

Step 1:

**Go to Grants.gov,
Click on Get Started
and Download the *PureEdge Viewer***

- WHAT TO DO:
Click on **GET STARTED**, then **select a role** from the left side the of the screen. Your role is **Grant Researcher**, NOT "Individual" or "Authorized Org Representative".
- WHAT NOT TO DO:
Don't register in grants.gov to submit applications, or get a DUNS number! UVA is already registered. Use this DUNS number: **065391526**
- To view and complete grant applications, you first need to download and install free software called *PureEdge Viewer* from the Grants.gov website. See your system administrator if you are unable to download and use PureEdge. **MAC Users:** See the UVA research website for additional information.
You only need to install PureEdge once!

Step 2:

In Grants.gov, Download the Grant Application Package and Application Instructions

- If you know the Funding Opportunity and/or CFDA number, enter it to find the application package and instructions.
- If you don't know the CFDA/Funding Opportunity, click on "**Find Grant Opportunities**" and search by keywords and other parameters. Click on "Grant" button to see grant information.
- Click on "Apply for Grant Opportunity" and download the package and instructions for that grant.

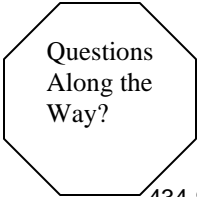
Provide email address to ensure that you receive updates.

Step 3:

Complete the Grant Application Package (GAP)

- Using the PureEdge Viewer, read and follow the application guidelines.
- Fill out Form 424 or 424(R&R). **Yellow fields are mandatory!** You may enter "N/A" if the field does not pertain to your grant. To see the standard UVA data to enter into the form, go to "Grants.gov Info for UVA" on the UVA Research website
- Complete the "Mandatory Documents" and move them over to the right side "Mandatory Completed Documents for Submission" field

Mandatory Documents → Mandatory Completed Documents



OSP Contact
Stewart Craig, Grants.gov Liaison
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 434-924-4744
Stewart Craig: Technical Consultant
Spc4b@virginia.edu
 434-924-4744
 Remember to send your PAF and administrative shell to OSP 7 days ahead and upload your proposal at least 4 days ahead of the deadline!
 You can call the Grants.gov Helpdesk for technical questions. 1-800-518-4726
 Contact your Project Rep for questions regarding the application.

Step 5:

OSP Submits Electronic Grant Application File to GRANTS.GOV

- The sponsor agency then picks up the grant application from Grants.gov
- Some agencies (e.g. NIH) require PIs to validate their proposal after submission. The agency may require corrections after the proposal is received through Grants.gov

Step 4:

***A. Route the GAP for dept/school approvals**

***B. Send a paper Administrative Shell (with a PAF) and your Electronic Grant Application File to OSP**

It's not all paperless. We will still need a delivered or faxed administrative shell, including the PAF
GRANTS.GOV SERVICE POLICY: Send the shell to OSP at least 7 Days in advance and upload the grant application file 4 days in advance. Make sure we can review, correct & submit it to meet the deadline!

- Go the UVA Research website front page, click on **Grants.gov Drop Box**. Follow the instructions & upload your grant application file to OSP's server. We'll take it from there.