

Electronic Formatting, Etc

Formatting, Etc

- Font: Arial, Helvetica
 - Size 11 points or larger
 - No more than 15 characters per inch
 - No more than 6 lines/inch
 - 8 ½ x 11 margins
- **NO HEADERS OR FOOTERS**
 - There will be a system-generated reference.
 - Do include section heading as part of the text.
- Figures, Graphcs, Charts, Tables, etc
 - Color can be used in figures; however all text must be in black font. Text may be a smaller type size but must be in black font color.
- Page Limitations:
 - Construct “Research Plan” as a single document (25 page limit), separating sections into distinct PDF attachment.
 - When validation is run for page limits, the Commons will NOT count the white space created by breaking the text into separate files for uploading.

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■ Page Limitations

- Introduction
 - check announcement for specific guidance
 - Not required/not to be submitted for new applications
- Research Plan
 - 25* page limit (text including all figures, charts, tables, and diagrams)
- Biographical Sketches
 - 4 pages per person listed as Senior/Key Persons
- Appendix
 - No page limit; however, no more than 10 publications (including accepted manuscripts); photographs (include a copy in the Research Plan); questionnaires; and other materials that do not photocopy well
- NOTE: Page limitations specified in the PA and RFA announcement in the NIH Guide take precedence.

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Electronic Format

- All attached files must be in Portable Document Format (.pdf format).
 - Converting Documents to .pdf format information is available on the <http://www.grants.gov/Apply> link.
 - Step by step word doc to .pdf document is shown in the following slides.

Converting Documents to .pdf Files

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments pdf conversion

New...
Open... Ctrl+O
Close
Save Ctrl+S
Save As...
Save as Web Page...
File Search...
Permission
Versions...
Web Page Preview
Page Setup...
Print Preview
Print... Ctrl+P
Send To
Properties
1 C:\...\Zenilman CommercialInfosheet
2 F:\...\eSNAP Knowledge Assessment Exa...
3 F:\...\eSNAP Knowledge Assessment Exa...
4 F:\Grants\Director meeting notes
Exit

To convert a Microsoft Word File to
An Adobe File
Click on "File" "Print"

