

Step 1:

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

• WHAT NOT TO DO:

Don't register to submit applications, don't get a new DUNS number or register! TTU is already registered & has DUNS numbers.

•WHAT TO DO

Click on **GET STARTED**, then *select a role* from the left side of the screen. Your role is **Grant Researcher**, *NOT* an Individual or Authorized Org Representative.

• In order to view and complete grant application packages, you will first need to download and install *PureEdge Viewer*. Check with your system administrator if you are unable to download and use *PureEdge*

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.

Step 3:

Complete the
Grant Application Package

•Using the PureEdge Viewer, read and follow the application guidelines.

•Fill out Form 424 (R&R). **Yellow fields are mandatory!** You may enter "N/A" if this field does not pertain to your grant. To see the standard TTU data to enter into the form, go to "Proposal Preparation" on the ORS website.

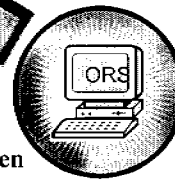
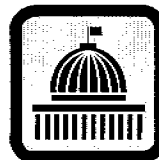
•Complete the "Mandatory Documents" and move them over to the right side "Mandatory Completed Documents for Submission" field.

Mandatory Documents

Mandatory Completed Documents

Step 5:

ORS Submits the Electronic Grant
Application File to GRANTS.GOV



The sponsor agency then picks up the grant application from Grants.gov

Step 4:

Send the Electronic Application
File & Completed Routing Sheet to
ORS for Final Review and
Submission

•Go to ORS website front page, click on Grants.gov Uploads/Submissions. Follow the instructions and upload your grants application file to our server.

•*It's not all paperless.* We still need a delivered Internal Routing Sheet!

Be sure to get everything to ORS 4-5 business days in advance. This makes sure we can give it a good review and submit it to meet the deadline!

You're done! ORS handles it all from here
(Unless it is a NIH submission)

GRANTS.GOV™

Contact:
Colette Solpietro at ORS
Colette.Solpietro@ttu.edu
806-742-3884

See the TTU ORS website for training on Grants.gov

Technical Questions Along the Way?

Remember to send your proposal and forms to ORS at least 4-5 days ahead of the deadline!

You can call the Grants.gov Helpdesk for technical questions. 1-800-518-4726

Contact your ORS Sponsored Programs Associate for questions regarding the application.