



FIND. APPLY. SUCCEED.SM

User Guide

This user guide is adapted for use at UH from the User Guide offered by the University of Maryland.
For the complete Grants.gov user guide see
[http://www.grants.gov/GrantsGov UST Grantee/SSL/WebHelp/userguide.pdf](http://www.grants.gov/GrantsGov%20Grantee/SSL/WebHelp/userguide.pdf)



- **The University of Hawaii is already registered as an institution. No additional registration is necessary.**
- **Contact your FO and give them the CFDA number and title of the solicitation and let them know this proposal must be submitted through Grants.GOV. The final version of the application packet must be uploaded to ORS and a hard copy with a ORS Form 5 attached must be routed to ORS.**
- **This new system has its glitches, please...
submit application packets 5 or more days before the submission deadline.**
- **The application is a package of forms that have to be completed. It is NOT web based.**
<http://www.umresearch.umd.edu/ORAA/upload/> no later than 24 hours prior to the submission deadline.
- **ORAA must submit the finished PureEdge file proposal package to grants.GOV.**
- **The application is a package of forms that have to be completed. It is NOT web based.**

TIPS

1. Use Internet Explorer.
2. You need to enable cookie support and pop-ups.
3. Name files using the correct format. AGENCY_PILastName_ProjectTitleKeywords
Use only 3 or fewer keywords (e.g. NSF_Miyashiro_TurtleBreeding2006.xfd)
4. Be sure to read both the agency solicitation AND the Grants.gov instructions. We have seen numerous mismatches between the two.
5. PureEdge documents are only files, not a website. You need to save the file to your hard drive BEFORE you begin entering info into the file. You may also wish to save the file to a shared drive.
6. Complete the 424 or 424 R&R first. It populates other forms.
7. The **file does not automatically save**. You have to click on SAVE to save the data entered.
8. Notify your FO and ORS Pre-Award when applying for a grant through Grants.gov.

ORS Pre-Award Section

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Customer Support

If you have questions at any time while on Grants.gov, help is just a click away.

If you have a question, you can easily get an answer from one of the following:

. [Context-Sensitive Help](#)

. [Frequent Questions](#)

[Tutorial](#)

. [User Guide](#)

. [Quick Reference](#)

[Glossary](#)

. [Contact Us](#)

Context-Sensitive Help

The Help provides you context-sensitive information for each screen.

To access the Help, simply click **Help** at the top of any screen.

Clicking the Help button at the top of the screen in Grants.gov will open a help screen for that page and will provide you with detailed information and/or instruction for the screen.

Help screen



Clicking the **Menu** button on the bottom of the screen will return you to the complete topic list. To view the content of any topic, click its name.

Clicking the **Back** and **Next** buttons on the bottom of the screen allows you to navigate to pages you have visited while in the Help.

Clicking the **Print** button on the bottom of the screen will open your **Print Dialog Box** so that you can print the screen contents.

Clicking the **Search** button on the bottom of the screen will allow you to search the Help for information. Simply enter a word or phrase in the **Search** field and click the **Search** button to the right of the field.

Clicking the **Userguide** button on the bottom of the screen will allow you to download a User Guide.

Clicking the **Exit** button will close the Help.

Frequent Questions

Frequent Questions provides you with a list of commonly asked questions and their answers.

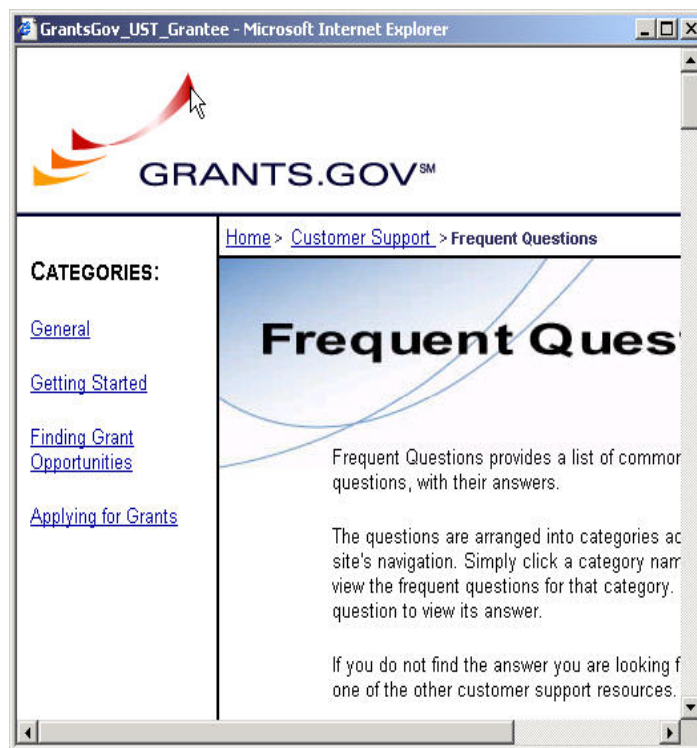
To access the Frequent Questions, click the **Frequent Questions** link on the left of the **Customer Support** screen.

Customer Support screen



This will take you to the **Frequent Questions** screen.

Frequent Questions screen





The questions are categorized to match the site. To view the questions for a specific category, simply click the category name on the left of the screen.

To read the answer to a question, simply locate the question and click it. When you have finished reading the answer, you can quickly return to the top of the question list by clicking the **Return to Questions** link.

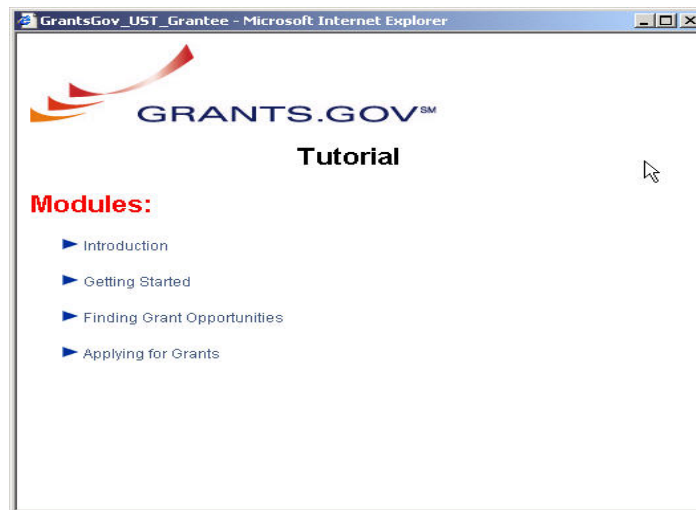
To exit the Frequently Asked Questions, click on the **X** at upper right corner of the **Frequent Questions** screen.

Tutorial

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

You can access the Tutorial any where within Grants.gov simply by clicking on the Tutorial link at the top of the screen.

Tutorial screen



The Tutorial is organized by modules. Each module is subdivided into detailed topics.

Clicking the **Menu** button on the bottom right of the screen will take you to a list of modules. To access a module, simply click the module name, or select the module name from the **Module** drop down box on the right of your screen. To access a specific topic, simply click the topic name, or select the topic name from the **Topic** drop down box on the right of the screen.

Clicking the **Index** button on the bottom right of the screen will take you to a full list of modules and topics. You can easily access any module or topic by clicking its name.

Clicking the **Print** button on the bottom right of the screen will open your **Print Dialog Box** so that you can print the contents on the left of the screen.



Clicking the **Glossary** button on the bottom right of the screen will take you to a glossary of terms that you may need to know while using Grants.gov.

Clicking the **Search** button on the bottom right of the screen will allow you to search the Tutorial for information. Simply enter a word or phrase in the **Search** field and click the **Search** button to the right of the field.

Clicking the **Exit** button will close the Tutorial.

Clicking the **Back** and **Next** buttons allows you to navigate to pages you have visited while in the Tutorial.

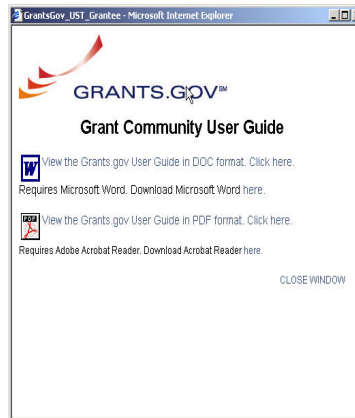
You can also download a User Guide by clicking the **Download User Guide** button on the bottom of main menu of the Tutorial.

User Guide

The User Guide is a well indexed, comprehensive guide to reference information about Grants.gov, you can use this online or print out what you need.

To view the User Guide, simply click the User Guide link on the left of **Customer Support** screen. This will open a User Guide window.

User Guide Window



You can download the User Guide as a Microsoft Word document or as a PDF document. You will need Adobe Reader to view the PDF document.

To download the Microsoft Word document User Guide, click **View the Grants.gov User Guide in DOC format. Click here.**

If you have Adobe Reader and want to download the PDF User Guide, click **View the Grants.gov User Guide in PDF format. Click here.**

If you do NOT have Adobe Reader, you can download and install it. Click the **here** link at the end of **Download Acrobat Reader here**. You will NOT be able to view the PDF User Guide without Adobe Reader.

This will take you to the Adobe website where you can download and install Adobe Reader for free. Follow the onscreen instructions to download and install the program.

When you have downloaded the User Guide, click the **Close Window** link to close the **User Guide** window.

Quick Reference

The Quick Reference is a job aid that will provide the information you likely will use most often.

To access the Quick Reference, click the **Quick Reference** link in the middle of the **Customer Support** screen. To read the instruction for the topic that you selected, simply locate the topic and click it. When you have finished reading the answer, you can quickly return to the top of the page by clicking the Return to Top of Page link. To exit the Quick Reference page, click on the X at upper right corner of the Quick Reference screen.

Customer Support screen



This will take you to the **Quick Reference** screen.

Customer Support screen



This will take you to the **Glossary** screen. To use the glossary, click on the initial of the word or term you are looking for.

Contact Us

If you haven't found what you need using any of the other customer support options or would like to give us some feedback about the site, send us an email or give us a call!

You can email us at support@grants.gov or reach us by telephone at 1-800-518-GRANTS (1-800-518-4726). The Customer Support Center hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. EDT (Eastern Standard Time).

Cookies

To use this website, you must enable cookies support in your web browser. Cookies will only be used for the duration of the individual session to allow you easy navigation within the website. A cookie is a small piece of information that is sent to your browser-- along with a Web page-- when you access a Web site. There are two kinds of cookies. A session cookie is a line of text that is stored temporarily in your computer's RAM. Because a session cookie is never written to a drive, it is destroyed as soon as you close your browser. A persistent cookie is a more permanent line of text that gets saved by your browser to a file on your hard drive. Depending on your browser settings, you may receive notification that a given site is requesting cookie information, possibly with an expiration date. Persistent cookies have an expiration date in the future. Session cookies have no date associated with them.

The Grants.gov website will create a session cookie whenever you access the website. The session cookie is automatically destroyed as soon as you close your browser. We do not create any persistent cookies.

Downloading Application Viewer

To download the Application Viewer:

1. Click the link on the **Download Application Viewer** screen at <http://www.grants.gov/DownloadViewer>
2. Verify that your computer meets the system requirements.
3. **NOTE: This application will NOT work on Macintosh operating systems. You must use a Windows operating system to complete the forms.**
4. Download PureEdge Viewer.
5. Install PureEdge Viewer.

Downloading Application Viewer

In order to access and complete applications, you will need to download and install the PureEdge Viewer, a small, free program.

PureEdge Viewer: Minimum System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP*

500 Mhz processor

128 MB of RAM

40 MB disk space

Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, 7

*If you do not have a Windows operating system, you can still use PureEdge by using a Windows Emulation Program.

