

**Grants.gov: Preparing Federal Grant Applications at GW through Grants.gov**  
 Office of the Chief Research Officer ~ OCRO Info: [www.gwu.edu/~research/important.htm](http://www.gwu.edu/~research/important.htm).

**Step 1:**

Go to [Grants.gov](http://Grants.gov) , click [Apply for Grants](#) and install the [PureEdge Viewer](#)

To review and complete grant applications, you first need to download and install PureEdge Viewer's free software from the Grants.gov Web site. Call the ISS helpdesk, 4-5530, option 2, if you are unable to install PureEdge . Apple users call Ed Kobrinski , 4-7990.

**WHAT TO DO:**

Install the PureEdge Viewer on the computer that you will use to prepare the grant application.

**WHAT NOT TO DO:**

Do not register in Grants.gov to submit applications, or get a DUNS number! GW is already registered  
 Use this DUNS number: **0439904980003** in Step 3.

You only need to install PureEdge once.

**Step 2:**

At Grants.gov, download the Grant Application Package and Application Instructions

If you know the Funding Opportunity or the CFDA number, enter it to find the application package and instructions.

If you do not know the CFDA/Funding Opportunity, click *Find Grant Opportunities* and search by keywords and other parameters. Click the *Grant* button to see grant information.

Click *Apply for Grant Opportunity* and download the package and instructions for that grant. Click to see tutorial.

**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) first. *Yellow Fields are mandatory!* You may enter *N/A* if the field does not pertain to your grant. **SAVE YOUR FILE OFTEN.**

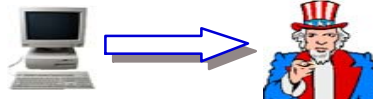
Complete the *Mandatory Documents* and *Optional Documents* that apply. Move them to the right side in the field *Mandatory Completed Documents for Submission* . Be sure to complete on-line edit checks.

Mandatory Documents

Mandatory Completed Documents

**Step 5:**

OCRO Submits the Electronic GAP to Grants.gov



Once edit checks pass at Grants.gov, the sponsor agency then receives the grant application from Grants.gov.

NIH no longer requires PIs to validate their proposal after submission.

Some agencies may also require corrections after the proposal is received.

**Step 4:**

**A.** Route the hardcopy of the GAP and Proposal Routing Form for school/ department approvals.

**B.** Send the approved electronic version (saved in *PureEdge* ) and a paper copy with signed Proposal Routing & Approval Form to your RSC who reviews, checks on-line and forwards to OCRO.

Grants.gov Service Policy: *Make sure we have time to review, correct and resubmit to meet the deadline! Send the proposal to OCRO at least 6 days in advance to allow OCRO time for corrections prior to uploading the application.*

**Questions along the way?**

**OCRO Contacts:**

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Grants.gov training available:

Contact Ed Kobrinski at:  
[ejkobrin@gwu.edu](mailto:ejkobrin@gwu.edu) or 4-7990

Please contact your RSC at:  
[www.gwu.edu/~research/orsstaffing2.htm#rsc](http://www.gwu.edu/~research/orsstaffing2.htm#rsc).