



For more information contact the
Office of Sponsored Programs
816.584.6527

This user guide is adapted by the Office of Sponsored Programs for use at Park University from the complete User Guide available on Grants.gov.

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Get Started

To access and complete applications, you must download and install the free Application Viewer, PureEdge Viewer.

Minimum System Requirements:

PC:	Mac:
<ul style="list-style-type: none">• Windows 98, ME, NT 4.0, 2000, XP• 500 Mhz Processor• 128 MB disk space• Internet Explorer 5.01 or higher is preferred• Netscape Communicator 4.5-4.8, Netscape 6.1, 6.2, 7• Enable Cookies	<ul style="list-style-type: none">• Windows Operating System or Windows Emulation Program (http://apple.doit.wisc.edu/grants.gov/)• 500 Mhz Processor• 128 MB disk space• Internet Explorer 5.01 or higher is preferred• Netscape Communicator 4.5-4.8, Netscape 6.1, 6.2, 7• Enable Cookies• Adobe for Macs

Download and Install Application Viewer

To download the Application Viewer,

1. Click on the **Apply for Grants** option located on the toolbar on the Grants.gov homepage.
2. Click on the **Download PureEdge Viewer** link located under the **Step One: Download a Grant Application Package and Instructions** section.

The screenshot shows the Grants.gov homepage navigation and content. On the left is a vertical menu with the following items: FOR APPLICANTS (highlighted in red), ABOUT FEDERAL GRANTS, GET REGISTERED, FIND GRANT OPPORTUNITIES, APPLY FOR GRANTS (with a mouse cursor), TRACK MY APPLICATION, APPLICANT HELP, ABOUT GRANTS.GOV, FOR AGENCIES, RESOURCES, HELP, CONTACT US, and SITE MAP. The main content area is titled 'APPLY FOR GRANTS' and includes the following text:

Home » For Applicants »

APPLY FOR GRANTS

Applying at Grants.gov can reduce your costs and the time required to find opportunities and process your application. The site provides access to multiple grantors and reduces paperwork, postal costs and storage costs, in addition to its efficiency as a one-stop storehouse of grants information.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click.

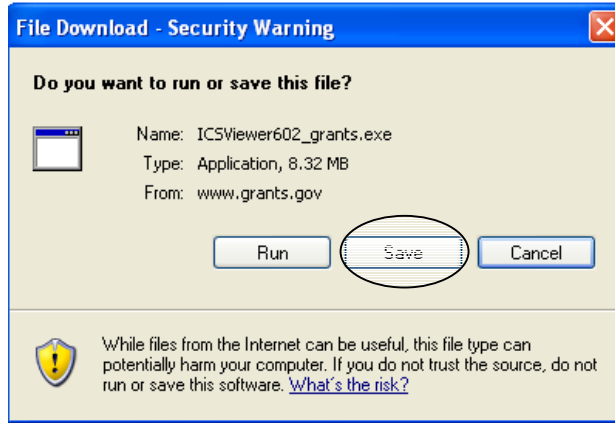
Before you apply, remember you must be [registered](#), and you must have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: [Download a Grant Application Package and Instructions](#)

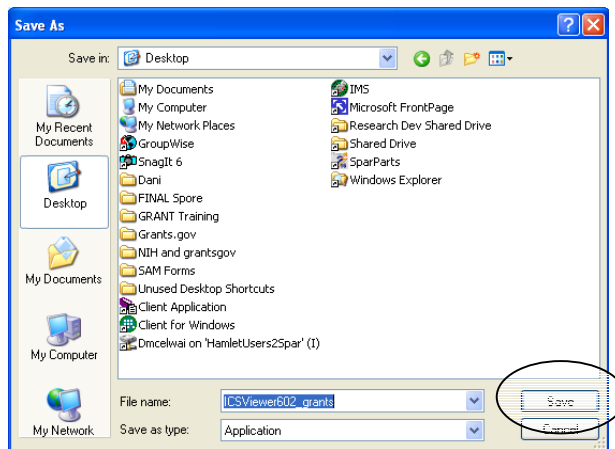
You should have the FON and/or CFDA number. If so, you can find the application package at the following [page](#). If not, return to Find Grant Opportunities [Find Grant Opportunities](#) to search for this information.

In order to view the application package, you will need to install [the PureEdge Viewer](#) [link to a small, free program that provides access to the grant application. To operate the PureEdge Viewer, your computer must meet certain [system requirements](#). If you are a non-Windows users, please refer to this [support page](#).

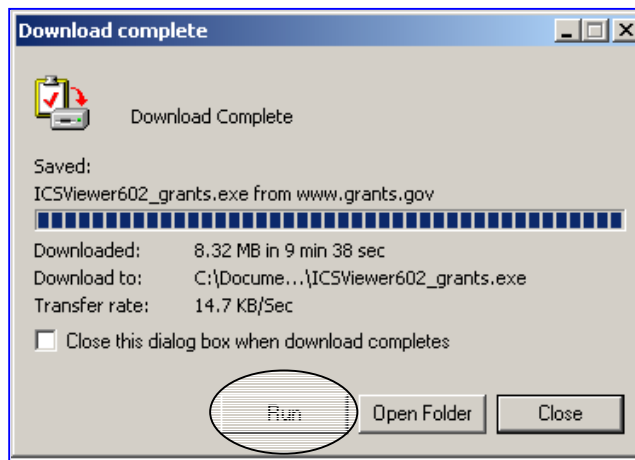
- This will open the **File Download** window. Click on the **Save** button.



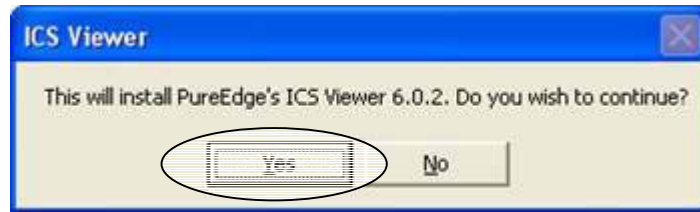
- Browse to where you would like the program to save on your computer. Then click the **Save** button. This will download the program.



- The **Download complete** window will show its progress.
- When the download has completed, click the **Run** button on the **Download complete** window.