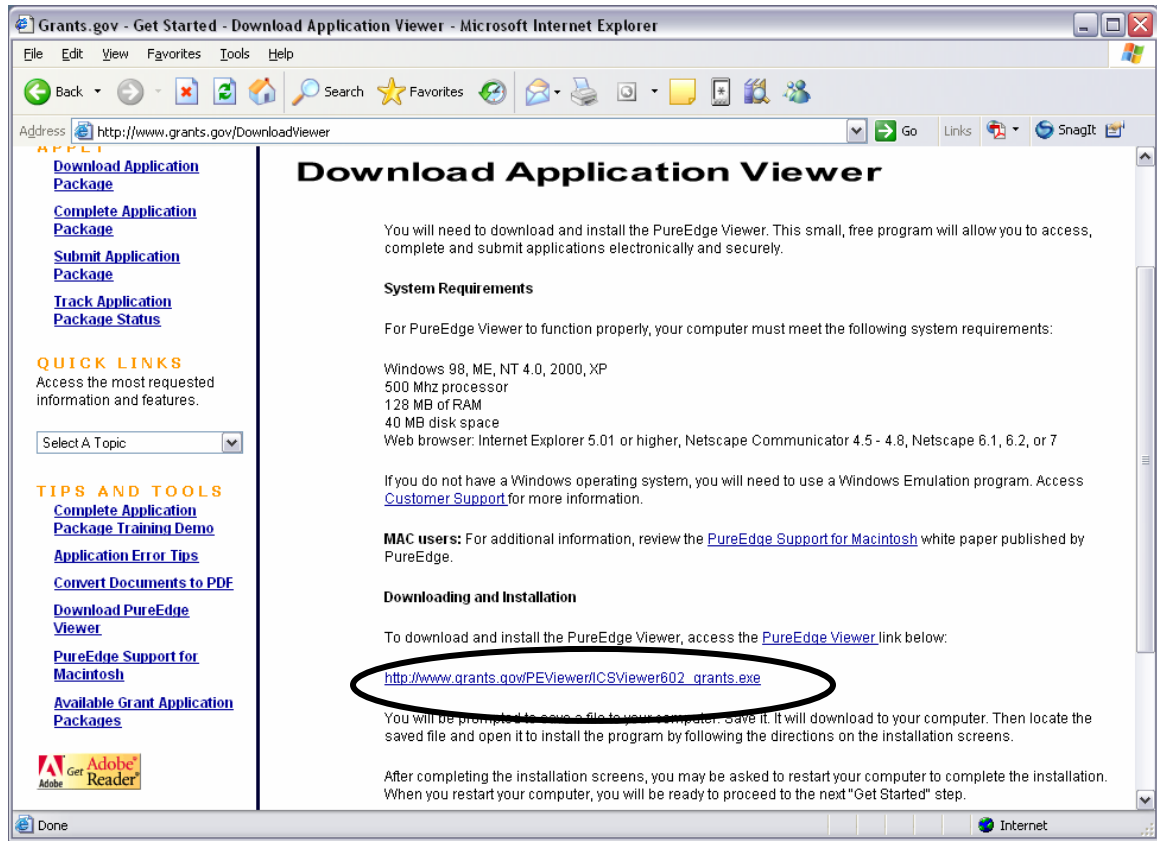
MAC users: Please review the MAC white paper below published by PureEdge for additional information:

Mac Support for PureEdge

(http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf)

If you have problems setting-up the software, you may not have security permissions to install new programs on your system. If that is the case, you should contact your system administrator.

**Download
Application
Viewer
screen**



Click the http://www.grants.gov/PEViewer/ICSViewer602_grants.exe link.

This will open the **File Download** window.

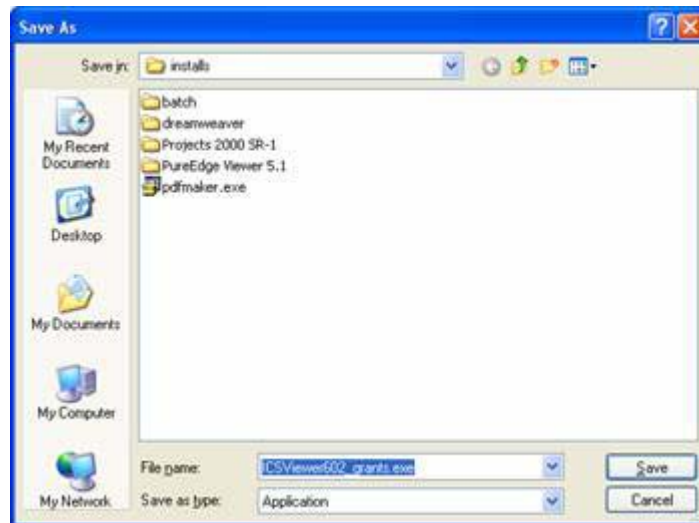
**File
Download
window**



Click the **Save** button.

This will open the **Save As** window where you can designate where the program should save on your computer.

**Save As
window**



Browse to where you would like the program to save on your computer.

Once you have browsed to where you want PureEdge Viewer to save on your computer, click the **Save** button.

This will download the program. While the program is downloading, the **Download complete** window will show its progress.

**Download
Complete
window**



Make sure that the box next to **Close this dialog box when download completes** is NOT checked on the **Download Complete** window.

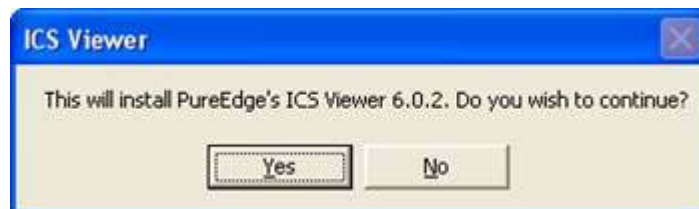
Installing PureEdge Viewer

When the download has completed, click the **Open** button on the **Download complete** window.

If the Download Window closes when the download completes, you will need to locate the file that downloaded on your computer and open it.

When the installation file opens, it will prompt you with: **This will install PureEdge's ICS Viewer 6.0.2. Do you wish to continue?**

**Prompt
screen**



Click the **Yes** button.

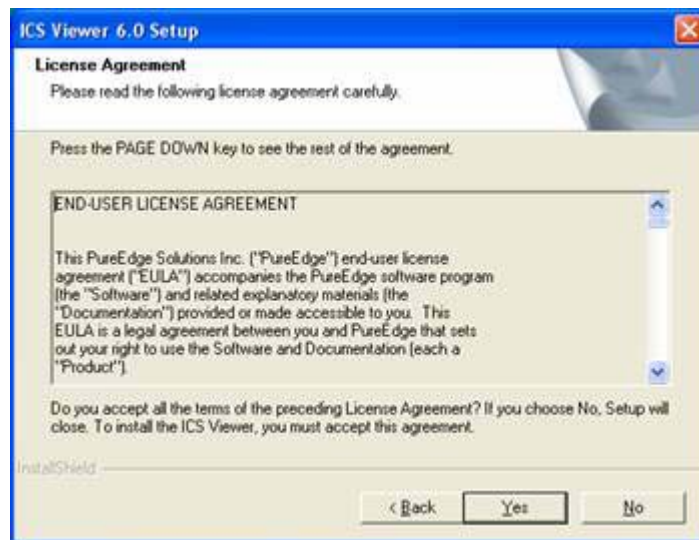
This will open the **ICS Viewer 6.0 KeySign** program setup.

**Welcome
screen**



Click the **Next** button to continue. This will take you to the License Agreement.

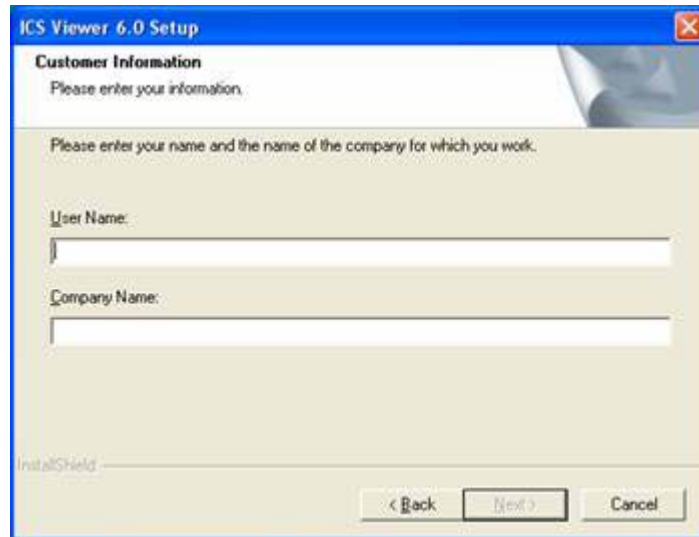
**License
Agreement
screen**



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

This will take you to the **Customer Information** screen.

Customer Information screen



The screenshot shows the 'ICS Viewer 6.0 Setup' window with the 'Customer Information' tab selected. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige with a subtle paper texture. It contains two text input fields: 'User Name:' and 'Company Name:'. Below these fields are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is currently disabled. The 'InstallShield' logo is visible in the bottom left corner.

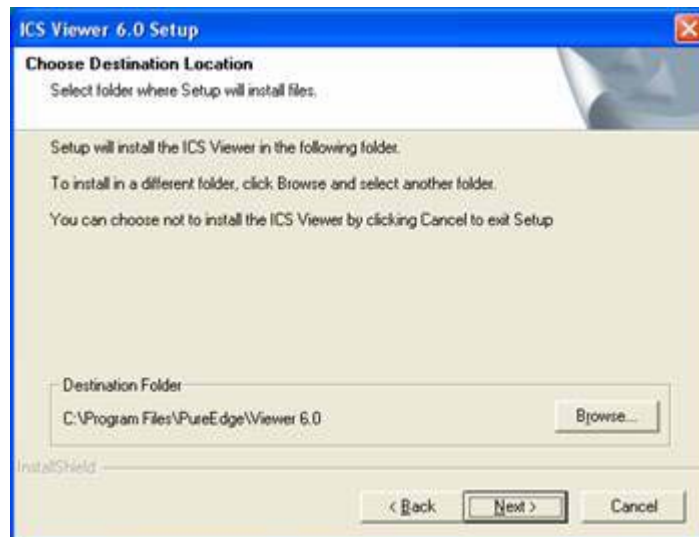
Enter a user name in the **User Name** field. Enter your company's name in the **Company Name** field.

Click the **Next** button.

Note – the **Next** button will not become active until both fields are completed.

This will take you to **Choose Destination Location** screen.

Choose Destination Location screen



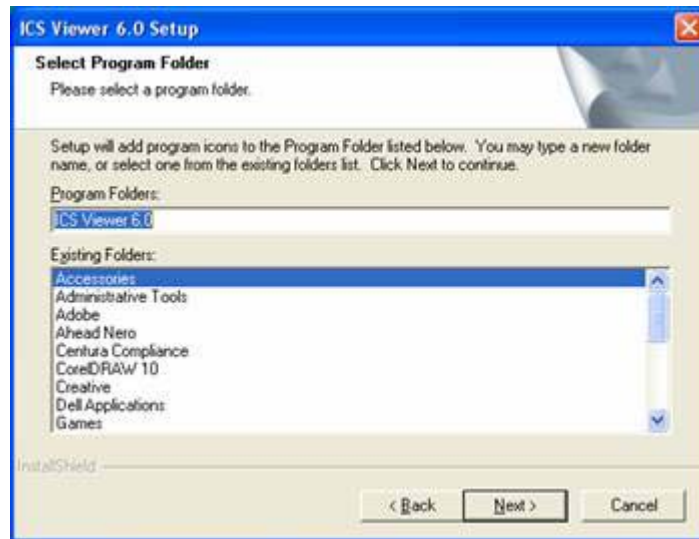
The screenshot shows the 'ICS Viewer 6.0 Setup' window with the 'Choose Destination Location' tab selected. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige with a subtle paper texture. It contains a text box for 'Destination Folder' with the default path 'C:\Program Files\PureEdge\Viewer 6.0'. To the right of the text box is a 'Browse...' button. Below the text box are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is currently active. The 'InstallShield' logo is visible in the bottom left corner.

We recommend that you save the program at the default location displayed in the **Destination Folder** box.

Click the **Next** button to continue.

This will take you to **Select Program Folder** screen.

**Select
Program
Folder
screen**

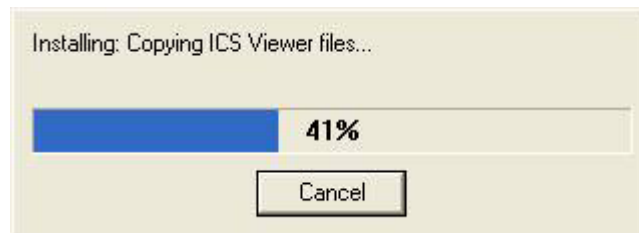


We recommend that you name the program folder the default name listed in the **Program Folder** field.

Click the **Next** button to continue.

