

Grants.gov Step by Step

Preparing federal grant applications

Information for the University of Michigan

from the Division of Research Development & Administration :: Spring 2008

See the *UM Research website*

<http://www.research.umich.edu/era/grantsgov/>

1 Prepare

- **Sign up for news about Grants.gov.** The email alert group called **eRPM-info** provides information about Grants.gov implementation at UM. (It is named for eResearch Proposal Management, which is how Grants.gov applications will be prepared and submitted later in 2008.) See the UM Grants.gov web page to subscribe and to read archived messages.
- **Get the correct software.** Specific software is required to view and complete applications. What you need depends on your computer and the version of the application packet. Most software is free.

All users: **Adobe Reader or Adobe Professional 8.1.2**

Windows users:* **PureEdge Viewer**

Non-windows users:*

IBM Workplace Forms Viewer

*viewers do not work with Vista or Leopard

Download software from: http://www.grants.gov/help/download_software.jsp

Problems? See your system administrator.

- **Register with your agency, such as NIH, if required. Do NOT register with Grants.gov.**

Grants.gov is the federal web portal for finding grant opportunities from any federal agency and locating application packages. It is also where DRDA submits applications for programs that now require electronic submission. The site is located at <http://www.grants.gov>

2 Find

On the Grants.gov website, locate and download the application files.

- Open your web browser to www.grants.gov
- Click "Find Grant Opportunities" (left) or "Grant search" in the Quick Links (right)
- Choose a search method: keyword, CFDA, etc. (NOTE: NIH applications cannot be located via CFDA number)
- In search results, select the opportunity.
- On the opportunity page, read the instructions. Click on "how to apply."
- From "application for download," click "Download" button.
 - ⇒ **Download Application Instructions**
 - ⇒ **Download Application Package**
 - ⇒ **Add your email for updates**

(The package may open automatically or it may be saved somewhere on your computer.)

Questions? Talk to us.

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Your DRDA Project Representative.


3 Apply

- **Read the application instructions.** Forms may require you to complete them in a particular order.

Using the software appropriate for your computer and application version:

 1. Open the Application Package (already saved on your computer)
 2. Complete the application.
 3. SAVE the application as you work on it.
- **Complete the administrative shell.** See: "Using Grants.gov at UM" on the UM Grants.gov information web area.

More on the application process and UM information for the forms is also on the UM Grants.gov information web area.

 Detailed user guides, animated tutorials and FAQs are available on the federal Grants.gov web site. See Help, "Applicant Resources"

DRDA Service Timeline

- **Administrative shell to DRDA** at least **7 business days** before submission deadline
- **Final electronic grant application file:** upload **4 business days** before submission deadline

These times are in addition to deadlines that may be required by your department and school/college.

4 Send to DRDA

*When the PAF & Administrative Shell have received the necessary dept. and school/college approvals: **Send the fully signed papers to DRDA.** (same as today)*

*When your **electronic Grant Application Package** is complete:*

Upload Final electronic grant application package to the DRDA Drop Box

Find a link to the Drop Box on the UM Grants.gov info page
Drop Box Instructions at:
http://www.research.umich.edu/era/grantsgov/dx_howto.html

Provide only the **final version**. DRDA cannot process incomplete application packages.

5 DRDA Submits to Grants.gov

DRDA reviews the file and submits the electronic grant application to Grants.gov. Grants.gov performs error checking.

Sponsor agency retrieves grant application package from Grants.gov; sponsor agency may perform its own error checking.

Grant application packages must pass all error checks prior to the agency deadline.

The DRDA service policy ensures there is sufficient time for proposals to pass mandatory error checks.

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