



Office of Research and
Sponsored Programs
526 Brodhead Avenue
Bethlehem, PA 18015-3046
(610) 758-3020 Fax (610) 758-5994
<http://www.lehigh.edu/~inors/>

GRANTS.GOV - information for the Investigator

What is Grants.gov?

Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is a single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. The [US Department of Health and Human Services](#) is the managing partner for Grants.gov.

I want to submit a proposal through Grants.gov, what do I need to do as the PI?

First, contact your Contract and Grant Specialist (CGS) to make them aware of the potential submission and to enable them to be fully prepared to assist with completion of the proposal package.

When a program solicitation requires Grants.gov submission, several steps are required. Out of those six, the PI only needs to follow the first two:

- Step 1 - Find Grant Opportunity For Which You Would Like to Apply
- Step 2 - Download Application Package

NOTE: It is best to utilize Internet Explorer.

NOTE: While Grants.gov currently uses a Windows-only solution for electronic grant submission, instructions for MAC platform users have been developed and are presented in this document. We anticipate a Grants.gov solution to this issue in late Fall of 2006.

WINDOWS PLATFORM USERS –

1. Find Grant Opportunity <http://www.grants.gov/search/basic.do>

Detail for Steps 2 and 3 can be found on this link https://apply.grants.gov/forms_apps_idx.html

2. Find the link to the PureEdge software. PureEdge must be installed prior to downloading the application package.
3. Download application package.

IMPORTANT NOTES:

Do not leave your Grants.gov session unattended, as the session may be locked after a period of inactivity. If the session is locked, you will not be able to continue your grant application unless it has been saved. Be sure to save frequently!

Forms packages will differ depending on the agency, therefore, careful review and response to each proposal will be required. Packages ready for submission should be directed to your Lehigh University [Contract and Grants Specialist](#) five days prior to the agency deadline. Individual PIs are not authorized to submit proposals on behalf of the University.

When working with the application packages, the system file name (extension will be .xfd) should not be changed.

The four remaining steps referenced in the Grants.gov "Getting Started" page are institutional and they have been satisfied by the ORSP to insure proposal submission.

There are some confusing aspects with submission. Grants.gov uses the word "applicant" in two contexts. In the PureEdge forms, "applicant" refers to the PI in others cases, "applicant" refers to Lehigh as the legal entity submitting the proposal. This dual-use of the term applicant caused some PI's to attempt to create passwords and obtain credentials. **Both of these steps are unnecessary.** Only Lehigh University's ORSP needs these credentials.

One other confusing aspect of the PureEdge form is that the PI will see a "submit" button at the top of the screen. The submit button is there so that ORSP can submit the application to Grants.gov once internal review and submission approvals have been completed. The PI must attach the application to an e-mail message or provide it in other transport media, eg CD or USB flashdrive and his/her ORSP CGS for review. The PI works on the application from the local hard disk. Unlike NSF's FastLane, there is no capability for multiple users to concurrently work on an application. Word files and PDF files can be worked on independently, but only one user can actually be assembling and constructing the final product within the forms application.

MAC OS X PLATFORM USERS:

[Grants.gov](#) is the new unified clearinghouse for all federal grant opportunities from all federal agencies that manage grant funds. As stated earlier, Grants.gov currently uses a Windows-only solution for electronic grant submission. The PureEdge viewer is required to complete grant application packages and, at this time, there is no native Macintosh PureEdge client. We anticipated a Grants.gov solution to this issue in late Fall of 2006; however, it is yet unresolved.

IBM has acquired PureEdge, and now calls the product [IBM Workplace Forms](#); IBM plans to add Mac support in the future and Grants.gov has committed to providing a cross-platform solution [by November 2006](#). In the interim, Grants.gov, in conjunction with NIH, has created a Citrix server solution that allows Mac OS X users to complete their application packages and submit them electronically using Mac OS X.

Fortunately for us, the [University of Wisconsin](#) has created a single preconfigured package for Mac OS X users to access this solution. This package is provided to the community as a service by the University of Wisconsin, and is not an official product of Grants.gov.

Lehigh University's Office of Research and Sponsored Programs has tested this preconfigured package and will provide support. Please "do not" contact the University of Wisconsin, they cannot provide support for this solution.

Lehigh University's Office of Research and Sponsored Programs has a Windows-based system available for use in-house for Mac users who may not have access to Windows-based systems and are reluctant to utilize the solution provided below.

First - [Download the Grants.gov application package](#) that is specific to the program to which you are applying. Each grant opportunity has a specific application package. Save the application package on your desktop. The file name must end in .xfd or the Citrix solution outlined here will not work correctly. **Note:** you may also need to shorten the name. Long names, or special characters such as '-' in the file name, may cause problems with this Citrix solution.