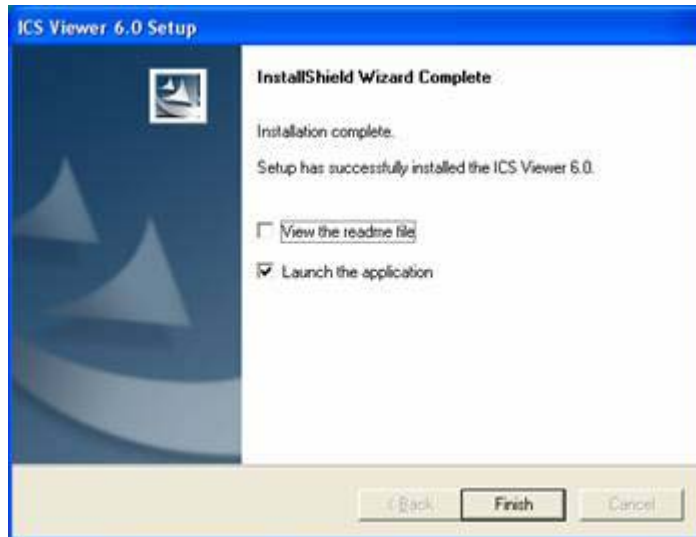
This will install the program. The installation progress will be displayed in the **Install** window.

**Install
window**



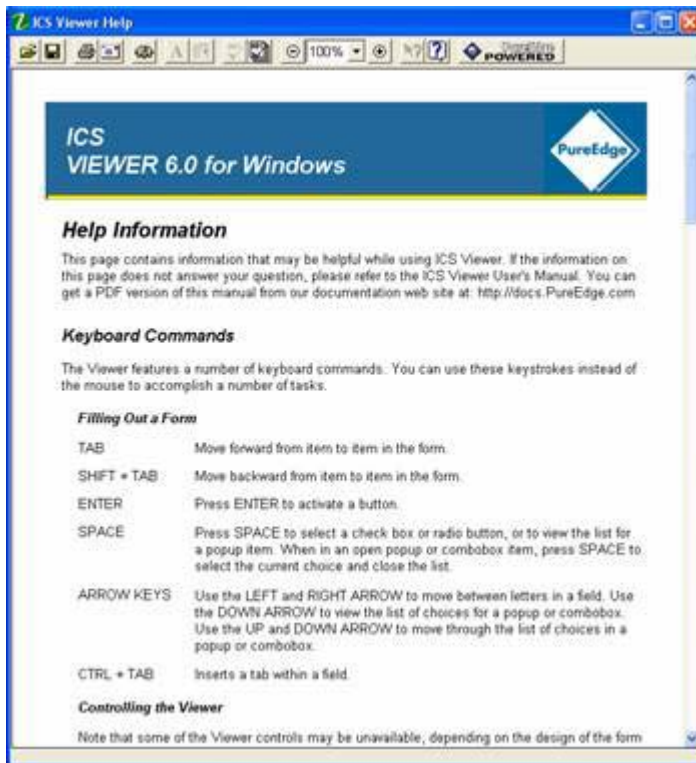
When the installation has completed, the **InstallShield Wizard Complete** screen will appear.

**InstallShield
Wizard
Complete
screen**



Click the **Finish** button. This will launch the program and open the **ICS Viewer Help Information** window.

**ICS Viewer
Help
Information
window**



PureEdge Upgrade Download and Installation Instructions

There is an upgrade to the PureEdge software. If you try to download an application package from Grants.gov and get the message below, you need to go to <http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe>.

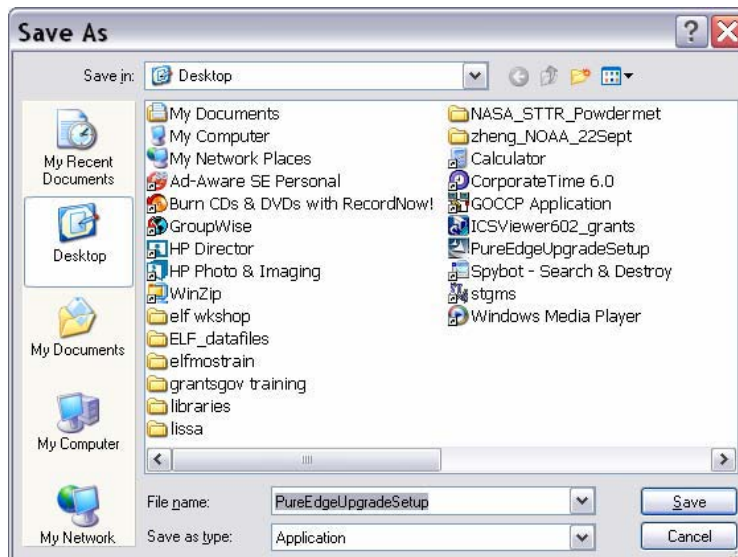


IMPORTANT: This software must be installed BEFORE you try to complete the application package!

When you click on the <http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe> hyperlink, the window below may appear. Click on the word SAVE.

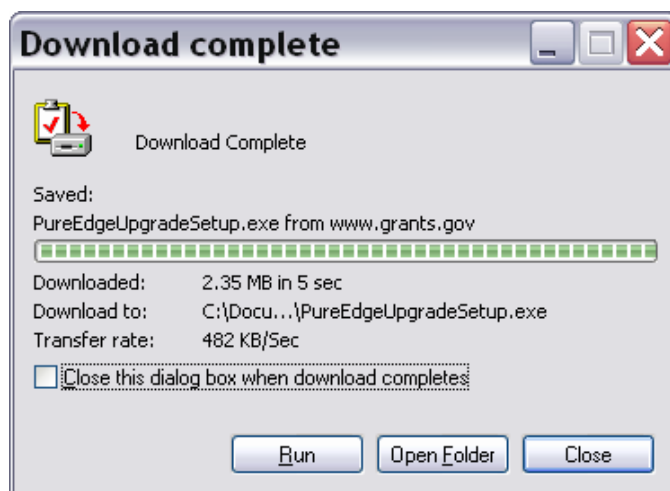


When the SAVE AS window appears, save it to your DESKTOP.



PureEdge Upgrade Download and Installation Instructions

Once you have downloaded the upgrade, click CLOSE if the window below is still on your screen.



To install the PureEdge upgrade, double click on the icon on your desktop that says PureEdgeUpgradeSetup.

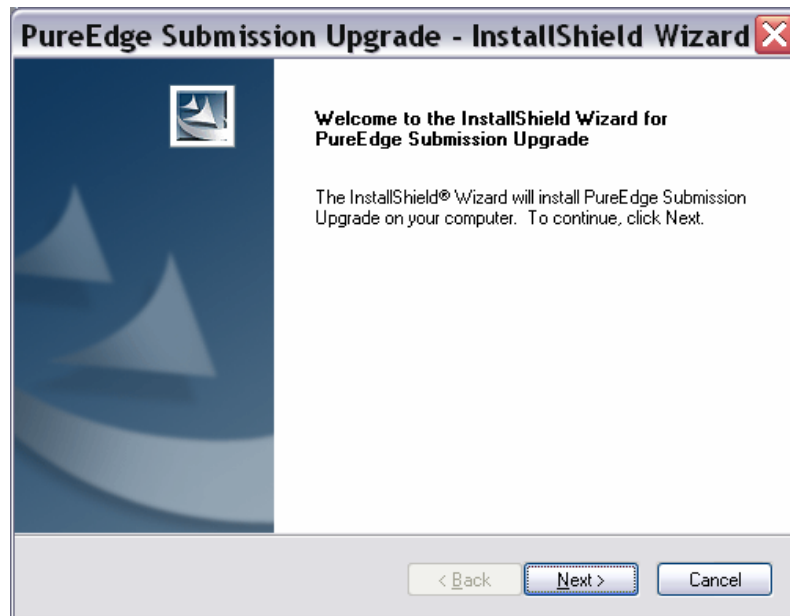


You may see the window below. If you do, click RUN.



When you see the screen below, click NEXT.

PureEdge Upgrade Download and Installation Instructions

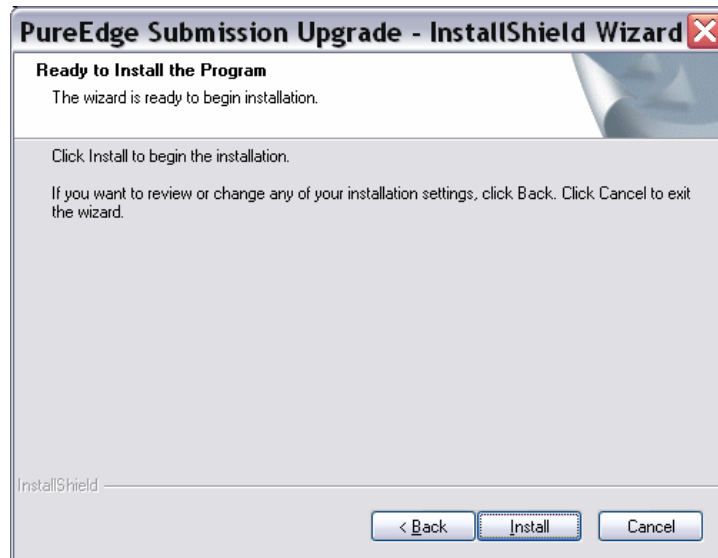


The next screen pulls the information from your computer. Just click NEXT.

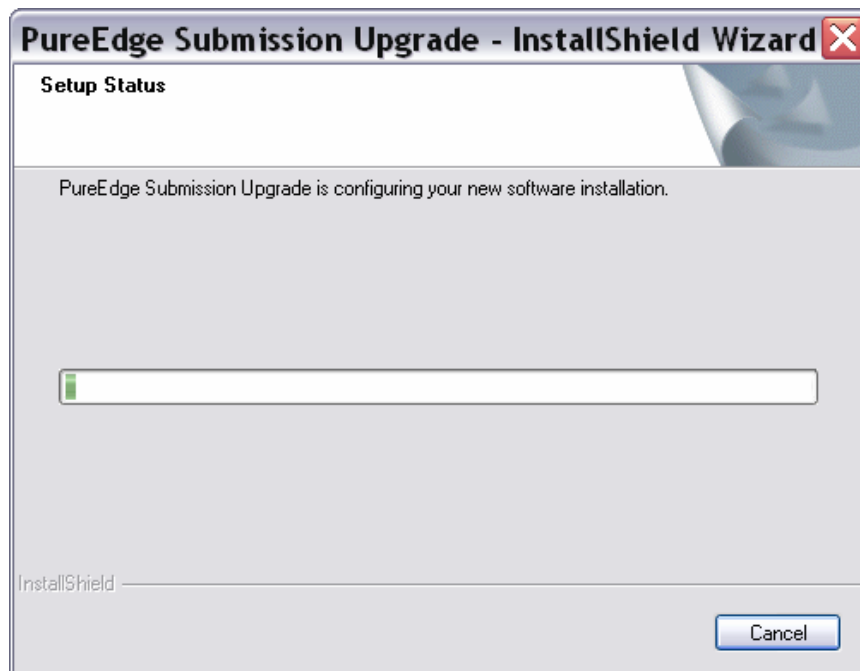
This is a screenshot of the 'PureEdge Submission Upgrade - InstallShield Wizard' window, specifically the 'Customer Information' screen. The title bar includes a close button (X). The window has a header section with the title 'Customer Information' and the instruction 'Please enter your information.' Below this, a sub-instruction says 'Please enter your name and the name of the company for which you work.' There are two text input fields: the first is labeled 'User Name:' and contains the text 'DRAA'; the second is labeled 'Company Name:' and contains the text 'UMCP'. At the bottom left, the 'InstallShield' logo is visible. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

To begin the installation, click INSTALL when you see the screen below.