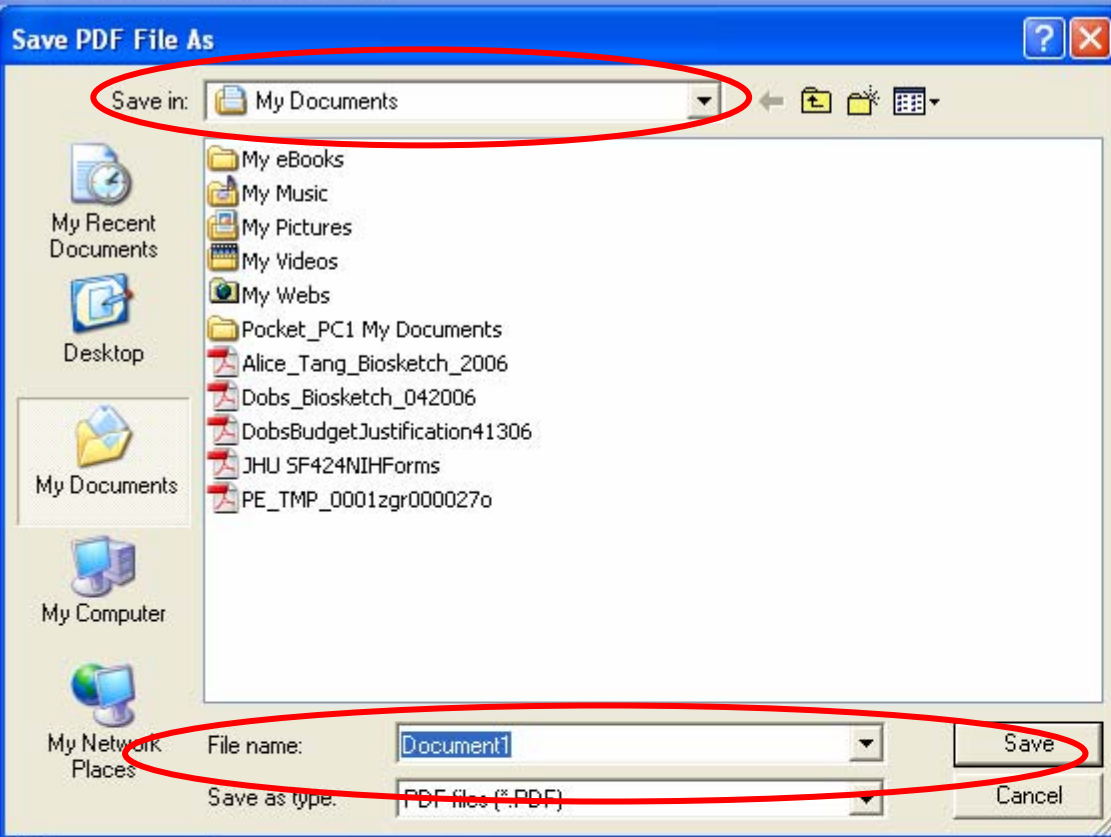
1 2 3 4 5 6 7

1 2 3 4 5 6 7

1 2 3 4 5 6 7

Select Printer Name: Adobe PDF
Click "Ok"

The screenshot shows the 'Print' dialog box in Microsoft Word. The 'Printer' dropdown menu is open, displaying a list of available printers. The printer 'Adobe PDF' is selected and highlighted with a blue background. A red oval is drawn around the 'Printer' label and the 'Adobe PDF' selection. Another red oval is drawn around the 'OK' button at the bottom right of the dialog box. The dialog box also shows other options like 'Page range' (set to 'All'), 'Print what' (set to 'Page'), and 'Scale to paper size' (set to 'No Scaling').




Save PDF file onto your computer.
NOTE: The name of the file must not include any unusual characters, spaces, symbols, etc in the file name.
After the file is named, click "Save".

Creating Adobe PDF

Document Name: Microsoft Word - Document1

PDF Progress
Creating... Test_to_Convert_word_to_pdf_format.pdf



PDF Name: Test_to_Convert_word_to_pdf_format.pdf
PDF Folder: C:\Documents and Settings\reese1\My Documents\