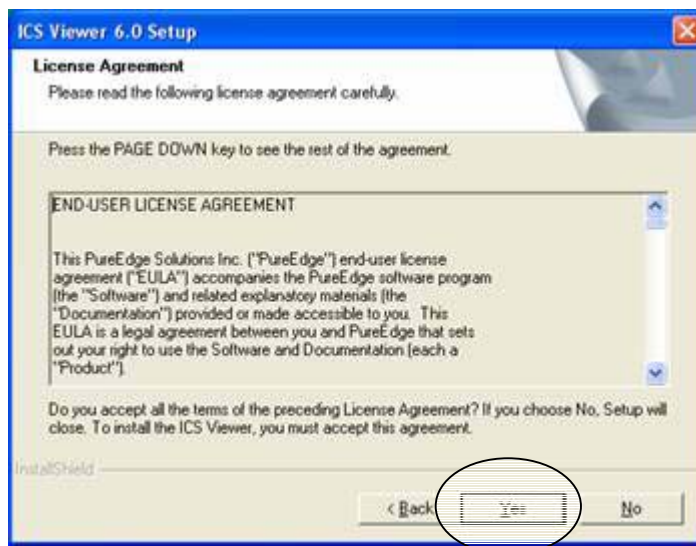
7. Click on the **Yes** button, when the computer asks **Do you wish to continue?**



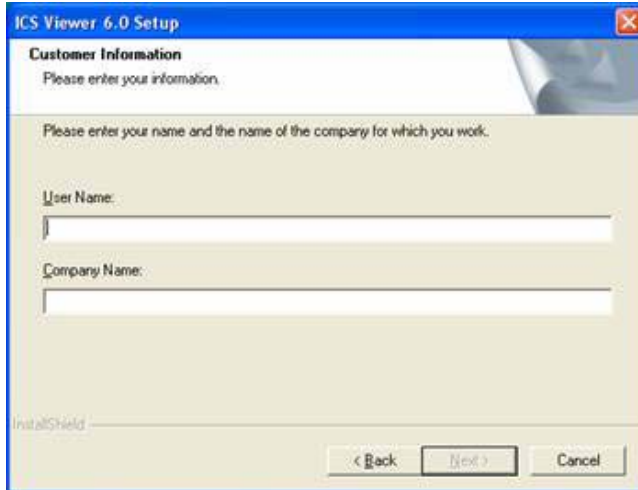
8. Click on the **Next** button to continue.



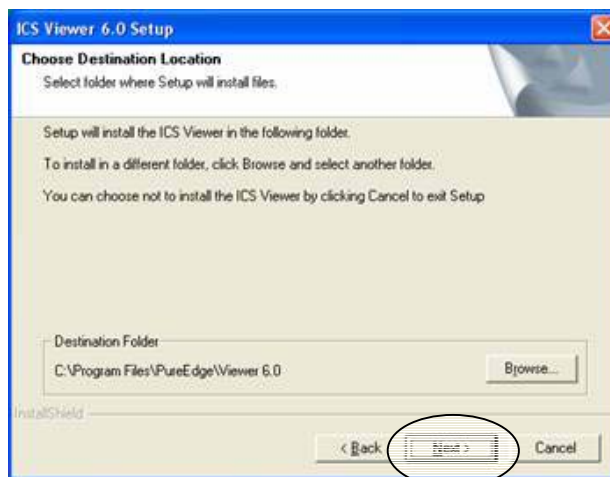
9. Read the License Agreement and click the **Yes** button to accept the agreement and continue with the installation.



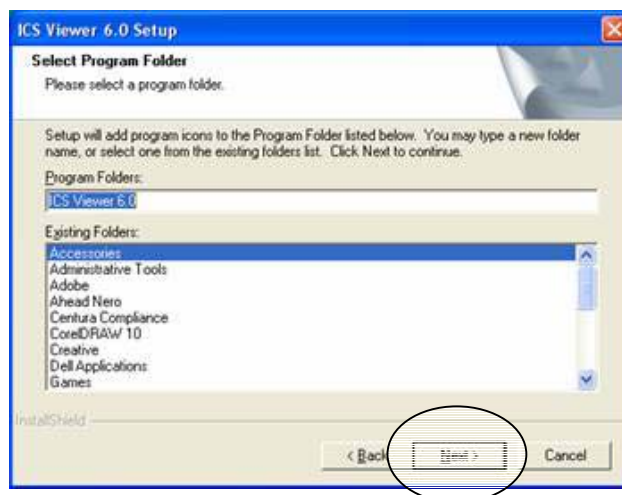
10. Enter a user name in the **User Name** field. Enter Park University in the **Company Name** field. Click the **Next** button.



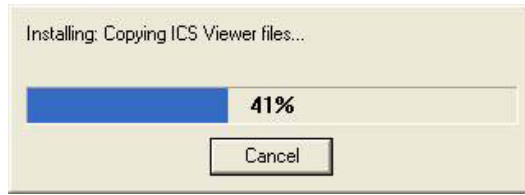
11. It is recommended that you save the program at the default location displayed in the **Destination Folder** box. Click the **Next** button to continue.



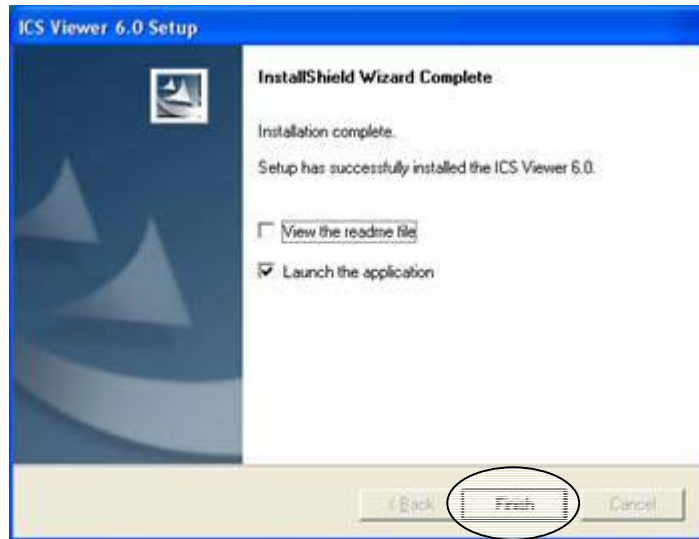
12. It is recommended that you name the program folder the default name listed in the **Program Folder** field. Click the **Next** button to continue.