Then follow the instructions provided below:

1. Download *Grants.gov for Mac OS X*. This file and its contents only need to be downloaded to your computer once:



[Download Grants.gov for Mac OS X 1.0.2](#) (3.0 MB .dmg)
02/15/2006 - Contains [Citrix ICA Client 7.00.407](#). Requires Mac OS X 10.1 or higher.

2. To run PureEdge for Mac, open the *Grants.gov for Mac OS X* disk image and double click *Start Grants.gov PureEdge*:



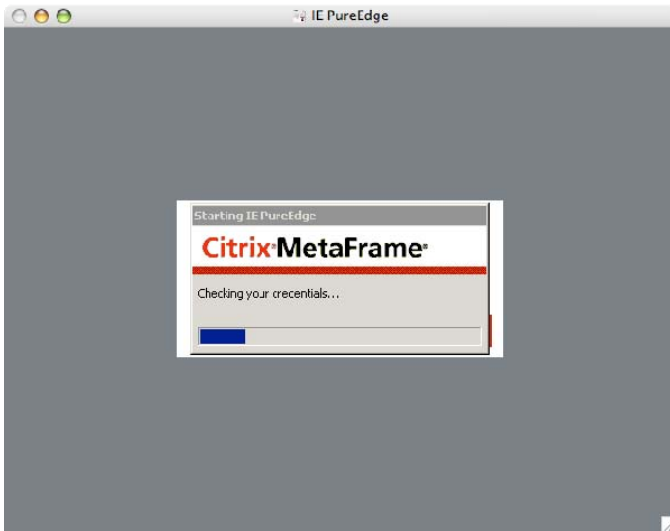
The first time you use Grants.gov for Mac OS X, you may be prompted to open Citrix ICA Client for the first time.



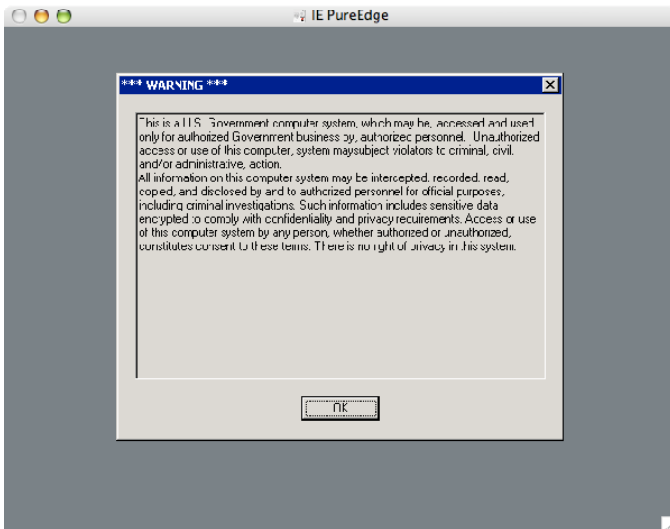
You may also be prompted to allow a "system setting" to be changed; for a description of what is being changed, see [this document](#).