PureEdge Upgrade Download and Installation Instructions



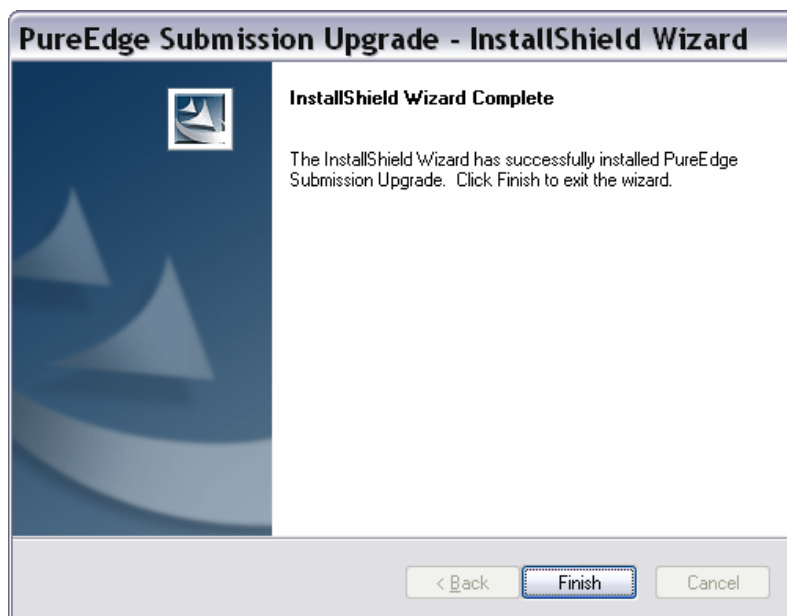
You will see a progress screen that shows the status of the installation.



When the installation is complete, you will see the screen below.

PureEdge Upgrade Download and Installation Instructions

Click the FINISH button.



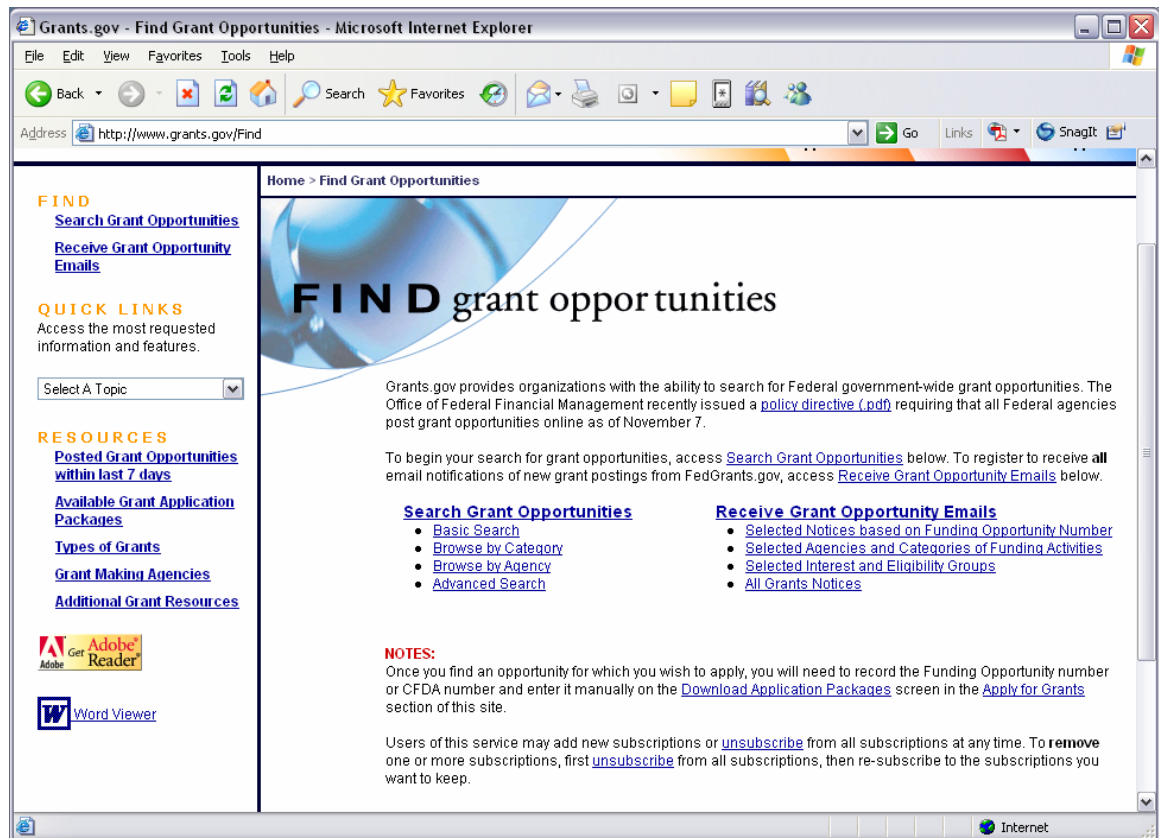
Finding Grant Opportunities

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

To find grant opportunities or to sign up to receive grant opportunity email notifications, click the **Find Grant Opportunities** tab at the top of any screen within Grants.gov. or go to <http://www.grants.gov/Find>

This will take you to the **Find Grant Opportunities** screen.

Find Grant Opportunities screen



You can learn how to find grant opportunities in the following sections:

[Search Grant Opportunities](#) - Grants.gov provides you with the ability to search for Federal government-wide grant opportunities. Four search options are available from the Search Grant Opportunities page; Basic Search, Browse by Category, Browse by Agency and Advanced Search.

[Receive Grant Opportunity Emails](#) - Sign up to receive grants announcements from the Federal Grants Opportunities (FGO) site. You can receive grant announcements based on the options listed below:

- Register to receive all notices for selected notices based on funding opportunity number.
- Register to receive all notices from selected agencies and categories of funding activities.
- Register to receive all notices from selected interest and eligibility groups.
- Register to receive all grants notices.

After subscribing, you will receive announcements of both new grants and modifications of existing grant announcements.

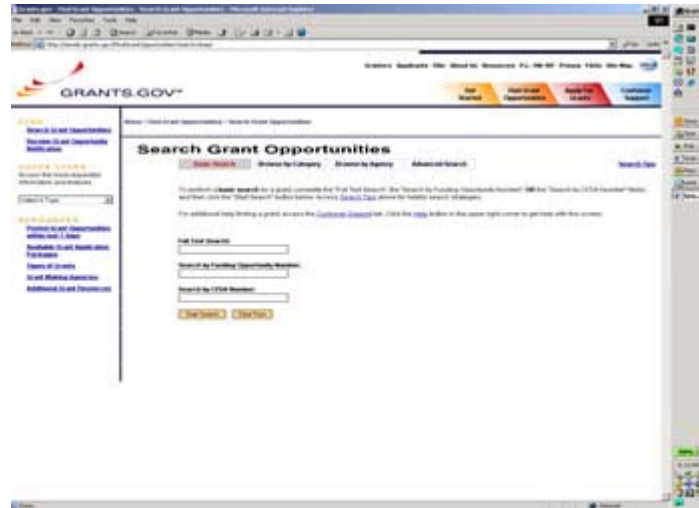
Users of this service may add new subscriptions or [unsubscribe](#) from all subscriptions at any time. To remove one or more subscriptions, first unsubscribe from all subscriptions, then re-subscribe to the subscriptions you want to keep.

Searching Grant Opportunities

Click the **Search Grant Opportunities** link on the left of the screen.

This will take you to the **Search Grant Opportunities** screen.

Search Grant Opportunities screen



There are a number of ways to search and browse on Grants.gov. Use **Basic** and **Advanced Search** when you are looking for something specific. When you want to explore the different types of grants or you are not sure exactly what type of grant opportunity that you are looking for, browse by **Category** or **Agency**.

Basic Search: Allows you to search by Keyword, Funding Opportunity Number, or CFDA Number.

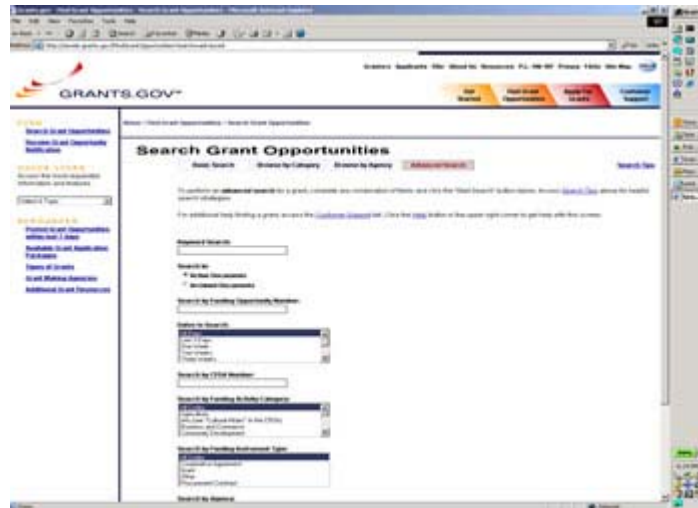
Browse by Category: Do you want to learn about Federal grant opportunities available today? Start by selecting a grant category that interests you.

Browse by Agency: Access a list of grant opportunities by Agency by clicking on a Federal Agency.

Advanced Search : If you still have not found what you are looking for by completing the basic search or browsing, use the advanced search. This allows you to search by Date, Funding Activity Category, Funding Instrument Type, and Agency in addition to searching by Funding Opportunity Number or CFDA Number or completing a Keyword search.

Advanced Search

Search Grant Opportunities screen



To use the **Advanced Search** option, follow the instructions below:

- Click the **Advanced Search** button.
- Enter information in one or more of the fields listed and then click the **Start Search** button. You are not required to enter information in all fields before clicking the **Start Search** button.
- Select whether you want to search **Active Documents** or **Archived Documents** in the Search In section by clicking the radio button next to the corresponding field. **Active Documents** are grant opportunities that are still available for applicants to submit applications. **Archived Documents** are opportunities that are no longer active for applicants to submit applications.
- If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

- Select the time period for which you want to search in the **Dates to Search** field.
- If you know the offering agency's Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:

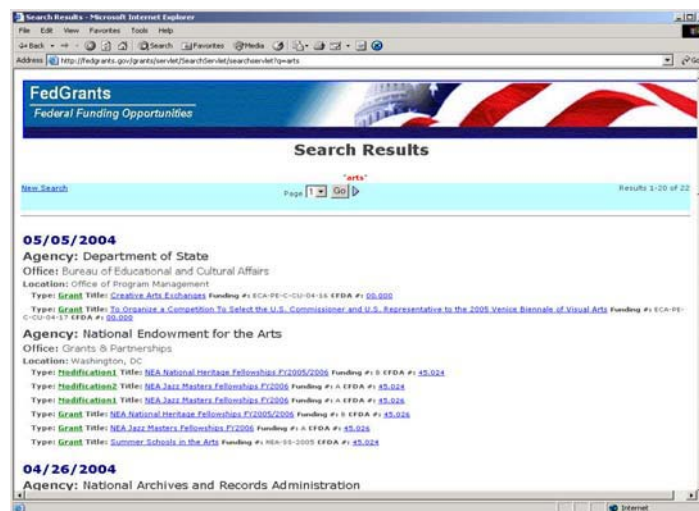
Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

- Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
- Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** key.
- Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** key.
- To clear the **Advanced Search** form, click the **Clear Form** button.
- Once you have entered in the necessary search criteria, click the **Start Search** button to begin the search.

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

Search Results screen



Note: Once you find an opportunity you wish to apply for, you will need to record the **Funding Opportunity Number** or **CFDA Number** and then enter it manually when you apply for the grant.

The Funding Opportunity Number is located in the description on the **Search Results** screen.

The CFDA Number can be found by clicking the **Grant** link next to the **Type** field for a specific opportunity on the **Search Results** screen.

You can also click the **Apply for Grant Electronically** button in the Grant Announcement to automatically search for the application package for that specific grant. Simply click the **Grant** link on the **Search Results** screen. Then click the **Apply for Grant Electronically** button at the bottom of the screen. When you click this button, you will be taken to the **Selected Grant Applications for Download** screen which will list any available application packages for the grant.

If the download page does not have a link to download an application, the application is not found in Grants.gov. Instead, applicants should apply for that grant as the on screen instructions state.

Additional Advanced Search Tips

The following are search strategies to help improve the results of an **Advanced Search** for grant opportunities.

- **Select multiple items when searching by Funding Activity Category, Funding Instrument Type, Agency, and Office.**

If you want to select multiple items, it may be necessary on some browsers to hold down the CONTROL or SHIFT key to select multiple items. If you are a MAC user, use the APPLE key to mark multiple items.