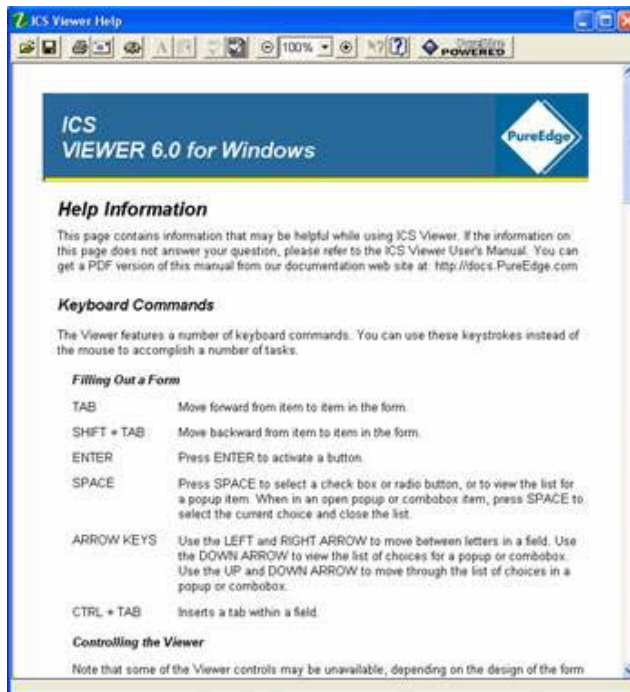
13. The installation progress will be displayed in the **Install** window.



14. When the installation has completed, click the **Finish** button.



15. This will launch the program and open the **ICS Viewer Help Information** window.



16. PureEdge will open automatically when an application is opened.

Find Grant Opportunities

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

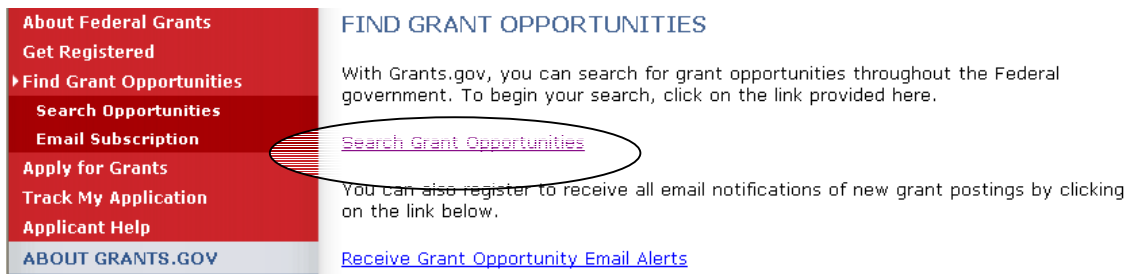
Search Grant Opportunities

There are four ways to search for Grant Opportunities on Grants.gov.

- **Basic Search:** Allows you to search by Keyword, Funding Opportunity or CFDA Number.
- **Browse by Category:** Allows you to search by a grant category that interests you.
- **Browse by Agency:** List grant opportunities by Federal Agency.
- **Advanced Search:** Allows you to search by date, funding activity, category, funding instrument type, agency, funding opportunity number, CFDA number and/or keyword(s).\

To search for grant opportunities,

1. Click the **FIND grant opportunities** option of the toolbar located on the left side of the Grants.gov homepage.
2. Click the **Search Grant Opportunities** link located on the **Find Grant Opportunities Page**



3. Click on one of the search options listed on the **Search Grant Opportunities** page.



4. Complete the necessary fields to search for grant opportunities that you are interested in. Click on the **Search** button at the bottom of the screen. (Example from basic search page)

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

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

[About Federal Grants](#)
[Get Registered](#)
[Find Grant Opportunities](#)
Search Opportunities
[Basic Search](#)
[Browse by Category](#)
[Browse by Agency](#)
[Advanced Search](#)
[Email Subscription](#)
[Apply for Grants](#)
[Track My Application](#)
[Applicant Help](#)

Search Results

Sort: Relevance, Descending [Sort by Open Date](#) [Sort by Relevance](#) [New Search](#)

Results 1-20 of 139

Close Date	Opportunity Title	Agency	Funding Number
03/28/2006	Breast Cancer Research Program(BCRP) Historically Black Colleges and Universities/Minority Institutions(HBCU/MI) Partnership Training (HPT) Award	Dept. of the Army -- USAMRAA	W81XWH-06-BCRP-HPT
	Studies of the Economics of Cancer Prevention, Screening, and Care (R21)	National Institutes of Health	PA-06-304
08/25/2006	Development of Advanced Genomic Characterization Technologies (SBIR [R43/R44])	National Institutes of Health	RFA-CA-07-029

6. Check the guidelines on required method of submission.

7. If submission via grants.gov is required, record the Funding Opportunity Number or CFDA Number.

8. Download the application package. (see **Apply for Grants** section)

Search Tips

- It is not required to enter information in all fields before clicking the **Start Search** button.
- To select multiple items
 - Hold down the **CONTROL** or **SHIFT** keys.
 - Mac users hold the **APPLE** or **SHIFT** keys.
- Expand your search with wildcards
 - Asterisk (*) is used to replace one or more characters at the end of the term.
 - Question mark (?) is used to replace any single character with the exception of the first character of a word.
- Narrow your search with Boolean operators (OR, AND, and NOT) or special modifiers to include and exclude words when searching.
 - 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.
- To clear the **Search** form, click the **Clear Form** button.