3. Wait while the connection is initiated:



4. Acknowledge the US Government computer system warning:

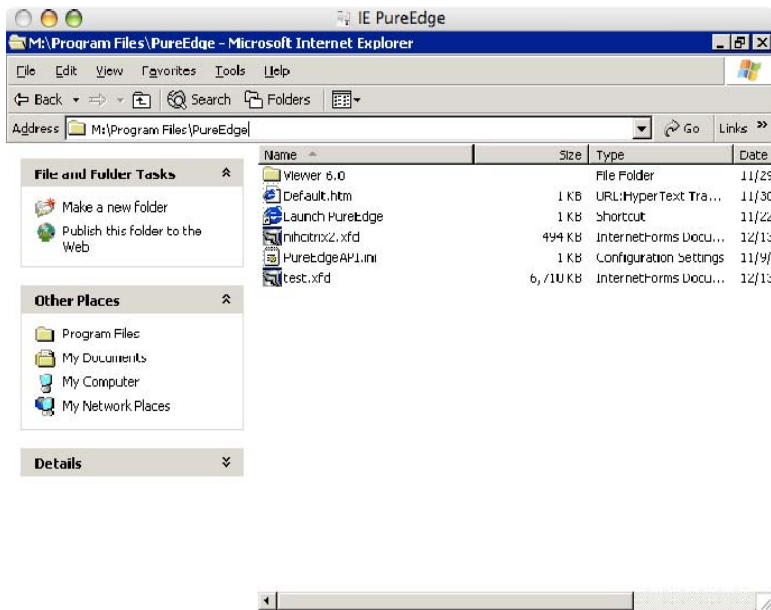


5. Enter the following URL in the *Address* bar, as shown below:

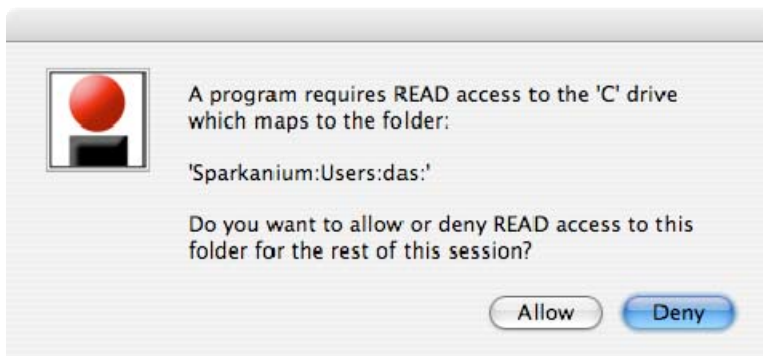
M:\Program Files\PureEdge

(NOTE: If you do not see the files listed below, check to ensure that you are pointed to the appropriate folder. In some instances, you may be viewing M:\ProgramFiles\PureEdge\default.htm)

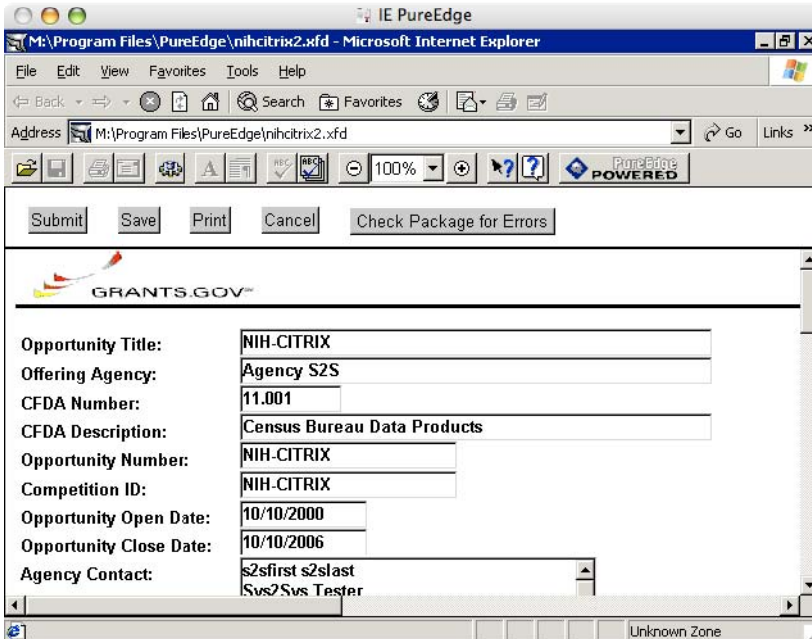
Then, double click *Launch PureEdge*.




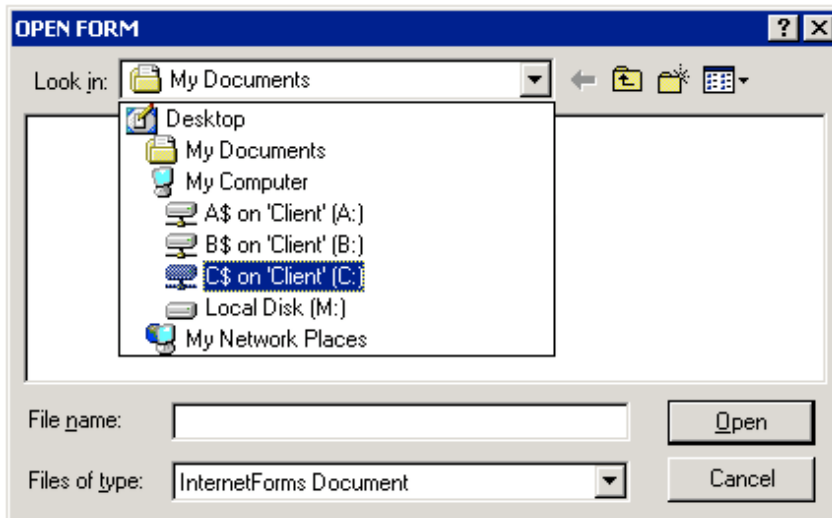
6. Click the *Allow* button to allow PureEdge to access your home directory, which allows you to complete the application package.