- **Expand your search by Keyword, Funding Opportunity or CFDA Number with a wildcard.**

The following two wildcards can be used to expand your search:

- Asterisks can be used to replace one or more characters at the end of the term. This is useful for finding pages with words that have multiple endings. For example, if you typed "National*" in to the search field, the results would contain links to all grant opportunities with phrases that include the word National, such as National Aeronautics and Space Administration or National Endowment for the Humanities.
- Question marks provide more search flexibility and can be used to replace any single character with the exception of the first character of a word. For example, if you typed "bl?ck" in to the search field, the results might contain phrases that contain "block" or "black", such as "Black Lung Clinics Program" or "Building Blocks Research for Advanced Concepts for High Temperature Tribology".
- **Narrow your search by using Boolean operators to include and exclude words when searching by Keyword.**

To help limit your results to specific information you can include Boolean operators, or special modifiers, that require certain words be included or excluded. Boolean operators that are words, such as OR, AND, and NOT, have to be upper case letters and require a space between search words. For example, "Housing AND Farming" will generate search results, but "HousingANDFarming" will not generate search results. The following are Boolean operators that can be used to complete a Keyword search:

- 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.

Applying For Grants

To apply for a grant:

1. Download the application package and application instructions.
2. Complete the application package.
3. Upload the application package to ORS at
http://www.hawaii.edu/ors/era_grantsgov.html

To perform the steps above, access the Apply for Grants page at
https://apply.grants.gov/forms_apps_idx.html

Apply Step 1 – Download a Grant Application Package and Application Instructions

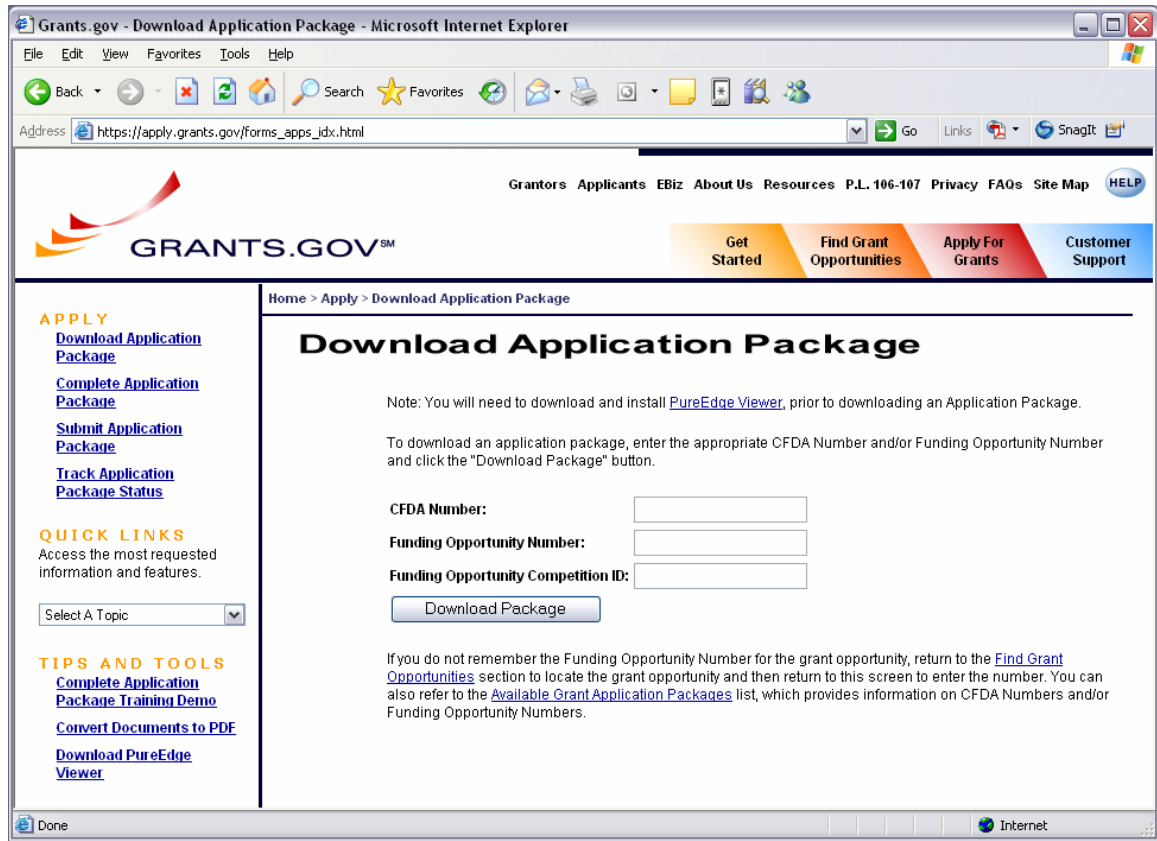
In order to download an application package and its instructions, you will need to enter the CFDA and/or Funding Opportunity number for that grant.

At this time, not all applications are available for download on Grants.gov. To view the list of the grants currently available on Grants.gov, click the Grants.gov Programs List (<http://www.grants.gov/assets/GrantsgovProgramsList.pdf>) found on the Get Started page under Step 2 Download and application package.

If the grant for which you want to apply is not listed on this list, follow the steps found in “Searching Grant Synopses” and following the instructions found in the announcement.

To download an application package go to https://apply.grants.gov/forms_apps_idx.html

Download Application Package screen



Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

OR

Enter the Funding Opportunity Number of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

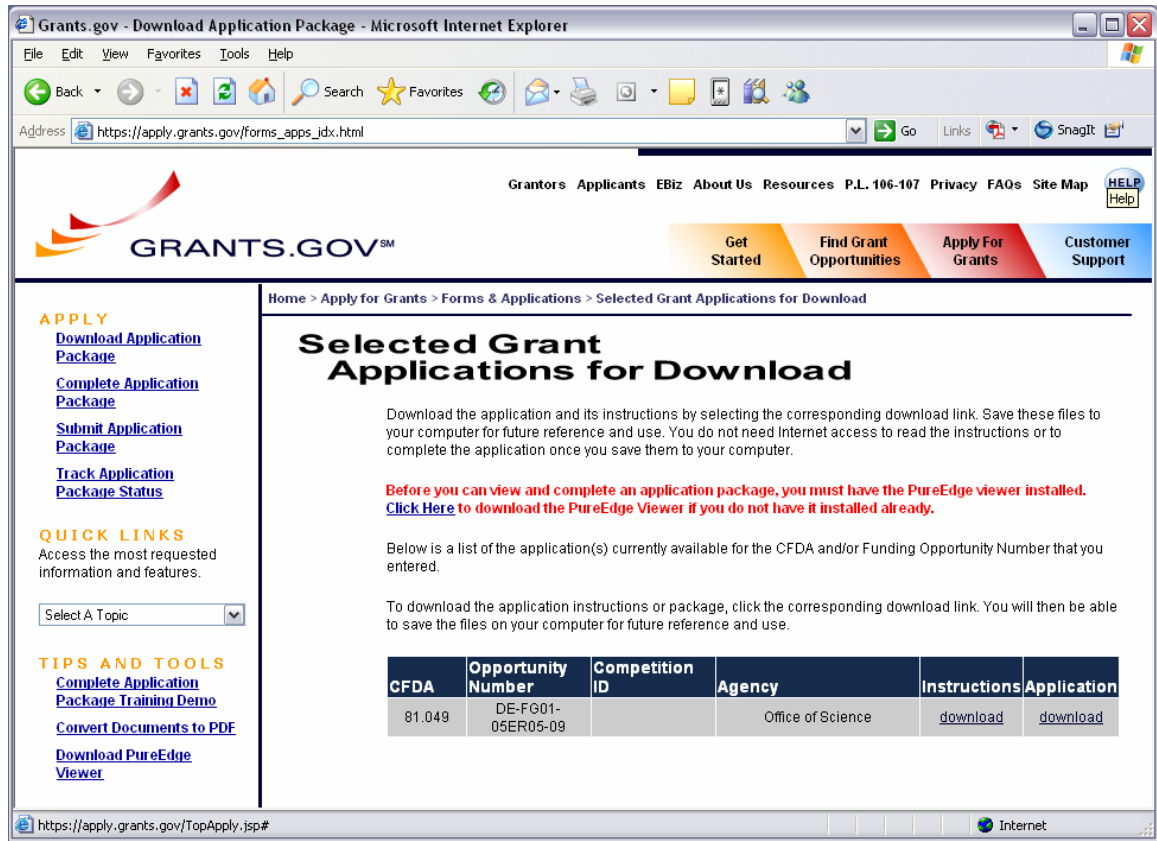
If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Synopses. If you know the CFDA number or Funding Opportunity Number you can check the Grants.gov Programs List found by clicking the button Get Started at the top of any Grants screen and going to Step 2 Download an Application Package.

You must complete at least one of these fields to download an application.

Click the **Download Package** button to download the application package.

This will take you to the **Selected Grant Applications for Download** screen.

Selected Grant Applications for Download screen



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.

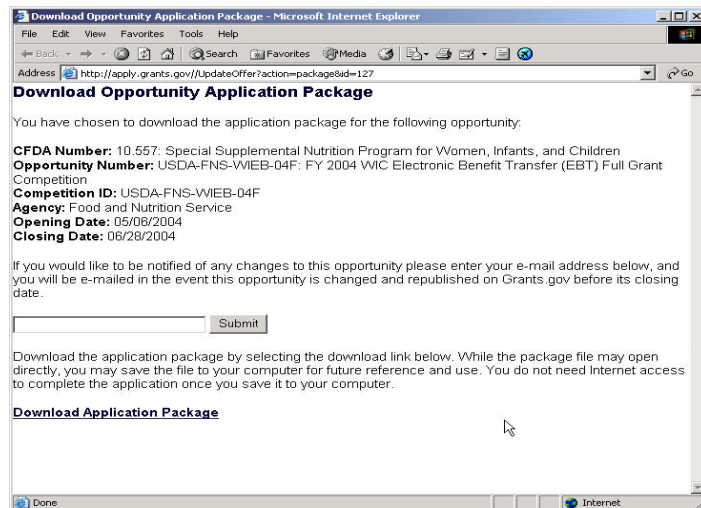
CFDA	Opportunity Number	Competition ID	Agency	Instructions	Application
81.049	DE-FG01-05ER05-09		Office of Science	download	download

To download an application package and its instructions, click the corresponding download link. Be sure to download both.

When you download an application package, you will first be taken to the **Download Opportunity Application Package** screen.

Download Opportunity Application Package screen

Enter your email address in the box and click **submit**. They will email you if this form changes before the submission deadline.



Download Opportunity Application Package

You have chosen to download the application package for the following opportunity:

CFDA Number: 10.557: Special Supplemental Nutrition Program for Women, Infants, and Children
Opportunity Number: USDA-FNS-WIEB-04F: FY 2004 WIC Electronic Benefit Transfer (EBT) Full Grant Competition
Competition ID: USDA-FNS-WIEB-04F
Agency: Food and Nutrition Service
Opening Date: 05/08/2004
Closing Date: 06/28/2004

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 application package by selecting the download link below. While the package file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to complete the application once you save it to your computer.

Download Application Package

Confirm that you are downloading the correct application for the grant for which you want to apply.

If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button.

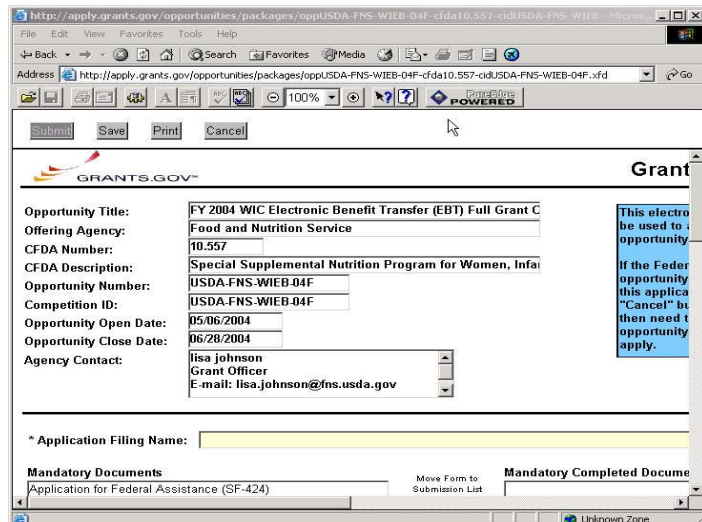
NOTE: ORS strongly recommends that you enter your email address here. If a change is made to this form and you have the old one, it will cause problems when ORS tries to submit your final version of the PureEdge file.

If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

Click the **Download Application Package** link.

The application package will open in the PureEdge Viewer.

