

How to prepare an application with grants.gov:

1. Download the PureEdge viewer in which your grant application will be compiled.
Obtained at <http://www.grants.gov/>
2. Establish a new folder on your computer in which you will place and save all of files that pertain to the grant: Your 'PureEdge grant-in-progress file', 'MS WORD files' (~15-20 files), and ADOBE '.pdf print files' of your WORD files (~15-20 files). In the attached .pdf files, keep file names under 20 characters and do not use symbols, underlines, dashes, etc. in the file names.

3. Forms to fill out in the viewer:

Form	Information required	Files attached
SF 424 R & R (cover page)	Research Office contact DUNS Number Tax number Grant Program PI contact Amount requested Project title	
Research and Related Info		ProjectSummary.pdf ProjectNarrative.pdf ProjectReferences.pdf Facilities.pdf Equipment.pdf Other.pdf (multiple files can be attached in subviewer: appendices, supplemental requirements, letter of support, etc.)
R & R Senior Key Person Profile	Contact information for each researcher	<i>For each researcher:</i> BioSketch.pdf CurrentPending.pdf
R & R Personal Data (optional)	PI & Co-PI Social Sec. #, ethnicity survey, etc.	
R & R Budget	Budget info: salary, OPE M&S, Travel, etc. for each year requested	BudgetJustification. pdf (attached only to period (year) 1
CSREES Supplemental	program, subprogram, program code (<i>found in rfp</i>), Info requested about OSU: it is a State Institute of Higher Ed and 1862 Land Grant University with Agricultural Experiment Station	ConflictInterest.pdf (only one file can be attached; thus, the CSREES form for each Pi and Co-PI must be merged in the WORD file prior to creation of the .pdf)
R & R Subaward budget		SubawardBudget1.pdf, SubawardBudget2.pdf, etc.

4. Forms in MS WORD for 'current and pending support', 'conflict of interest', and 'the project summary' are available from the USDA CSREES website or grants.gov.
5. If you want to view your .pdfs in the PureEdge viewer, first open up **INTERNET EXPLORER**, then click 'View attachment' in Pure Edge - Other browsers will not work.
6. Submitting to Research Office. (*NOTE: the process takes longer than in the pre-electronic days*). Research Office first requires a paper copy with signatures run through the proper College office. After review and approval, they will then tell you to send over the Pure Edge file containing your grant application. You send it to the OSU Research Office by attaching it to their Web Portal: <http://oregonstate.edu/research/osprc/webdrop/>. File names cannot have more than 32 characters; avoid use of symbols, underlines, dashes, etc. in the file name.