

Grants.gov/Adobe Acrobat Application Packages

Preparing to Use Grants.gov:

- Download and Install a compatible version of the Adobe Acrobat Reader software (http://grantsgov.tmp.com/static2007/applicants/apply_for_grants.jsp). Please pay careful attention to the information posted on the Grants.gov website regarding currently compatible versions. Using a version of Adobe Acrobat Reader other than the ones listed will cause errors in your application package. You may not be aware of the errors until OSP attempts to submit your application package to Grants.gov.
 - Grants.gov has created a test application package that allows you to verify whether or not your computer has a compatible version of Adobe Reader. You can access the test package at <http://grantsgov.tmp.com/static2007/applicants/AdobeVersioningTestOnly.jsp>.
- Use the “Find” feature of Grants.gov (http://www.grants.gov/applicants/search_opportunities.jsp) to browse for the appropriate application package.
- Download the application package and save it to your computer.

Filling Out Your Application:

- Complete the application by filling in the forms and uploading the required attachments into the application package. Fields required by Grants.gov are highlighted in yellow.
- The agency to which you are applying should provide detailed guidance regarding information required by the agency and the necessary formatting and file type of attachments. For example, the NIH and the NSF have published detailed application guides for use with Grants.gov. The NIH Guide is available at: <http://era.nih.gov/ElectronicReceipt/sf424.htm> . The NSF Guide is available at: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>.

When Your Application Is Complete:

- Print a paper copy of the application and circulate it through the standard approval process to obtain appropriate signatures on the Boston University Proposal Summary Form.
- When the application is complete, it must be transmitted to the Office of Sponsored Programs for institutional submission through Grants.gov. To facilitate this process, OSP and University Information Systems (UIS) have created a secure server environment that allows faculty to transfer their Grants.gov application packages to OSP conveniently and safely. In addition, the server provides an environment in which faculty members and OSP ADs can work collaboratively on applications as needed. Each faculty member has his or her own folder on the OSP server. Folders are accessible only to the faculty member and appropriate members of the OSP staff. If they choose, individual PIs may also grant access to their folder to a departmental administrator assisting in preparing proposals. If you do not know how to access your folder on the OSP Server, please contact Kathleen Foster at kfoster@bu.edu or X3-4365.
- Drag and drop a copy of your application package into your folder on the OSP server.
- Contact the OSP Proposal Development Assistant Director (AD) assigned to your school or department to indicate that your proposal is ready for review.

Tips for the Use of Adobe Acrobat Application Packages:

1. Using Adobe Acrobat Standard or Professional to complete application packages – Grants.gov recommends downloading and installing a compatible version of the free Adobe Reader for use with Grants.gov application package. However, you may also be able to use Adobe Standard or Adobe Professional software, depending on the version you have installed on your machine. Detailed information about this issue can be found at: <http://grantsgov.tmp.com/static2007/assets/UsingAcrobatPro.pdf>. You can also contact Kathleen Foster at kfoster@bu.edu or X3-4365 for more information.