Application Package screen



http://apply.grants.gov/opportunities/packages/appUSDA-FNS-WIEB-04F-cfda10.557-cidUSDA-FNS-WIEB-04F.xfd

File Edit View Favorites Tools Help

Address http://apply.grants.gov/opportunities/packages/appUSDA-FNS-WIEB-04F-cfda10.557-cidUSDA-FNS-WIEB-04F.xfd Go

Submit Save Print Cancel

GRANTS.GOVSM Grant

Opportunity Title:	FY 2004 WIC Electronic Benefit Transfer (EBT) Full Grant C
Offering Agency:	Food and Nutrition Service
CFDA Number:	10.557
CFDA Description:	Special Supplemental Nutrition Program for Women, Infan
Opportunity Number:	USDA-FNS-WIEB-04F
Competition ID:	USDA-FNS-WIEB-04F
Opportunity Open Date:	05/06/2004
Opportunity Close Date:	06/28/2004
Agency Contact:	lisa.johnson Grant Officer E-mail: lisa.johnson@fns.usda.gov

* Application Filing Name:

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

Mandatory Completed Documents

This electronic package must be used to apply for this opportunity. If the Federal opportunity is cancelled, this application will be cancelled. If the opportunity is then cancelled, you will need to re-apply.

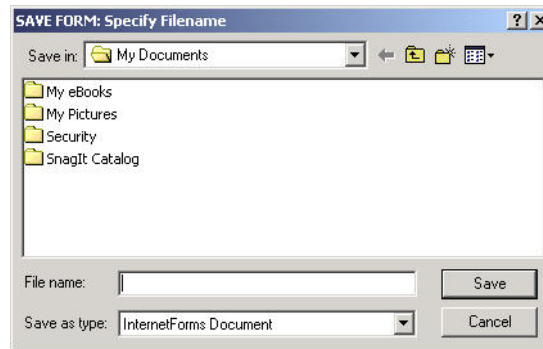
Unknown Zone

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

Note: 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.

This will open the **Save Form** window.

Save Form window



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

Enter the name using the **AGENCY_PILastName_Keywords** format in the **File name** field.

Click the **Save** button. The application will save to your computer.

You will not need to be online to complete the application.

Completing Application Packages

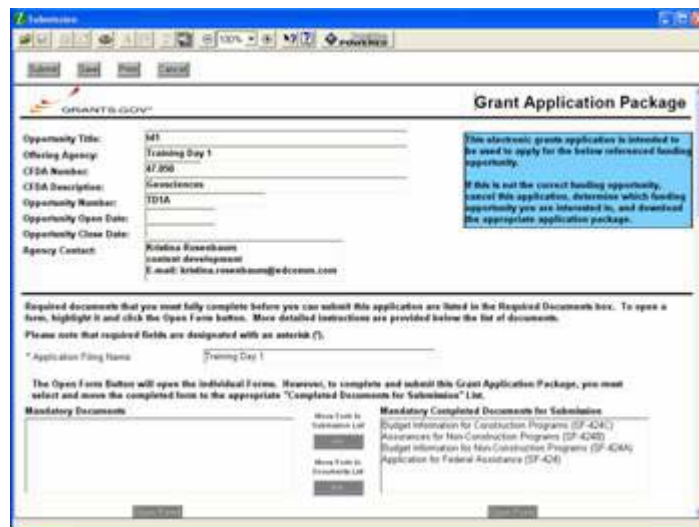
Apply Step 2 – Complete the Selected Grant Application Package

Once you download an application and its instructions, you can complete the application offline – just be sure to save the application to your computer. Application packages will save as an **xfd** file. Everything you need to know is included in the application package and instructions.

You can share the application with others at your organization simply by emailing the saved package file.

When the application downloads, it will automatically open in PureEdge Viewer. You should save the application to your computer. Once the application is saved, you will not need to be online to complete the application.

Sample Application Package



Verify that the pre-entered information is for the grant opportunity for which you want to apply.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

If the Federal funding opportunity listed is the opportunity for which you want to apply, you will need to complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline. If you have any application specific questions, you can contact the offering agency directly using the contact information provided on the application's cover page.

Completing the Cover Page

Enter a name for the application in the **Application Filing Name** field.

NOTE: There is a limit on the number of characters you can enter. Enter as much of the title as you can.

- This application can be completed in its entirety offline. You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Submit" button will not be functional until the application is complete and saved. **Only ORS is authorized to submit the application.**

Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the **Mandatory Documents** box and **Optional Documents** may be predefined forms, such as SF-424 or SF-424 R & R, or documents that need to be attached, such as a program background statement. **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.
- To open an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the ==> button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the <=< button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
- When you open a required form, the fields which must be completed are noted by a *, and on some computers (depending on your settings) highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message once you have clicked the 'Check Package for Errors' button
- To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.

Be sure to follow the steps below:

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked **after** all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.

Forms

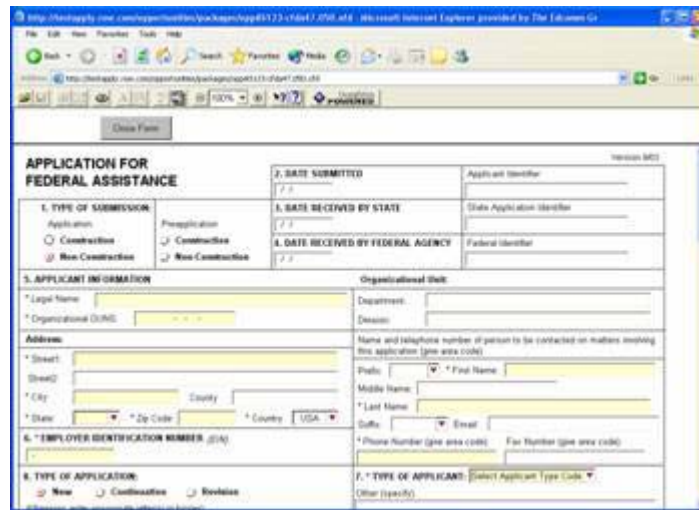
Forms, such as SF-424 and SF-424 R&R, are predefined and will require you to enter information into fields.

Note – the DUNS number that is entered within the application package must be the same DUNS number registered with the AOR who logs in to submit the application

If the SF-424 or SF-424R&R is in the package, you must complete it first. SF-424/SF-424R&R will automatically complete additional fields on other forms with the information you entered.

To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

Sample Application Form



The screenshot shows a web browser window displaying a form titled "APPLICATION FOR FEDERAL ASSISTANCE". The form is divided into several sections:

- 1. TYPE OF SUBMISSION:** Includes radio buttons for "Application", "Construction", and "Non-Construction".
- 2. DATE SUBMITTED:** A date field.
- 3. DATE RECEIVED BY STATE:** A date field.
- 4. DATE RECEIVED BY FEDERAL AGENCY:** A date field.
- 5. APPLICANT INFORMATION:** Includes fields for "Legal Name", "Organizational (DUNS)", "Department", "Division", "Address" (Street, City, State, Zip Code, Country), and "Contact Information" (Name, Title, Phone Number, Fax Number, Email).
- 6. EMPLOYER IDENTIFICATION NUMBER (EIN):** A text field.
- 7. TYPE OF APPLICATION:** Includes radio buttons for "New", "Continuation", and "Revision".
- 8. TYPE OF APPLICANT:** A dropdown menu.

Required fields are marked with an asterisk (*) and highlighted in yellow. The form is displayed in a web browser window with a "Close Form" button at the top.

When you open a required form, all required fields are noted by an * and sometimes (depending on your computer settings) highlighted in yellow.

Optional fields and completed fields are displayed in white.

You can click any field to enter the necessary information or you can also use the **TAB** button on your keyboard to move from field to field.

If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.

To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

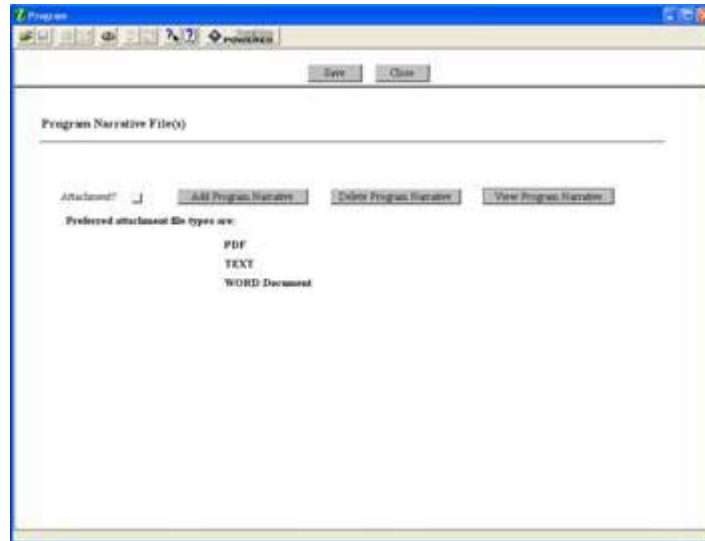
In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement.

Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents.

To open a form that requires you to attach a document, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

When you open a form, you will be able to attach documents from your computer to it. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents.

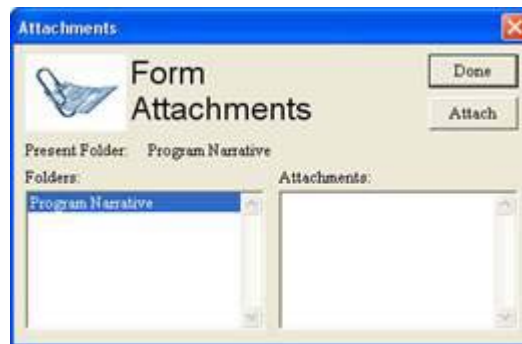
Sample
Application
Document



Attaching a Document

To upload a document, simply click the **Add** button. This will open an **Attachment** window.

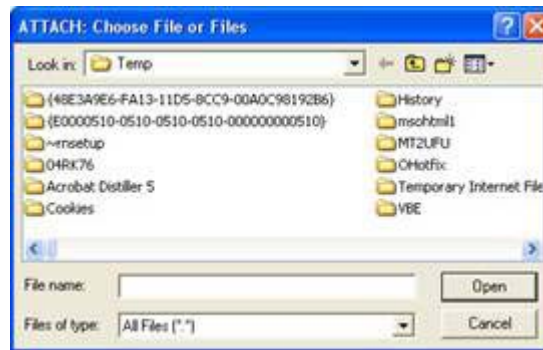
Attachment
window



Click the **Attach** button.

This will open a **Browse** window which will allow you to select the document on your computer which you want to upload.

Browse
window



When you have selected the document you want to attach, click the **Open** button.

You will return to the **Attach** window. Repeat this process until you have attached all of the necessary documents.

When you have selected all of the documents you want to include for this requirement, click the **Done** button.

If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

To delete a document which you have uploaded, to the form, open the form, click the **Delete** button.

If multiple documents are attached, the **Delete Attachment** window will open.

Delete
Attachment
window



On the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.

Click the **Done** button when you are finished deleting the documents. Once all the attached documents have been removed, the check mark after the attachment will

be removed. If there is only one attachment, press the **Delete** button. The **Remove Attachment** window will appear. Click **“Yes”** to delete or **“No”** to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

To view a document which you have uploaded, simply click the **View** button.

If only one document was attached the document will open. If multiple documents are attached, the **View Attachment** window will open.

View
Attachment
window



If you have uploaded more than one document you will need to select the document which you want to view and click the **Display** button.

Click the **Done** button to return back to the form without displaying the attachment. Closing the open document, returns you back to the form. To exit the mandatory documents page, click the **Close** button.

Saving Your Application

To save your application, simply click the **Save** button at the top of your screen.

Printing Your Application

To print your application, simply click the **Print** button at the top of your screen on the face page of the grant application.

NOTE: There are some real issues with printing-especially budget pages and Key Personnel pages. Go to the Budget form and print each page. The same holds true for Key Personnel.