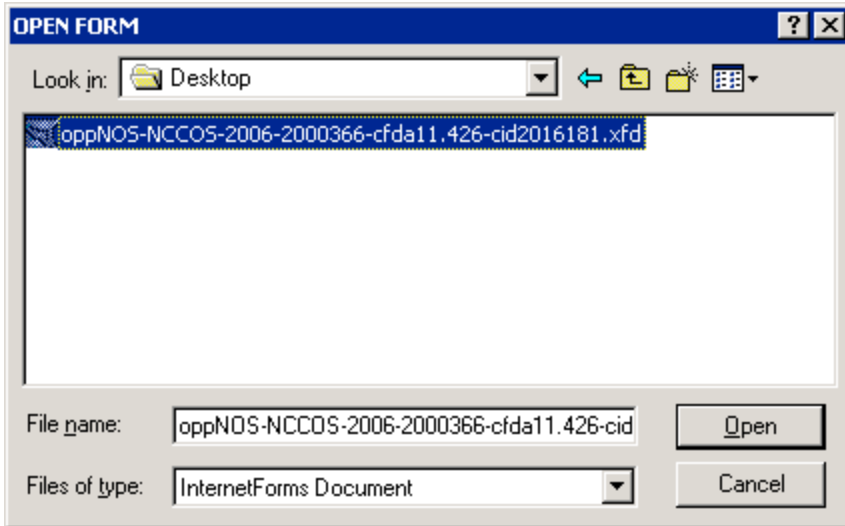


7. To begin working on **your** Grants.gov application package, click the *Cancel* button to close the NIH-CITRIX package.

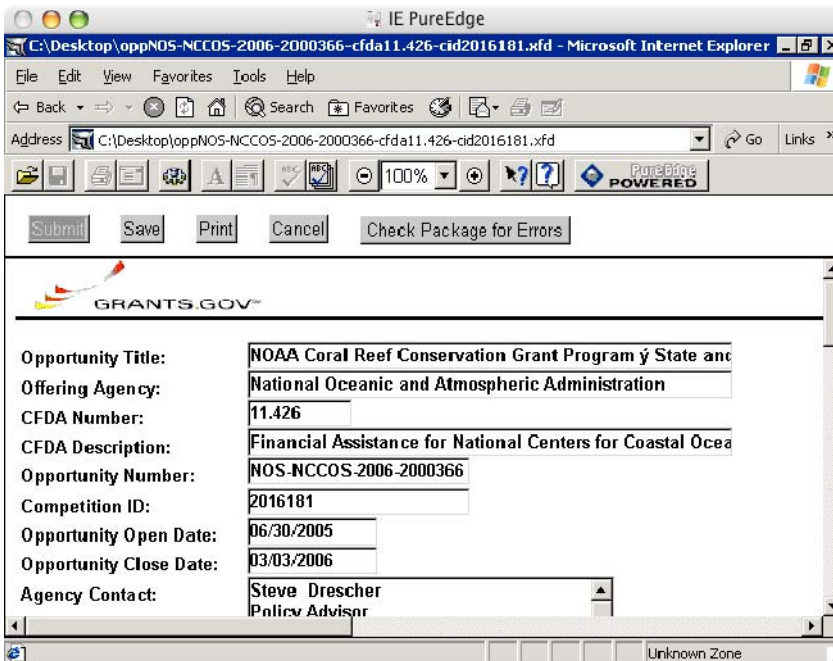


8. Next, use the file open button  and navigate to the location of your saved Grants.gov application package on your computer. Your home directory, e.g., /Users/badger, will appear as the C: drive in the Citrix environment. Your Desktop is also available, but will appear as a folder called "Desktop" on the C: drive. Remember, the PureEdge file name must end in .xfd. In the example below, an application package called oppNOS-NCCOS-2006-2000366-cfda11.426-cid2016181.xfd is being opened from the Desktop. **Note:** you may also need to shorten the name. Long names, or special characters such as '-' in the file name, can cause problems with this Citrix solution.





9. Begin your Grants.gov application package.



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About Grants.gov for Mac OS X

Grants.gov for Mac OS X uses the central Citrix server provided by Grants.gov and NIH. Grants.gov for Mac OS X is a single, self-contained Mac OS X disk image (.dmg) that includes:

- A read me file that redirects to this web page
- A one-step icon, *Start Grants.gov PureEdge*, to start using Grants.gov

This functionality is provided by:

- Citrix ICA Client
- A customized Citrix ICA Client file (PEClientCitrix.ica) preconfigured to properly access the Grants.gov Citrix server, set to a reasonable screen resolution (1024 x 768)

Version history

1.0 - First internal University of Wisconsin release.

1.0.1 - First general public release.

1.0.2 - Added ability to easily drag the Start icon to the Citrix Client in the event that the client file is not associated with the Citrix Client, and changed disk image compression to properly support older versions of Mac OS X.