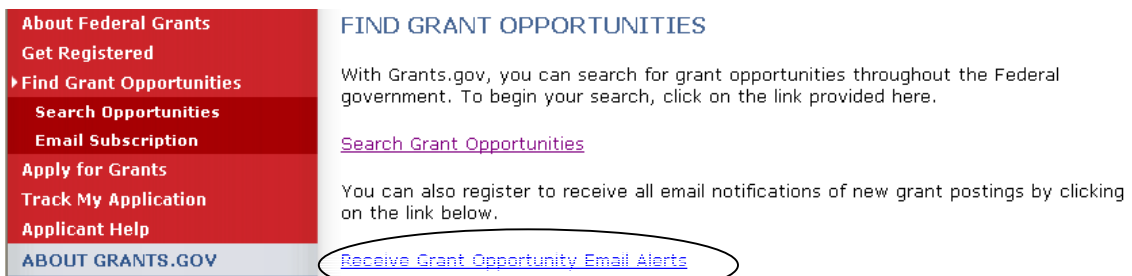
Receive Grant Opportunity Email Alerts

Grant Opportunity Emails are based on the following options:

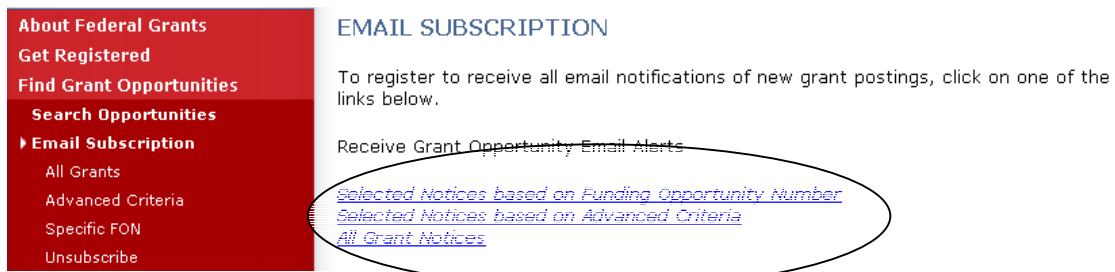
- Selected Notices based on Funding Opportunity Number
- Selected Notices based on Advanced Criteria
 - Category of Funding Activity, Funding Instrument Type, Eligible Applicants, CFDA Number, and Agency
- All Grant Notices

To sign up to receive grant opportunity email notifications,

1. Click the **Find grant opportunities** option of the toolbar located on the left side of the Grants.gov homepage.
2. Click on the **Receive Grant Opportunity Email Alerts on the Find grant opportunities** page.



3. Click on one of the options listed on the Email Subscription page.



4. Enter your e-mail address in the box. Click the **Subscribe to Mailing List** button at the bottom of the screen.
 - a. If you selected the **Selected Notices based on Advance Criteria** link, you must select all the search criteria.
 - b. You may select all that apply. On some browsers, it may be necessary to hold down the CONTROL, APPLE, or SHIFT key to select multiple items
5. You will receive announcements of both new opportunities and modifications of existing opportunities.

Apply for Grants

To access and complete applications, you must download and install the free Application Viewer, PureEdge Viewer. To download the PureEdge Viewer, refer to the **GET Started** section above.

Download Application Package and Application Instructions

To download an application package,

1. Click the **Apply for Grants** located on the upper right hand corner of the Grants.gov homepage.
2. Click on the **Apply Step 1: Download a Grant Application Package and Application Instructions** link located on the **Apply for grants** page.

Home » For Applicants »

FOR APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
- Apply for Grants**
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

SITE MAP

APPLY FOR GRANTS

Applying at Grants.gov can reduce your costs and the time required to find opportunities and process your application. The site provides access to multiple grantors and reduces paperwork, postal costs and storage costs, in addition to its efficiency as a one-stop storehouse of grants information.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click.

Before you apply, remember you must be [registered](#), and you must have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant.

Step 1: [Download a Grant Application Package and Instructions](#)
You should have the FON and/or CFDA number. If so, you can find the application package at the following [page](#). If not, return to Find Grant Opportunities [Find Grant Opportunities](#) to search for this information.

In order to view the application package, you will need to install the [PureEdge Viewer](#), [link to a small, free program that provides access to the grant application. To operate the PureEdge Viewer, your computer must meet certain [system requirements](#). If you are a non-Windows users, please refer to this [support page](#).

3. Enter the CFDA number in the **CFDA Number** field or the Funding Opportunity Number in the **Funding Opportunity Number** field. One of these fields to download an application.
4. Click on the **Download Package** button.

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

Download Package

5. Click the **download** link that corresponds to the grant opportunity you are applying.

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	Competition Title	Agency	Instructions & Application
11.420	NOS-OCRM-2007-2000788	2050001	National Estuarine Research Reserve Graduate Research Fellowship Program FY07	National Oceanic and Atmospheric Administration	download
11.420	NOS-OCRM-2007-2000789	2050004	National Estuarine Research Reserve Land Acquisition and Construction Program FY07	National Oceanic and Atmospheric Administration	download

6. Confirm you are downloading the correct instructions and application package.

7. Enter your email address in the field located on the **Download Opportunity Instructions and Application** page be notified of any changes to this opportunity. You will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date

- It is strongly recommended that you enter your email address, because if the application package is deleted or modified and you are using the original package a rejection notice may be received when you submit.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.420: Coastal Zone Management Estuarine Research Reserves

Opportunity Number: NOS-OCRM-2007-2000788: National Estuarine Research Reserve Graduate Research Fellowship Program FY07

Competition ID: 2050001

Competition Title: National Estuarine Research Reserve Graduate Research Fellowship Program FY07

Agency: National Oceanic and Atmospheric Administration

Opening Date: 06/12/2006

Closing Date: 11/01/2006

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 instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

-
8. Click on the **Download Application Instructions** link on the **Download Opportunity Instructions and Application** page.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.420: Coastal Zone Management Estuarine Research Reserves
Opportunity Number: NOS-OCRM-2007-2000788: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Competition ID: 2050001
Competition Title: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Agency: National Oceanic and Atmospheric Administration
Opening Date: 06/12/2006
Closing Date: 11/01/2006

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 instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

9. Save the Application Instructions to your computer for future reference.
10. Use the back button to return to the **Download Opportunity Instructions and Application Package** page.
11. Click on the **Download Application package** link on the **Download Opportunity Instructions and Application** page.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.420: Coastal Zone Management Estuarine Research Reserves
Opportunity Number: NOS-OCRM-2007-2000788: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Competition ID: 2050001
Competition Title: National Estuarine Research Reserve Graduate Research Fellowship Program FY07
Agency: National Oceanic and Atmospheric Administration
Opening Date: 06/12/2006
Closing Date: 11/01/2006