Finalizing Your Application

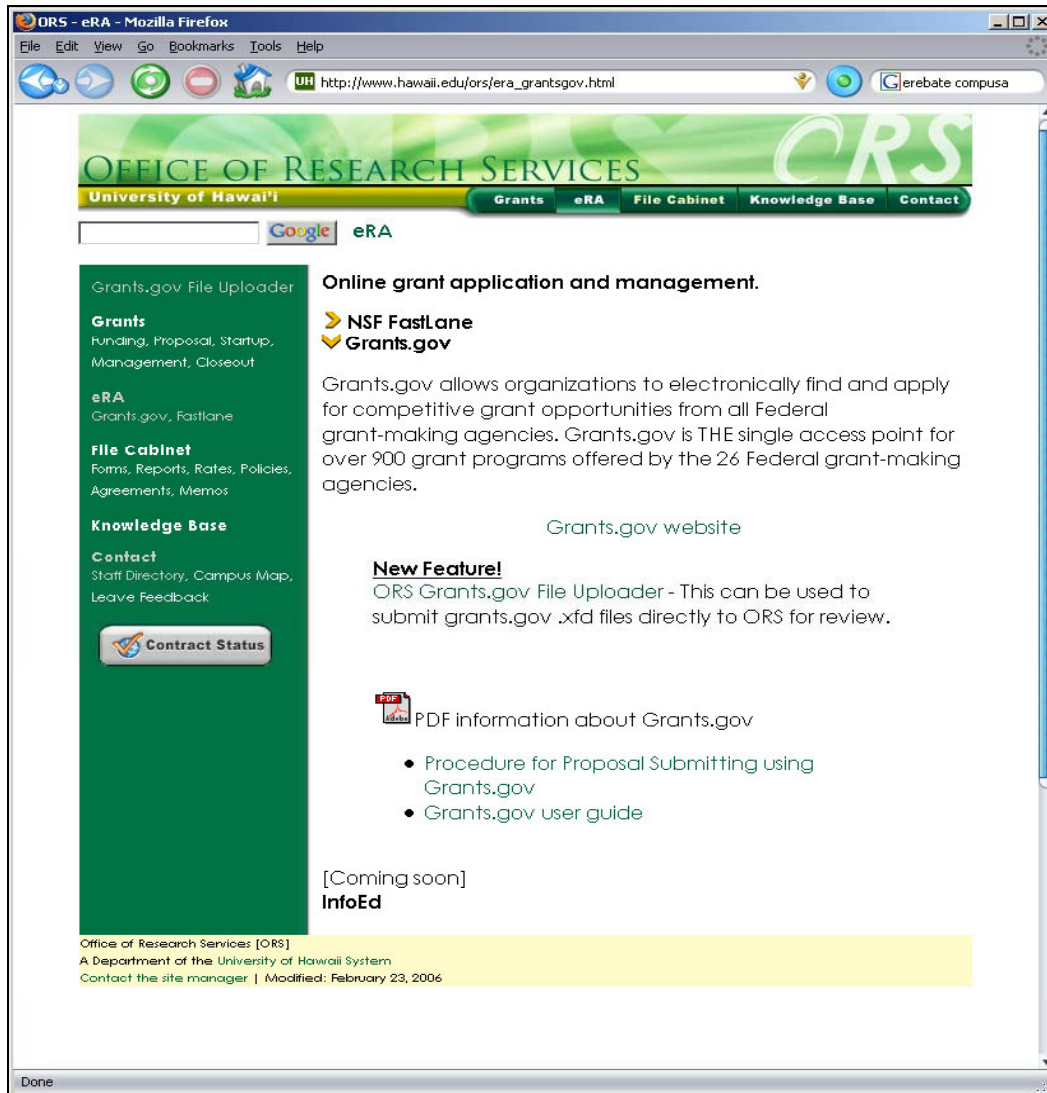
You can save your application at any time by clicking the **Save** button at the top of your screen.

Once you have properly completed and saved the application, you need to upload it to ORS at http://www.hawaii.edu/ors/era_grantsgov.html

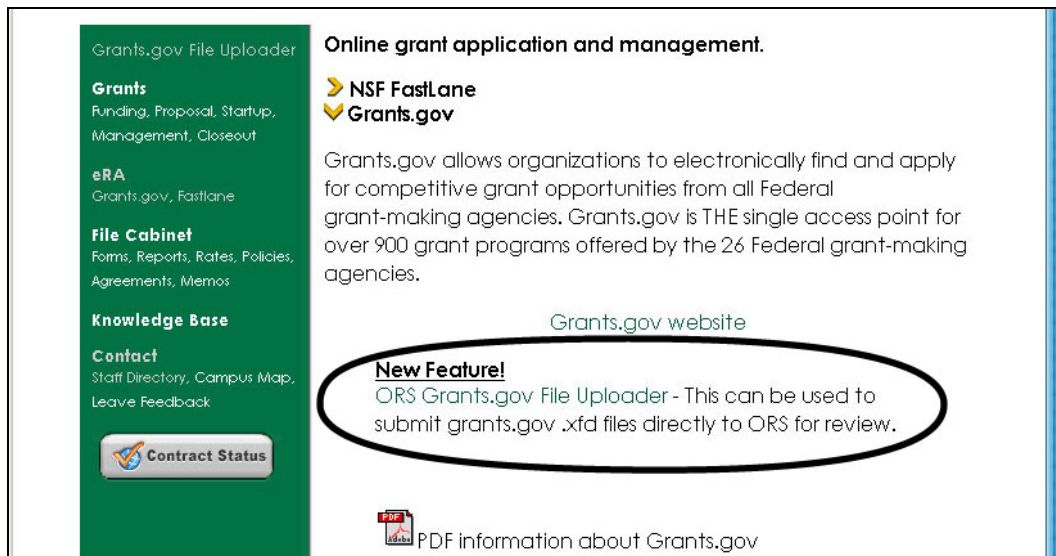
Uploading PureEdge Application Files to ORS

1. Save and close your PureEdge application file (.xfd).
2. Open Internet Explorer or preferred Internet browser.
3. Go to the Grants.gov section of the ORS website.

http://www.hawaii.edu/ors/era_grantsgov.html



4. Click on the link to the 'ORS Grants.gov File Uploader'.

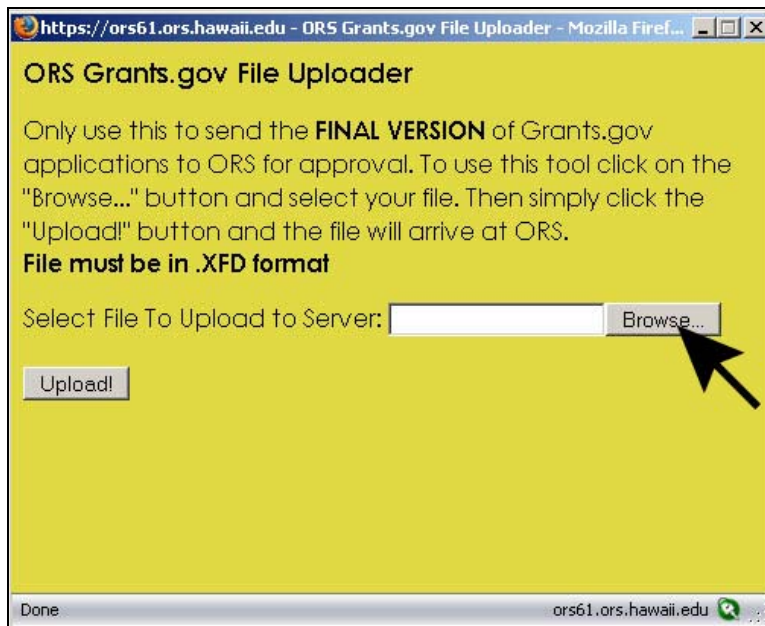


5. A small window should pop-up displaying the File Uploader interface.

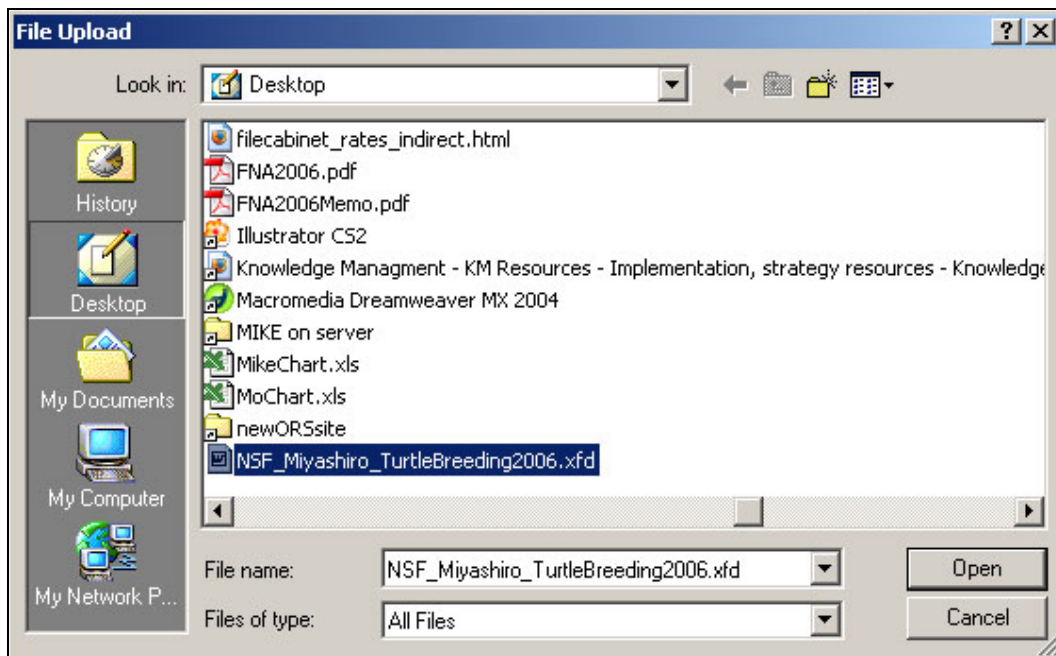
(If nothing happens make sure your browser's pop-up blocker allows pop-ups for this site. If further support is needed please contact your IT person)



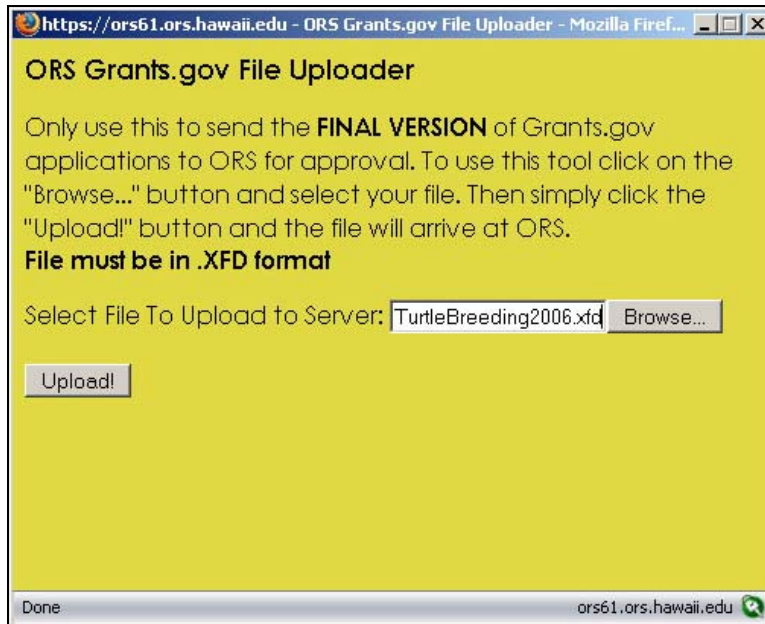
- Click on the “Browse...” button to select your PureEdge File.



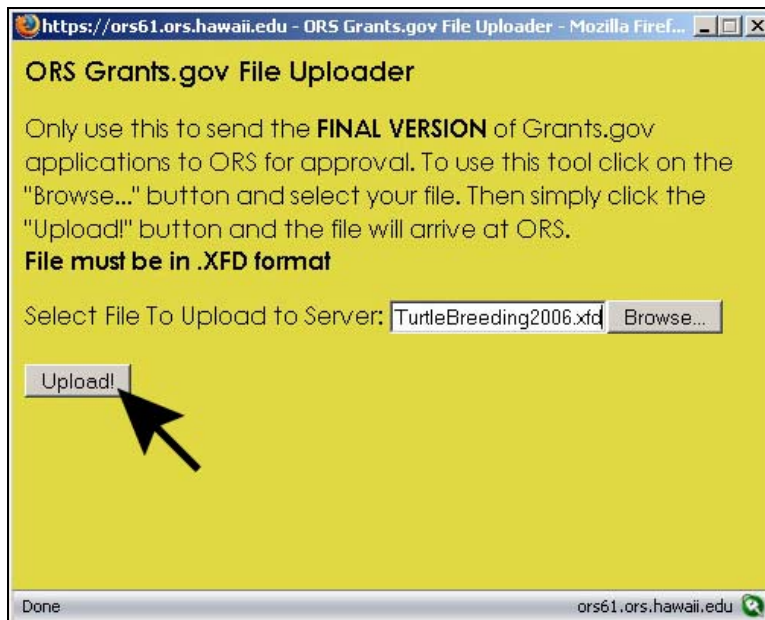
- The “File Upload” window will pop up allowing you to browse and select your file.



