



Submission Tips

General Grants.gov Tips:

- **Registration:** ONLY RSP has accounts in Grants.gov—Dept Administrators and PIs DO NOT need accounts.
- Proprietary software is required!
 - PC users - Download the PureEdge software at: <http://www.grants.gov/DownloadViewer>
 - Mac Users – The software to fill out the forms does not work on a Macintosh. You can use the UW's Citrix Server to allow you to work on the forms. See <http://www.rsp.wisc.edu/preaward/macusers.html> for guidance. Note: the Citrix server does not have Adobe on it. You will not be able to review pdf attachments once uploaded through the Citrix server.
- Read the agency User Guide (if applicable) and most importantly, READ and follow the specific guidance found in the RFA, PA, or Solicitation. This guidance will take you through the application package step-by-step.
- PureEdge is software downloaded to your local drive. It is not a web-based interactive system. You need to save the application package locally. The file does not automatically save. You must hit the save button in the PureEdge software to save the data entered.
- A t-form is required for submission. You may upload the completed file at <https://www.rsp.wisc.edu/preaward/peupload.cfm> but route a t-form and hard copy to your Department and Dean's offices as well.
- You must complete **all** required budget fields for one budget period before moving on to the next (document will not allow you to move forward).
- Budgets in G.g calculate effort in person months rather than on a percentage basis. (See <http://www.rsp.wisc.edu/PMconversion.xls> for conversion help)
- Human Subjects Assurance Number - The FWA Assurance number for the University is FWA00005399. The Field length for Human Subject Assurance number on the SF 424 R&R Other Project Information page is 8 characters. **Use only 00005399**
- Grant Application Package Header (first screen you see when you open a package) - Application Filing Name = PI Last Name_Agency **unless RFA instructions state otherwise**
- PureEdge forms have Next Page/Previous Page buttons on the top of the forms for navigation. Forms with more than one page need to be navigated to using these buttons.