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 instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

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

Submit **Save** Print Cancel Check Package for Errors

GRANTS.GOV™ Grant Application Package

Opportunity Title: FY06 National Estuarine Research Reserve Operations
Offering Agency: National Oceanic and Atmospheric Administration
CFDA Number: 11.420
CFDA Description: Coastal Zone Management Estuarine Research Reserves
Opportunity Number: NOS-OCRM-2006-2000575
Competition ID:
Opportunity Open Date: 03/06/2006
Opportunity Close Date: 04/11/2006
Agency Contact: Steve Drescher
Policy Division
Email: steve.j.drescher@noaa.gov

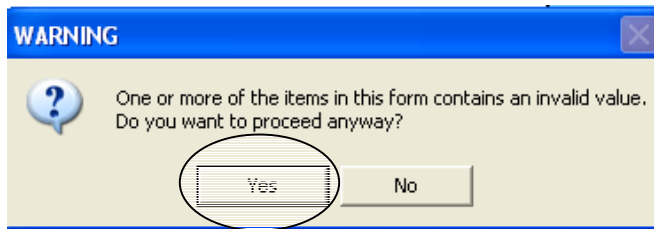
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

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: [Redacted]
Mandatory Documents: Application for Federal Assistance (SF-424), Project Narrative Attachment Form
Mandatory Completed Documents for Submission: [Empty]

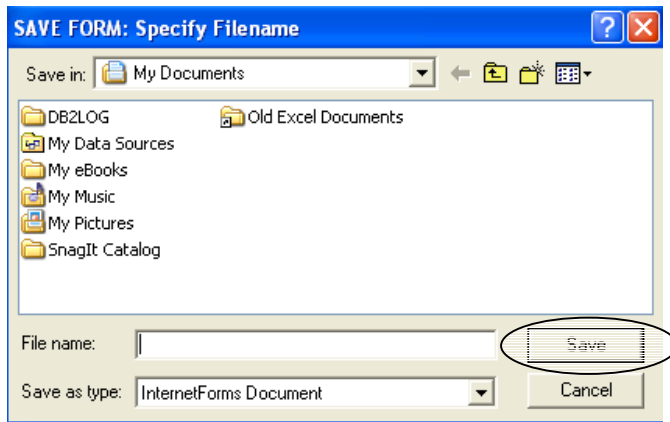
13. A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click **Yes**.



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

15. Enter a name for the application package in the **File Name** field.

16. Click the **Save** button.



17. The application is saved to your computer as an xfd file.

Complete the Application Package

Applications are completed completely off-line.

1. Locate and open the application package you saved on your computer.
2. Verify that the pre-entered information is for the correct grant opportunity.
 - If the incorrect application is listed, close this package by clicking the **Cancel** button at the top of the screen. Then return to Grants.gov to download the correct grant opportunity package.
3. The Office of Sponsored Programs will enter the proposal number in the **Application Filing Name** field located on the **Cover Page** of the application package.

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title:	FY06 National Estuarine Research Reserve Operations
Offering Agency:	National Oceanic and Atmospheric Administration
CFDA Number:	11.420
CFDA Description:	Coastal Zone Management Estuarine Research Reserves
Opportunity Number:	NOS-OCRM-2006-2000575
Competition ID:	
Opportunity Open Date:	03/06/2006
Opportunity Close Date:	04/11/2006
Agency Contact:	Steve Drescher Policy Advisor E-mail: steve.j.drescher@noaa.gov

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: [Redacted]

Mandatory Documents Move Form to Submission List Mandatory Completed Documents for Submission

Application for Federal Assistance (SF-424) Submission List

4. To open a form in the **Mandatory Documents** box and **Optional Documents** box, click on the form name to select it. Click the **Open Form** button which appears below the appropriate box.
 - Complete the SF 424 or SF 424 R&R first, because it will automatically complete additional fields on other forms.

Submit Save Print Cancel Check Package for Errors

CFDA Description:

Opportunity Number:	NOS-OCRM-2006-2000575
Competition ID:	
Opportunity Open Date:	03/06/2006
Opportunity Close Date:	04/11/2006
Agency Contact:	Steve Drescher Policy Advisor E-mail: steve.j.drescher@noaa.gov

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: [Redacted]

Mandatory Documents	Move Form to Submission List	Mandatory Completed Documents for Submission
Application for Federal Assistance (SF-424)	Move Form to Documents List	
Project Narrative Attachment Form		
Budget Narrative Attachment Form		
CD511 Form		
Assurances for Non-Construction Programs (SF-424B)		
Budget Information for Non-Construction Programs (SF-424A)		
		Open Form
Optional Documents	Move Form to Submission List	Optional Completed Documents for Submission
Disclosure of Lobbying Activities (SF-L11)	Move Form to Documents List	
Attachments		
		Open Form

5. All required fields are noted by an asterisk (*) and/or highlighted in yellow. Optional fields and complete fields are displayed in white.

- Invalid or incomplete information in fields will generate an error message upon leaving the field.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
* 3. Date Received: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <small>Completed by Grants.gov upon submission.</small>		4. Applicant Identifier: <input type="text" value=""/>
5a. Federal Entity Identifier: <input type="text" value=""/>		* 5b. Federal Award Identifier: <input type="text" value=""/>
State Use Only:		
6. Date Received by State: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>		7. State Application Identifier: <input type="text" value=""/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value=""/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value=""/>		* c. Organizational DUNS: <input type="text" value=""/>
d. Address:		
* Street1: <input type="text" value=""/>		

6. To exit the form, click the **Close Form** button at the top of the screen.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
* 3. Date Received: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <small>Completed by Grants.gov upon submission.</small>		4. Applicant Identifier: <input type="text" value=""/>
5a. Federal Entity Identifier: <input type="text" value=""/>		* 5b. Federal Award Identifier: <input type="text" value=""/>
State Use Only:		
6. Date Received by State: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>		7. State Application Identifier: <input type="text" value=""/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value=""/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value=""/>		* c. Organizational DUNS: <input type="text" value=""/>
d. Address:		
* Street1: <input type="text" value=""/>		