8. After selecting your application file, click on the “Open” button, The “File Upload” window will close and your file’s name will have been inserted into the text box.

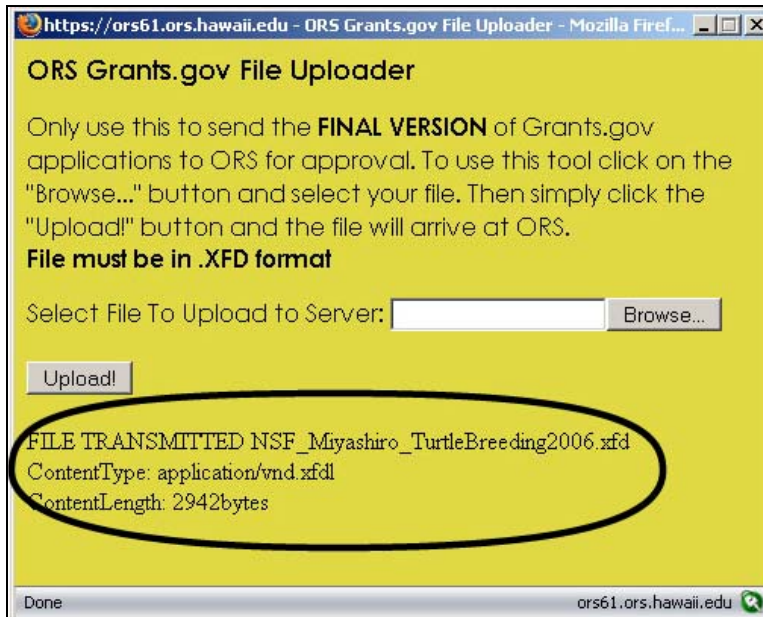


9. Click on the “Upload!” button to send your Application file to ORS.



10. A confirmation message will appear under the “Upload!” button either confirming that your PureEdge file has been successfully sent or noting that there was an error.

Successful file upload.



Failed file upload.



http://apply.grants.gov/opportunities/packages/oppDE-FG01-05ER05-09-cfda81.049.xfd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail News RSS Feeds

Address http://apply.grants.gov/opportunities/packages/oppDE-FG01-05ER05-09-cfda81.049.xfd Go Links SnagIt

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV

Grant Application Package

Opportunity Title: Research in Innovative Approaches to Fusion Energy Sci

Offering Agency: Office of Science

CFDA Number: 81.049

CFDA Description: Office of Science Financial Assistance Program

Opportunity Number: DE-FG01-05ER05-09

Competition ID:

Opportunity Open Date: 04/06/2005

Opportunity Close Date: 06/23/2005

Agency Contact: Laura Scott
Grants and Contracts Analyst
E-mail: Laura.Scott@science.doe.gov

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.

☐ 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: Title of Project Goes Here

Mandatory Documents

SF424 (R&R)
Research & Related Project/Performance Site Locations
Research & Related Other Project Information
Research & Related Senior/Key Person
Research & Related Budget

Move Form to Submission List
Move Form to Documents List

Mandatory Completed Documents for Submission

Open Form

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Move Form to Submission List
Move Form to Documents List

Optional Completed Documents for Submission


Open Form

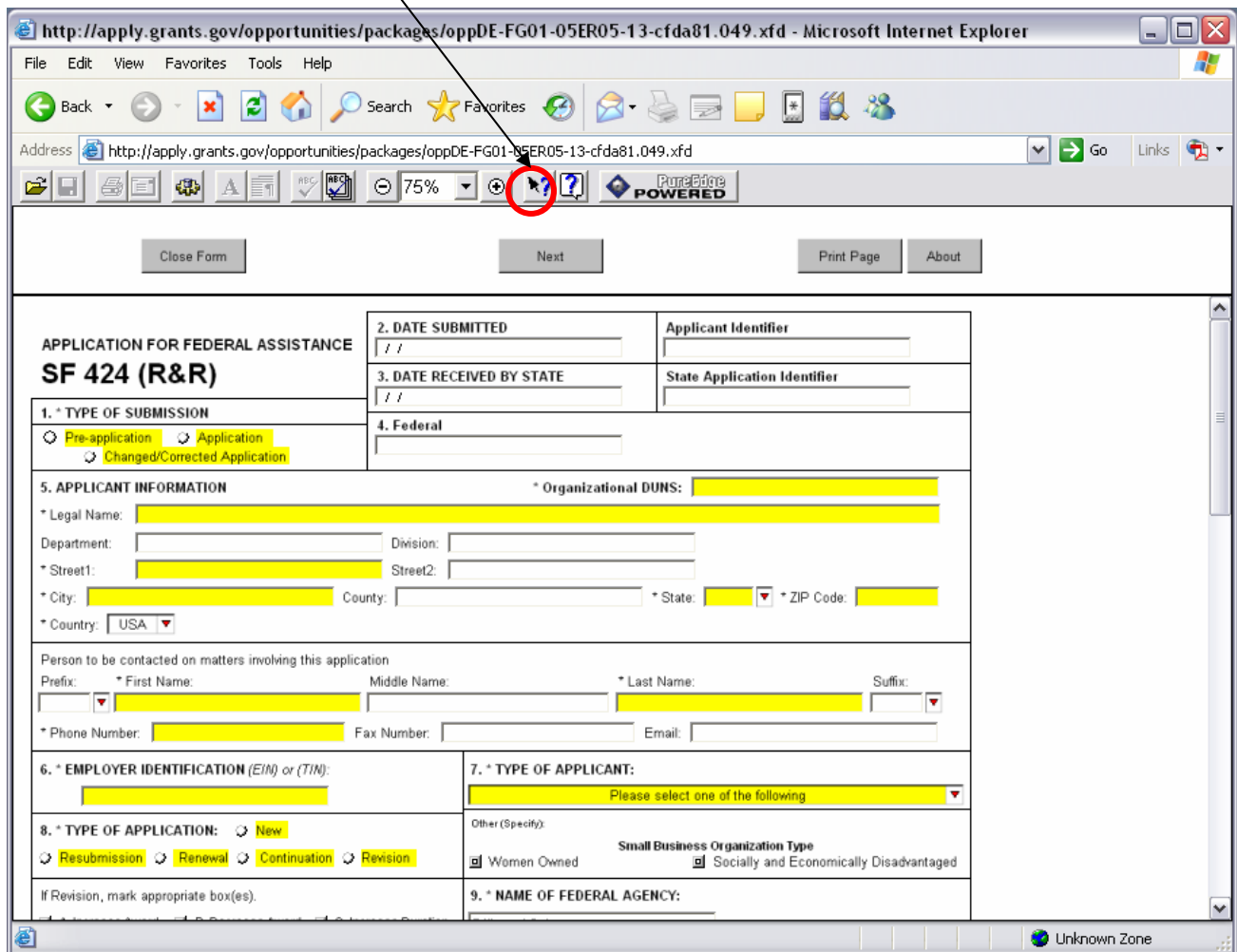
Unknown Zone

PureEdge Forms-HELP ICON

Once you open a form, if you need help, then click on the help icon.



Your cursor will turn into the question icon and as you move it over the various areas of the form, it will give you information regarding what goes in the form. To get rid of the “help” cursor  click on its symbol in the menu bar at the top of the page. See area circled in red below.



Application for Federal Assistance SF-424

Version 02

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify)**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** University of Hawaii

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

99-6000354

*** c. Organizational DUNS:**

956088057 or 783414741 for Ed

d. Address:

*** Street1:**

2530 Dole Street

Street2:

Sakamaki Hall D-200

*** City:**

Honolulu

County:

*** State:**

HI: Hawaii

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

96822

e. Organizational Unit:

Department Name:

Marine Biology

Division Name:

College of Natural Sciences

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Glen

Middle Name:

*** Last Name:**

Miyashiro

Suffix:

Title: Principle Investigator

Organizational Affiliation:

Endangered Sea Mammal Preservation Program, Department of Marine Biology

*** Telephone Number:**

808-956-5555

Fax Number:

808-956-1111

*** Email:**

gmiyashi@hawaii.edu

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

H: Public/State Controlled Institution of Higher Education

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of the Interior, National Park Service

11. Catalog of Federal Domestic Assistance Number:

10.912

CFDA Title:

Environmental Quality Incentives Program

*** 12. Funding Opportunity Number:**

NRCS-CIG1-PR-06

* Title:

Conservation Innovation Grant - Pacific Marine Mammal Component

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Northwest Hawaiian Islands

*** 15. Descriptive Title of Applicant's Project:**

Glen Miyashiro's Northwestern Hawaiian Island Leatherback Sea Turtle Breeding Program 2006

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="2,455,750.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,455,750.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ **** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

2. DATE SUBMITTED

03/25/2006

Applicant Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

1. * TYPE OF SUBMISSION

- ☐ Pre-application ☒ Application
☐ Changed/Corrected Application

4. Federal Identifier

5. APPLICANT INFORMATION

* Organizational DUNS: 9650880570000

* Legal Name: University of Hawaii

Department:

Division:

* Street1: 2530 Dole Street

Street2: Sakamaki Hall D-200

* City: Honolulu

County:

* State: HI

* ZIP Code: 96822

* Country: USA

Person to be contacted on matters involving this application

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Mr. Glen

Miyashiro

* Phone Number: 808-956-5555

Fax Number: 808-956-1111

Email: gmiyashi@hawaii.edu

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):

99-6000354

7. * TYPE OF APPLICANT:

F: State-Controlled Institution of Higher Education

8. * TYPE OF APPLICATION: ☒ New☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision

Other (Specify):

Small Business Organization Type

☐ Women Owned☐ Socially and Economically Disadvantaged

If Revision, mark appropriate box(es).

☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration☐ D. Decrease Duration ☐ E. Other (specify):

9. * NAME OF FEDERAL AGENCY:

National Institutes of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

* Is this application being submitted to other agencies? Yes ☐ No ☒

What other Agencies?

TITLE:

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Transmission of Ocular Tumors of Leatherback Turtles to Human Caregivers

12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)

Northern Hawaiian Islands

13. PROPOSED PROJECT:

* Start Date

* Ending Date

07/01/2006

06/30/2007

14. CONGRESSIONAL DISTRICTS OF:

a. * Applicant

b. * Project

HI-001

HI-ALL

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Glen

Miyashiro

Position/Title: Principle Investigator

* Organization Name: University of Hawaii

Department: Marine Biology

Division: College of Natural Sciences

* Street1: 2450 Campus Road

Street2: Dean Hall R2

* City: Honolulu

County:

* State: HI

* ZIP Code: 96822

* Country: USA

* Phone Number: 808-956-5555

Fax Number: 808-956-1111

* Email: gmiyashi@hawaii.edu

OMB Number: 4040-0001

Expiration Date: 04/30/2008

16. ESTIMATED PROJECT FUNDING

a. * Total Estimated Project Funding 2,455,750.00

b. * Total Federal & Non-Federal Funds 2,455,750.00

c. * Estimated Program Income 0.00

17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

b. NO ☒ PROGRAM IS NOT COVERED BY E.O. 12372; OR

☐ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ * I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Mr. Kevin Hanaoka

* Position/Title: Interim Director * Organization: University of Hawaii

Department: Office of Research Services Division:

* Street1: 2530 Dole Street Street2: Sakamaki Hall D-200

* City: Honolulu County: * State: HI * ZIP Code: 96822

* Country: USA

* Phone Number: 808-956-7800 Fax Number: 808-956-9081 * Email:

* Signature of Authorized Representative

Completed on submission to Grants.gov

* Date Signed

Completed on submission to Grants.gov

20. Pre-application

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

OMB Number: 4040-0001

Expiration Date: 04/30/2008