

# Step by Step Process for Grants.gov at UIC

## 1. GET STARTED

- Learn how to use Grants.gov **EARLY!**
- **DO NOT** register yourself in Grants.gov
- **DO** update PI profile with granting agency **BEFORE** starting the application (e.g. NIH eCommons)

## 2. Set Up Your Computer

### Windows

- Verify your computer meets minimum software and hardware requirements
- Download and install the free PureEdge ICS Viewer from Grants.gov or Adobe Reader 8.1.1, 8.1.2 or 9.0 based on the application format

### Mac and other platforms

- Verify your computer meets minimum software and hardware Citrix client requirements
- Download and install IBM Workplace Forms (PureEdge) Viewer for Macintos or Adobe Reader 8.1.1, 8.1.2 or 9.0 based on the application format

## 3. Find Funding & Download the Application Package

- In Grants.gov click **Find Grant Opportunities**
- Choose an announcement, review the synopsis, then click **How to Apply**  
Click **Download** under **Instructions and Application**  
Save Instructions and Application to your computer (.xfd file)  
Right-click on the application package and select **Save Target As**  
Enter your email address to receive program updates for this application
- **DO NOT** reuse grant application packages, download a new copy each time you apply

## 4. Complete the Application Package

- Follow the granting agency application instructions exactly
- Complete SF 424 or SF 424 (R&R) Form Sets
- **DO NOT** leave any highlighted data fields black, type "N/A or "0"
- Write and check page limits in Word, save as PDF, then upload to the application
- **Print** out the 424 face page and budget pages
- Click **Review Package for Errors** once the application is completed and saved
- **DO NOT** click **Submit the application**

## 5. Route the Application

- Complete PAF and attain all required signatures
- Send completed PureEdge file to ORS as an attachment via email to: czack@uic.edu, bshim2@uic.edu and ander020@uic.edu the subject line should be PI first and last name
- Deliver completed PAF and following required documents to ORS **7 Business days** prior to sponsor deadline.
- Required documents: 424 face page, budget print outs (if modular budget, provide detailed 1<sup>st</sup> year budget) and abstract/scope of work

## 6. Track Your Application with ORS

- ORS reviews PAF along with PureEdge application. Once approved ORS will submit application to Grants.gov
- ORS will send email with Grants.gov confirmation and submitted PureEdge file to the PI and/or Business manager
- Grants.gov notifies ORS about receipt, errors, and acceptance. Grants.gov may reject your application if fields are incorrectly completed or viruses are present. ORS will contact you if errors must be corrected.
- The granting agency retrieves the accepted application from Grants.gov and notifies the ORS when it is received. Some agencies may notify ORS once it is accepted (NIH)