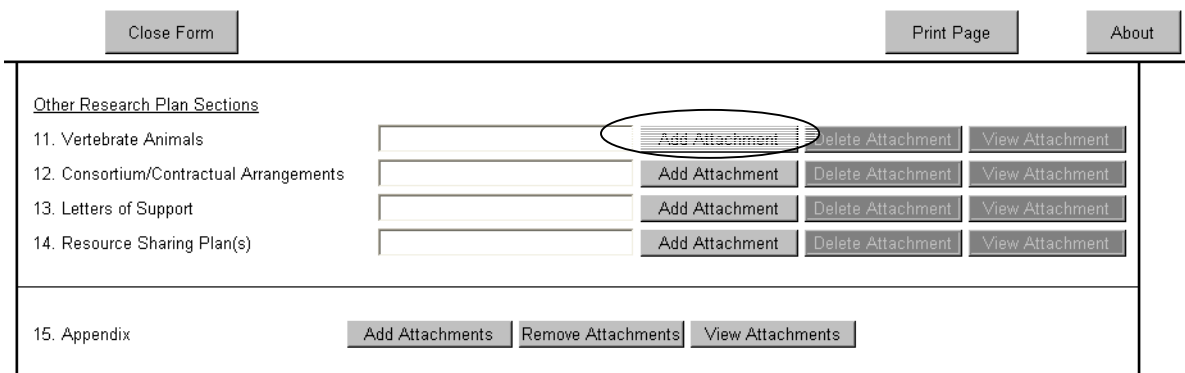
7. Some packages may require attachments (see **Attach Documents in the Application Package** section).

Attach Documents in the Application Package

Some packages may require that you submit specific documents, such as, a program background statement, research plan or appendix.

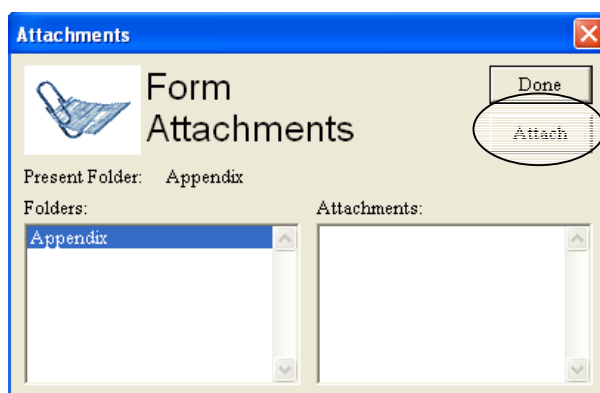
Depending on the instructions you may be able to attach a pdf, text document, word document or other type of document. Check instructions for any file name requirements.

1. Click the **Add Attachment** button located next to the section you wish to attach.

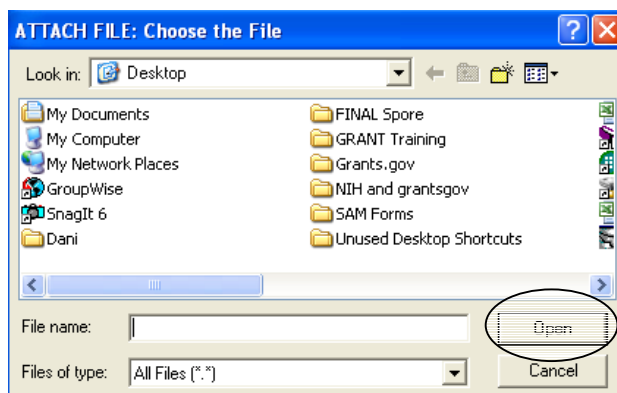


The screenshot shows a web form with several sections. At the top, there are buttons for 'Close Form', 'Print Page', and 'About'. Below these, there is a section titled 'Other Research Plan Sections'. This section contains four rows, each with a text input field and three buttons: 'Add Attachment', 'Delete Attachment', and 'View Attachment'. The 'Add Attachment' button for the first row is circled in red. Below this section, there is a button for 'Add Attachments', 'Remove Attachments', and 'View Attachments'.

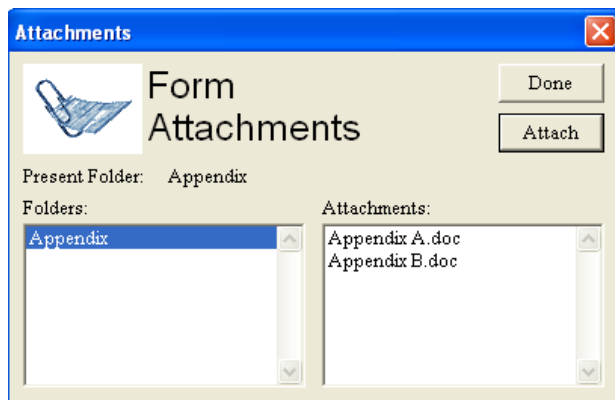
2. Click the **Attach** button.



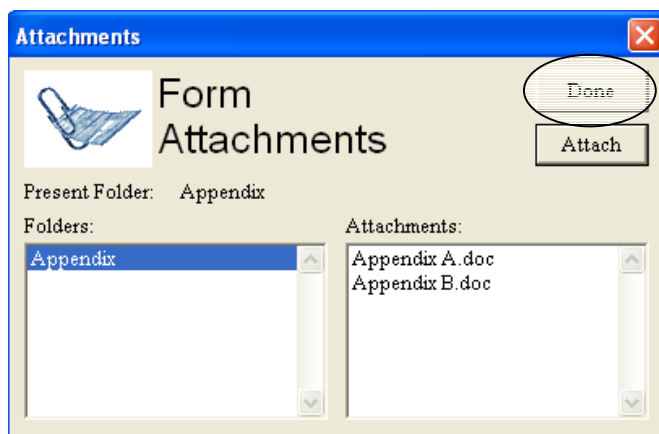
3. Browse to where the document you wish to attach is located on your computer. Select the correct file and click the **Open** button.



- The attached file will appear under the **Attachments** section of the **Form Attachments** box.
- Repeat steps 11 and 12 until you have attached all necessary documents.



- Click the **Done** button when you have finished attaching necessary documents.