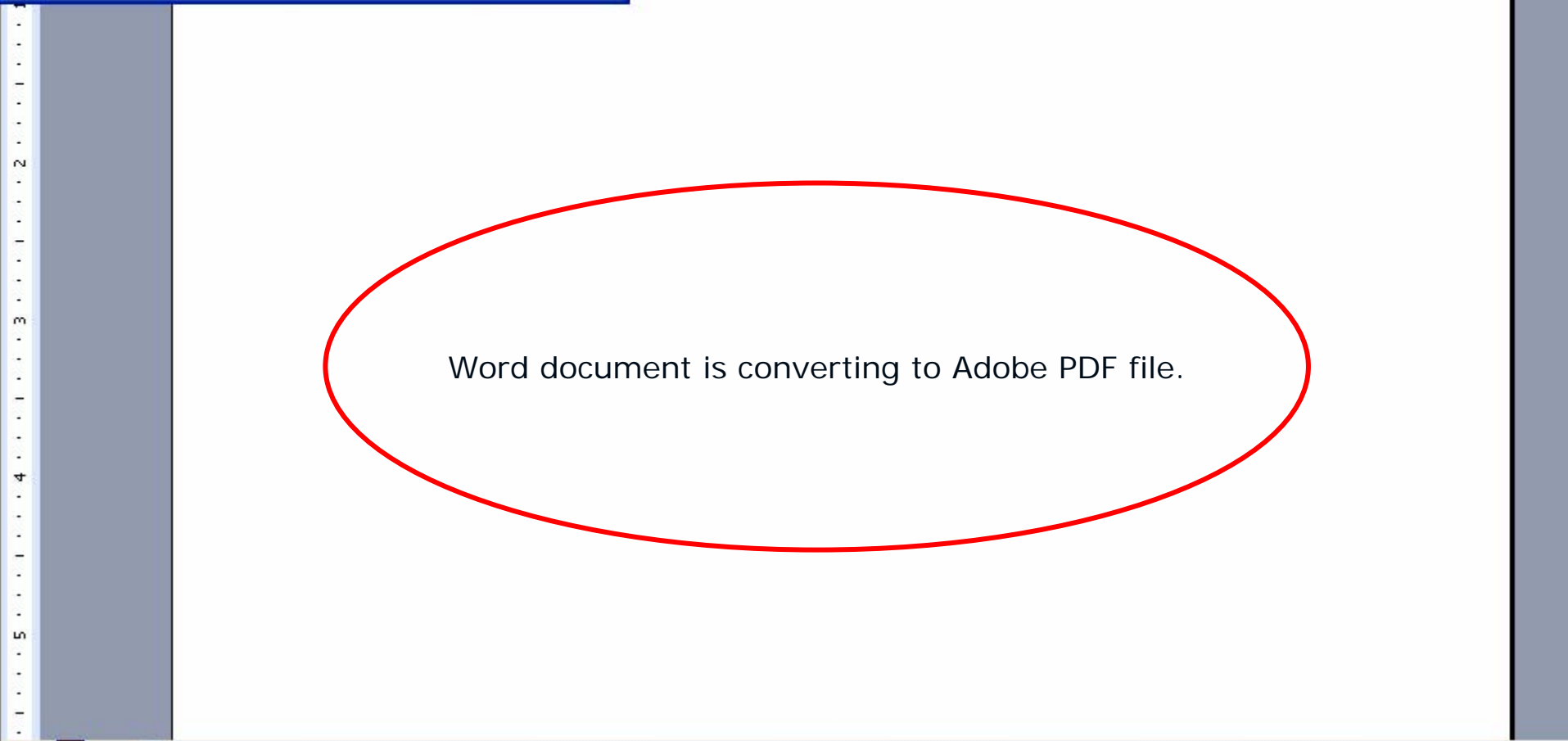
Sending Page: 1

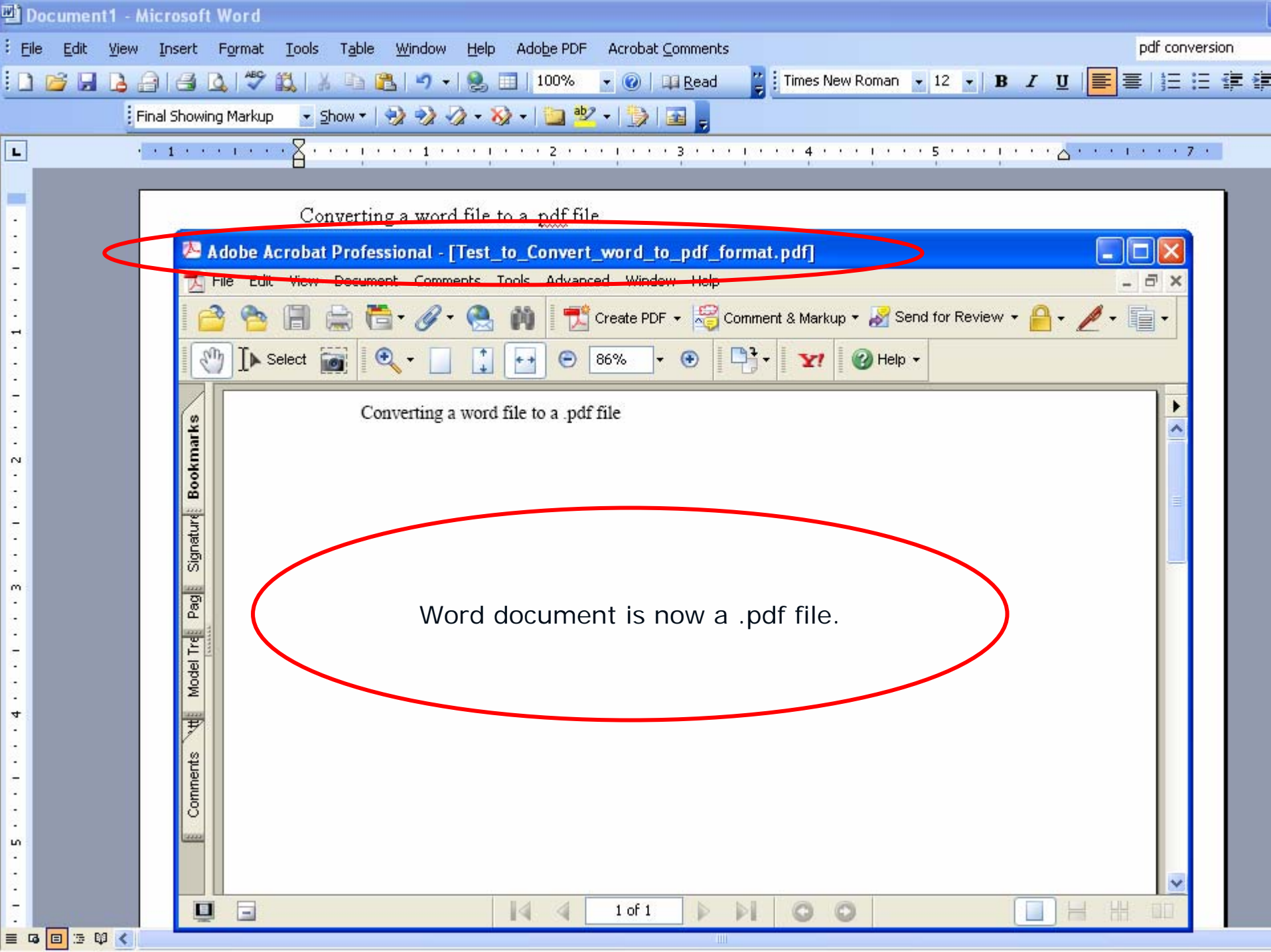
Hide



a .pdf file

Word document is converting to Adobe PDF file.





Converting a word file to a .pdf file

Adobe Acrobat Professional - [Test_to_Convert_word_to_pdf_format.pdf]

File Edit View Document Comments Tools Advanced Window Help

Create PDF Comment & Markup Send for Review

Select 86% Help

Converting a word file to a .pdf file

Word document is now a .pdf file.

Formatting, Etc

- After submission, the eRA system will:
 - Assemble the grant image
 - Generate a Table of Contents
 - Includes headers (PI name) and footers (page numbers) on all pages.

PureEdge Software

Download Instructions

PureEdge Software for Grants.gov submissions

- Web browser using Internet Explorer, Firefox, Mozilla, or Safari: <http://www.grants.gov>
 - You will need to download the free software package “Pure-edge Viewer” to prepare and/or submit proposals. The link is located under <http://www.grants.gov> “Apply for Grants” tab.
 - Note: Mac users can now use Virtual PC that Microsoft bundled with Office 10 professional. This software was created for use with PCs – if you have another type of system, you will not be able to submit from that computer.
 - PureEdge is only a file, not a web site.
 - Enable cookie support and pop-ups.



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Do you have the Funding Opportunity and/or CFDA number of the grant for which you want to apply? You need it to download the grant application and apply for a grant.

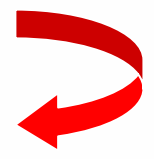
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You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number. In order to view application packages and application instructions, you will also need to download and install the [PureEdge Viewer](#). This small, free program will allow you to view, access, complete, and submit applications electronically and securely.

Apply Step 2: Complete the Selected Grant Application Package

You can complete the application offline — giving you the flexibility to complete grant applications when and where you want. It also enables you to easily route it through your organization for review, or completion of various components, just like any other email attachment. Everything you need to know is included in the application package and instructions.



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