

## How to Apply for a Grant via Grants.gov

[Grants.gov](http://www.grants.gov) is anticipated to become, by the end of FY 2007, the single access point for grant submissions to all Federal grantmaking agencies. By then, all opportunities should be found via the Grants.gov “Find” function and should be available for proposal submission via the Grants.gov “Apply” function.

NOTE: Winston-Salem State University is already the registered “Applicant” with Grants.gov. Therefore, faculty do NOT need to register.

Following are the steps for applying for a grant via Grants.gov:

STEP 1: If you do not currently have it installed on your computer, download the PureEdge Viewer at <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. This software is required to view application packages and enter information in the relevant forms.

STEP 2: Download the application package at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

If you need to find the opportunity first, click on the “Find Grant Opportunities” tab at the top right of the screen and use the search tools. After determining the opportunity’s identifiers (CFDA number, etc.), click on “Apply for Grants” and then “Apply Step 1.”

STEP 3: Complete the application package according to the instructions at <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. You may complete the package offline and even send it to others as an email attachment.

First, complete all the required forms, starting with the SF 424 form, by inputting information into the yellow fields. OSP’s [Standard Institutional Information](#) page offers the information requested on the SF 424 form. Then, move all completed forms from the “Mandatory Documents” or “Optional Documents” boxes into the “Completed Documents” boxes using the => arrows.

NOTE: The application package cannot be submitted until the survey in the “Optional Documents” box has been completed and moved to the “Completed Documents” box.

STEP 4: Save the final version of the application package by clicking on the “Save” button.

STEP 5: Check the application for errors by clicking on the “Check Package for Errors” button. If there are errors, correct them and save the application package again by clicking on the “Save” button.

STEP 6: Print the entire application package by clicking on the “Print” button.

- STEP 7: Save the application package to a disk to include with the complete proposal package that will be submitted to OSP (see Step 8 below).
- STEP 8: No later than five (5) business days prior to the sponsor deadline, prepare and submit to OSP the complete proposal package, including the following:
- A completed [Internal Proposal Processing Form](#), signed by the PI, all co-PIs, their supervisors or chairs, and their unit heads or deans.
  - A hardcopy printout of the application guidelines.
  - A hardcopy printout of the complete [Grants.gov](#) application package.
  - An electronic copy of the complete [Grants.gov](#) application package. (NOTE: Save the electronic copy on a disk and include it in the complete proposal package.)
  - Any applicable internal forms, such as Cost-Sharing/Match, per the [Proposal Checklist](#).
  - Any additional forms or letters required by the sponsor. (NOTE: The Pre-Award Administrator is solely responsible for obtaining letters of support from the Chancellor and Provost, if required by the sponsor.)

After you submit your complete proposal package, OSP will review your proposal against the sponsor guidelines and route it for authorizing signatures. [NOTE: Please remain available during this period in order to answer any questions that may arise.]

WSSU's Authorized Organizational Representative (AOR) will then submit the proposal by the sponsor due date and time. You will receive notification from OSP that your proposal has been submitted.