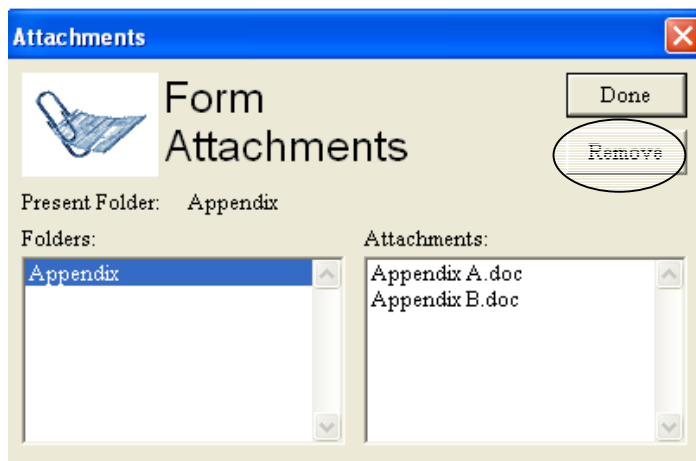
Delete Attachments in the Application Package

- To delete a document that has been attached. Click the **Delete Attachment** or **Remove Attachments** button next to the appropriate field.

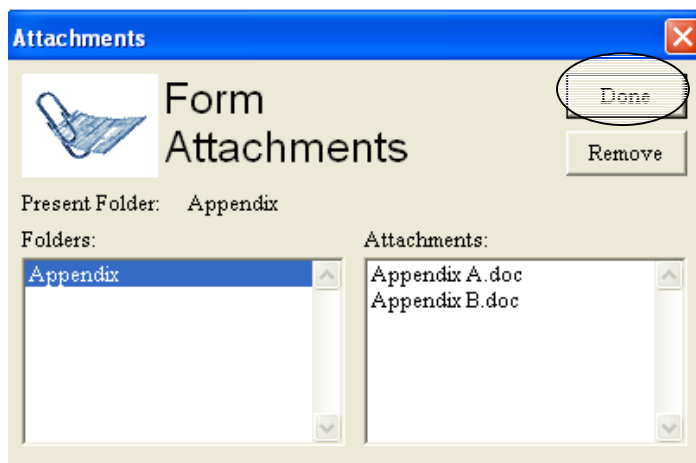
Close Form
Print Page
About

<u>Other Research Plan Sections</u>			
11. Vertebrate Animals	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
12. Consortium/Contractual Arrangements	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
13. Letters of Support	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
14. Resource Sharing Plan(s)	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
15. Appendix			
		Add Attachments	Remove Attachments View Attachments

2. Select the document to be deleted. Click the **Remove** button on the **Form Attachments** window.



3. Click the **Done** Button when you are finished deleting documents.



View Attachments in the Application Package

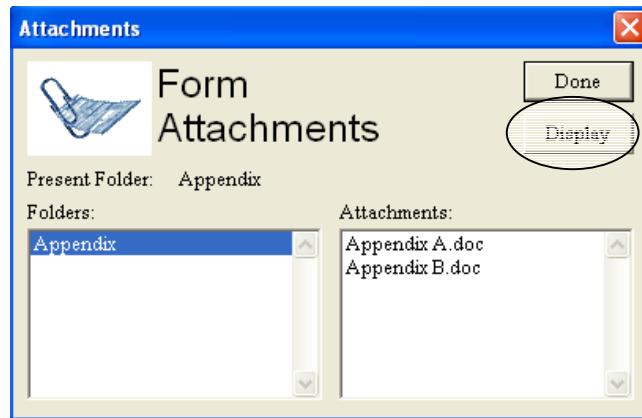
1. To view an attached document. Click the **View Attachments** button next to the appropriate field.

Other Research Plan Sections

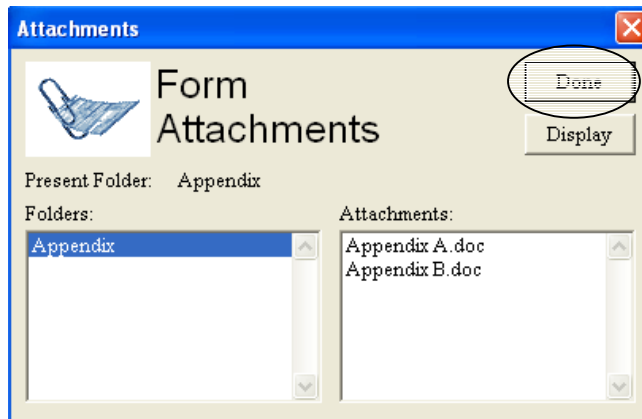
11. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
12. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
13. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
14. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

15. Appendix

2. If multiple documents are attached, select the correct document and click the **Display** button located on the **Form Attachments** window.




3. To return to the form, click the **Done** button located on the **Form Attachments** window or close the open document.



Print the Application Package

To print the entire application package, click the **Print** button at the top of the screen on the **Cover Page** of the application package.



Grant Application Package

Opportunity Title:	FY06 National Estuarine Research Reserve Operations	<p>This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.</p> <p>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.</p>
Offering Agency:	National Oceanic and Atmospheric Administration	
CFDA Number:	11.420	
CFDA Description:	Coastal Zone Management Estuarine Research Reserves	
Opportunity Number:	NOS-OCRM-2006-2000575	
Competition ID:		
Opportunity Open Date:	03/06/2006	
Opportunity Close Date:	04/11/2006	
Agency Contact:	Steve Drescher Policy Advisor E-mail: steve.j.drescher@noaa.gov	

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: [REDACTED]

To print a single form, click the **Print Page** button on the top of the appropriate form.

