

General Instructions for Grants.gov and the Use of the OSP Server

General Instructions for the Use of Grants.gov

Preparing to Use Grants.gov:

- Download and Install the PureEdge Viewer software (http://www.grants.gov/applicants/apply_for_grants.jsp)

Please note: Currently, the PureEdge Viewer Software is compatible only with the Windows Operating System. Until a platform-independent version of PureEdge Viewer is developed, Macintosh users may complete applications by connecting to the Citrix server available through the Grants.gov website (http://www.grants.gov/resources/download_software.jsp#citrixnonwindow). However, installing the Citrix client and accessing the Citrix server can be a time-consuming and complex process. PIs should turn to IT staff at the department or college level for assistance with downloading the PureEdge Viewer software or accessing the Grants.gov Citrix server. Grants.gov has also released a Beta version of a Mac-compatible PureEdge Viewer. The Beta release has limited functionality. Additional information about the Mac-compatible version of PureEdge may be accessed at http://www.grants.gov/resources/download_software.jsp#pureedgeviewer.

- 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.
- Move the electronic copy of your proposal into your folder on the OSP server. If you do not have a folder on the OSP Server, please contact Eleanor Greene in the Office of Sponsored Programs at ergreene@bu.edu or X3-4365. Please see the “Using the OSP Server” section below for detailed information about accessing the 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 the PureEdge Viewer:

1. General Instructions: The PureEdge Viewer application is peculiar in the way that it handles attachments. Although you are completing the application off-line, the software launches a web browser for viewing attachments. If you are having trouble opening an application package, try the following remedies:
 - a) PureEdge Viewer must be set to launch Internet Explorer. It does not work well with other browsers. To be certain that Internet Explorer is set as the default browser, take the following steps:
 - Click on the “Settings” icon in PureEdge Viewer, which looks like a gear.
 - Deselect “Try to locate browser automatically.”
 - Click “Locate Browser.”

- Navigate to Internet Explorer.
- b) Make sure that any pop-up blocking program in Internet Explorer is disabled.
 - c) Set Internet Explorer to allow Active X Controls.
2. **Budget Forms:** In order to add a second budget period, the entire first budget period must be completed and the budget justification file must be uploaded. Please note – the “reset” button on the budget forms deletes ALL information entered in the budget section of the proposal.
 3. **Printing:** Clicking the “print” button on the first page of the application package will not print a complete copy of the application. In order to print the budget pages in their entirety, please use the “print page” button available on individual budget pages. In order to print proposal attachments, you must use the “View Attachment” button next to each individual attachment. Once you have opened the attachment, use the “print” command under the “file” menu.

Using the OSP Server

Your Folder on the OSP Server:

OSP and UIS have developed a secure server environment that will allow you to transfer your Grants.gov application to OSP for submission. You have been assigned a folder on the OSP server for your use in the application preparation and submission process. The only individuals who are able to access your designated folder are you, OSP ADs and, if you determine that it is appropriate, your departmental research administrator. No other faculty or staff members will be able to access your folder. When your application is ready for review and submission, you can move your application package into your folder on the server. You may continue to work on your application while it is on the OSP server – your application will not be submitted until you determine that it is ready for submission.

If you would like to provide your departmental administrator with access to your folder, please contact Kathleen Foster (kfoster@bu.edu) or Eleanor Greene (ergreene@bu.edu) by e-mail or by phone at x3-4365. Please provide your full name, your e-mail address, your department name, and the name and email address of the departmental administrator.

Please Note: Once you have moved your application into your folder on the OSP server, you must communicate carefully with the OSP AD assigned to your school or department as well as with your departmental research administrator. Only one person should be making changes to your application at any given time. If more than one person has your application open, only one set of changes (those made by the last person to close out of the application) will be saved. Unlike other types of software, PureEdge Viewer does not provide a warning to indicate that more than one person has a particular document open.

WebNew:

Before using your folder on the OSP Server for the first time, you must synchronize your Kerberos password to your Boston University Active Directory account through WebNew. This synchronization allows PIs to log into the OSP server using their e-mail user name and their Kerberos password. Please follow the steps below to synchronize your account:

- 1) Open a web browser and go to <https://www.bu.edu/computing/accounts/ad/kpw>
- 2) Click on the KPW folder
- 3) Enter your Last Name and your BU ID number (found on your University ID card), click continue
- 4) Enter your BU E-mail Login name and Kerberos password, click continue

This is a one-time-only process – you do not need to repeat this step to use the OSP server.

Connecting to the Server:

If you do not know the path to your folder on the OSP server, contact Kathleen Foster at kfoster@bu.edu or Eleanor Greene at ergreene@bu.edu. You will be required to enter your E-mail Login name and Kerberos password to access your folder.

Connecting to the Server for Windows Users

- 1) Open the Start Menu
- 2) Select Run
- 3) Type in the pathway provided to you by OSP

4) Click OK - this opens your folder on the OSP server

Connecting to the Server for Mac Users

- 1) Open the Go Menu
- 2) Select Connect to Server
- 3) Enter the Server Address: smb://osp-srv1/
- 4) Click on connect
- 5) Make sure the workgroup/domain is AD; enter in your E-mail user name and Kerberos Password
- 6) Click OK
- 7) Select the name of your college or department parent directory (contact OSP if you aren't sure what this is)
- 8) Click OK
- ** A server icon (looks like a globe on top of a drive) for your department or College will appear on your desktop
- 9) Double click this icon to open the server connection
- 10) Double click on your personal folder (your e-mail user name) - this opens your folder on the OSP server

For your convenience, you may wish to create a shortcut to your folder on the OSP server by following the steps listed below. Once you have created a shortcut, you can easily drag and drop documents into your folder.

To Create a Shortcut for Windows users:

- 1) Open your folder on the sever
- 2) Go up one level on the server by clicking on the "Up" button (folder with an up arrow)
- 3) Right click on your personal folder
- 4) Left click on create shortcut
- 5) Right click to cut and paste the shortcut from the server onto your desktop

To Create an Alias (Shortcut) for Macintosh Users:

- 1) Open your department or college's server icon
- 2) Highlight but do not open your personal folder
- 3) Open the File Menu
- 4) Select Make Alias
- 5) Drag and Drop the Alias onto your desktop

Some Mac users may find that they are not able to create an alias as described above. An alternative method for creating an alias for Mac users is the following:

- 1) Open your department or college's server icon
- 2) Highlight but do not open your personal folder
- 3) Press the Command and Option keys (bottom left of keyboard) while you drag your folder icon to your desktop

Support and Resources:

Kathleen Foster (kfoster@bu.edu) and Eleanor Greene (ergreene@bu.edu) are available to provide assistance with the use of the Grants.gov system and the OSP server, although questions about the installation of PureEdge Viewer or the use of the Citrix server provided by Grants.gov should be directed to IT staff at the department or college level.

The Grants.gov website provides a detailed User Guide, tutorials, a helpful Frequently Asked Questions (FAQ) document and other support at <http://www.grants.gov/help/help.jsp>.