEP ONE			STEP TWO									
<p>Forms</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">Form Name</th><th style="text-align: center;">Status</th><th style="text-align: center;">Actions</th></tr></thead><tbody><tr><td style="text-align: center;">Collaboration and/or Effort</td><td style="text-align: center;">Completed</td><td style="text-align: center;">Print</td></tr><tr><td style="text-align: center;">Proposal/Award Processing Form (PAP)</td><td style="text-align: center;">Completed</td><td style="text-align: center;">Print</td></tr></tbody></table>			Form Name	Status	Actions	Collaboration and/or Effort	Completed	Print	Proposal/Award Processing Form (PAP)	Completed	Print	<p style="text-align: center;">Upload/Manage Documents</p> <p>You must upload the following documents, as well as any other necessary support documents:</p> <ul style="list-style-type: none">• Proposal or Proposal Summary• Budget• Budget Justification <p>Refresh Document List</p>
Form Name	Status	Actions										
Collaboration and/or Effort	Completed	Print										
Proposal/Award Processing Form (PAP)	Completed	Print										
<div style="border: 1px solid black; border-radius: 15px; display: inline-block; padding: 5px 20px;">Start Approval Process</div>												

16. The proposal is internally routed for all internal approvals.

17. Once all internal approvals are received, the SAM office will submit the application package to grants.gov.

18. Your SAM administrator receives a series of e-mails confirming receipt of your proposal by grants.gov and the sponsoring agency.

The following customer support tools are available to assist you when using Grants.gov

Context-Sensitive Help

Context-Sensitive Help provides context-sensitive information for each screen organized in a menu listing topics. Each topic provides detailed information about specific Grants.gov web pages.

- To access the **Context-Sensitive Help** click **Help** at the top of any screen.
- Click the **Menu** button on the bottom of the **Help** screen to return the complete topic list.
- Click the **Search** button on the bottom of the screen to search the **Context-Sensitive Help** for information. Enter a word or Phrase in the **Search** field and click the **Search** button.
- Click the **Exit** button to close the **Context-Sensitive Help**.

Frequent Questions

Frequent Questions is a list of commonly asked questions answers.

- To access the Frequent Questions, click the **Frequent Questions** link on the left of the **Customer Support** screen.
- The questions are categorized to match the Grants.gov site. To view the questions for a specific category, click the category name on the left of the screen.
- To read the answer to a question, click on the question.
- To quickly return to the top of the question list, click the **Return to Questions** link.

Tutorial

The Tutorial is a computer-based training lesson, designed to teach everything you need to know about using Grants.gov.

- **Tutorials** can be accessed any where within Grants.gov by clicking on the **Tutorial** link at the top of the screen.
- The **Tutorial** is organized by modules. Each module is subdivided into detailed topics.
- Click the **Menu** button on the bottom right of the screen to view a list of modules.
- To access a module, click on the module name or select the module name for the **Module** drop down box on the right of the screen.
- To access a specific topic, click the topic name or select the topic name from the **Topic** drop down box on the right of the screen.
- Click the **Index** button on the bottom of the screen to view a full list of modules and topics.
- Click the **Glossary** button on the bottom of the screen to view a glossary of terms for Grants.gov.
- Click the **Search** button on the bottom of the screen to search the **Tutorial** for information. Enter a word or Phrase in the **Search** field and click the **Search** button.
- Click the **Exit** button to close the tutorial.

User Guide

The User Guide is a well indexed, comprehensive guide to reference information about Grants.gov. It can be accessed online or printed out.

- To view the **User Guide**, click the **User Guide** link on the left of **Customer Support** screen.
- The **User Guide** can be downloaded as a Microsoft Word document or as a PDF document.

Quick Reference

The Quick Reference is a job aid that will provide the information used most often.

- To access the **Quick Reference**, click the **Quick Reference** link in the middle of the **Customer Support** screen.
- Click on a topic to learn more about that topic.
- To return to the top of the page click the **Return to Top of the Page** link.
- To exit the **Quick Reference**, click on the **X** at the upper right corner of the **Quick Reference** screen.

Contact Grants.gov

Email support@grants.gov

Telephone 1-800-518-GRANTS (1-800-518-4726)

Customer Support Center hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. EDT

Contact SAM

For additional information contact:

Pre-Award Services

Steve Etheredge	777-4457	steven@gwm.sc.edu
Lumi Bakos	777-2274	bakos@gwm.sc.edu
Nicole Cavin	576-7710	cavina@gwm.sc.edu
Andrea Ceselski	777-0969	andrea@gwm.sc.edu
Dan Christmus	777-4452	danielc@gwm.sc.edu
Meredith McDaniel	777-5241	mcdanieo@gwm.sc.edu
Linda Ross	777-5370	lross@gwm.sc.edu
Jeff Tipton	576-5554	jatipton@gwm.sc.edu
Kristen Wilds	777-2983	wildsK@gwm.sc.edu
Debra Wingard	777-4857	dwingard@gwm.sc.edu

List of SAM Administrators by Department is Located at <http://sam.research.sc.edu/spassignments.html>

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Comments or Suggestions about the Grants.gov User Guide should be directed to
Danielle McElwain, Training Manager.