Application for Federal Assistance SF-424 Version 02

<p>* 1. Type of Submission:</p> <p><input type="radio"/> Preapplication</p> <p><input type="radio"/> Application</p> <p><input type="radio"/> Changed/Corrected Application</p>	<p>* 2. Type of Application:</p> <p><input type="radio"/> New</p> <p><input type="radio"/> Continuation</p> <p><input type="radio"/> Revision</p>	<p>* If Revision, select appropriate letter(s):</p> <p><input type="text" value=""/></p> <p>* Other (Specify):</p> <p><input type="text" value=""/></p>
<p>* 3. Date Received:</p> <p>Completed by Grants.gov upon submission.</p>	<p>4. Applicant Identifier:</p> <p><input type="text" value=""/></p>	
<p>5a. Federal Entity Identifier:</p> <p><input type="text" value=""/></p>	<p>* 5b. Federal Award Identifier:</p> <p><input type="text" value=""/></p>	
<p>State Use Only:</p>		
<p>6. Date Received by State: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/></p>	<p>7. State Application Identifier: <input type="text" value=""/></p>	
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: [REDACTED]</p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <p>[REDACTED]</p>	<p>* c. Organizational DUNS:</p> <p>[REDACTED]</p>	
<p>d. Address:</p>		
<p>* Street1: [REDACTED]</p>		

Route the Package for Internal Approval

1. Move completed forms to the appropriate **Completed Documents for Submission** box.


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: [REDACTED]

Mandatory Documents	Move Form to Submission List	Mandatory Completed Documents for Submission
CD511 Form Assurances for Non-Construction Programs (SF-424B)	=>	Application for Federal Assistance (SF-424) Project Narrative Attachment Form Budget Narrative Attachment Form Budget Information for Non-Construction Programs (SF-424A)
<input type="button" value="Open Form"/>	<=>	<input type="button" value="Open Form"/>

Optional Documents	Move Form to Submission List	Optional Completed Documents for Submission
Disclosure of Lobbying Activities (SF-LLL)	=>	Attachments
<input type="button" value="Open Form"/>	<=>	<input type="button" value="Open Form"/>

2. Click the **Save** button to save changes made to the application.


Grant Application Package

Opportunity Title:	FY06 National Estuarine Research Reserve Operations
Offering Agency:	National Oceanic and Atmospheric Administration
CFDA Number:	11.420
CFDA Description:	Coastal Zone Management Estuarine Research Reserves
Opportunity Number:	NOS-OCRM-2006-2000575
Competition ID:	
Opportunity Open Date:	03/06/2006
Opportunity Close Date:	04/11/2006
Agency Contact:	Steve Drescher Policy Advisor E-mail: steve.j.drescher@noaa.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: [REDACTED]

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

3. Click the **Check Package for Errors** button to make everything is complete.

Submit Save Print Cancel **Check Package for Errors**

GRANTS.GOV™

Grant Application Package

Opportunity Title:	FY06 National Estuarine Research Reserve Operations
Offering Agency:	National Oceanic and Atmospheric Administration
CFDA Number:	11.420
CFDA Description:	Coastal Zone Management Estuarine Research Reserves
Opportunity Number:	NOS-OCRM-2006-2000575
Competition ID:	
Opportunity Open Date:	03/06/2006
Opportunity Close Date:	04/11/2006
Agency Contact:	Steve Drescher Policy Advisor E-mail: steve.j.drescher@noaa.gov

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: [Redacted]

Mandatory Documents Move Form to Submission List Mandatory Completed Documents for Submission

Application for Federal Assistance (SF-424)

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.

4. Correct any found errors.
5. Save the application package again.
6. Forward the completed document five days prior to the date of submission deadline to the Office of Sponsored Programs.
7. The OSP representative, Edmund Brackett, will review the packet and notify you if he has any suggestions to help facilitate the acceptance of the document.
8. When completed, the OSP representative for Park University will upload the file and submit it to Grants.gov.

The following customer support tools are available to assist you when using Grants.gov

Context-Sensitive Help

Context-Sensitive Help provides context-sensitive information for each screen organized in a menu listing topics. Each topic provides detailed information about specific Grants.gov web pages.

- To access the **Context-Sensitive Help** click **Help** at the top of any screen.
- Click the **Menu** button on the bottom of the **Help** screen to return the complete topic list.
- Click the **Search** button on the bottom of the screen to search the **Context-Sensitive Help** for information. Enter a word or Phrase in the **Search** field and click the **Search** button.
- Click the **Exit** button to close the **Context-Sensitive Help**.

Frequent Questions

Frequent Questions is a list of commonly asked questions answers.

- To access the Frequent Questions, click the **Frequent Questions** link on the left of the **Customer Support** screen.
- The questions are categorized to match the Grants.gov site. To view the questions for a specific category, click the category name on the left of the screen.
- To read the answer to a question, click on the question.
- To quickly return to the top of the question list, click the **Return to Questions** link.

Tutorial

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

- **Tutorials** can be accessed within Grants.gov by clicking on the link http://www.grants.gov/images/Application_Package.swf.
- The **Tutorial** is organized by modules. Each module is subdivided into detailed topics.
- Click the **Menu** button on the bottom right of the screen to view a list of modules.
- To access a module, click on the module name or select the module name for the **Module** drop down box on the right of the screen.
- To access a specific topic, click the topic name or select the topic name from the **Topic** drop down box on the right of the screen.
- Click the **Index** button on the bottom of the screen to view a full list of modules and topics.
- Click the **Glossary** button on the bottom of the screen to view a glossary of terms for Grants.gov.
- Click the **Search** button on the bottom of the screen to search the **Tutorial** for information. Enter a word or Phrase in the **Search** field and click the **Search** button.
- Click the **Exit** button to close the tutorial.

User Guide

The User Guide is a well indexed, comprehensive guide to reference information about Grants.gov. It can be accessed online or printed out.

- To view the **User Guide**, click the **User Guide** link on the left of **Customer Support** screen.
- The **User Guide** can be downloaded as a Microsoft Word document or as a PDF document.

Quick Reference

The Quick Reference is a job aid that will provide the information used most often.

- To access the **Quick Reference**, click the **Quick Reference** link in the middle of the **Customer Support** screen.
- Click on a topic to learn more about that topic.
- To return to the top of the page click the **Return to Top of the Page** link.
- To exit the **Quick Reference**, click on the **X** at the upper right corner of the **Quick Reference** screen.

Contact Grants.gov

Email support@grants.gov

Telephone 1-800-518-GRANTS (1-800-518-4726)

Customer Support Center hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. EDT

Contact the Office of Sponsored Programs

For additional information contact:

Edmund Brackett, Director	816.584.6588	ebrackett@park.edu
Kathy VanCleave, Administrative Assistant	816.584.6527	kathy.vancleave@park.edu