Customer Support

Grants.gov
www.grants.gov
Toll Free: 1-800-518-4726
Business Hours: M-F 7:00 am - 9:00 pm ET
Email: support@grants.gov

If presented with a short time-frame, it is best to contact Grants.gov for assistance by telephone.
A high volume of questions may delay an Email response.

Assistance Includes:
• Registering your organization with Grants.gov
• Downloading and navigating the PureEdge Viewer
• Using the PureEdge Viewer with non-Windows systems
• Submitting an application package

CSREES Electronic Submission
www.csrees.usda.gov/funding/electronic
Phone: 202-401-5048
Business Hours: M-F 7:00 am - 5:00 pm ET, excluding Federal holidays
Email: electronic@csrees.usda.gov

Assistance Includes:
• Tips for preparing your application package
• Frequently Asked Questions (FAQs)

Additional Information

Frequently Asked Questions
If you have questions about the electronic submission process, visit the CSREES Website
and review frequently asked questions.
www.csrees.usda.gov/funding/electronic_faq

How Do I Find the Request for Applications (RFA)?
To find the Request for Applications (RFA) that best fits your research, education, and/or extension activity, review the CSREES Website.
www.csrees.usda.gov/fo/funding.cfm

Why the Move to Electronic Submission?
Moving to electronic submission streamlines the proposal process, allows an almost immediate transmission of grant-related items, and improves agency and grantee efficiency.

For additional information, please visit the CSREES Website.
www.csrees.usda.gov/business/other_links/egov/csrees/egrants
Tips for Preparing and Submitting Your Electronic Application Package

Preparing the Package

Are You Registered?
Confirm with your grant coordinator that your institution is registered with Grants.gov. Registration is required before submitting an application package and may take up to one month to complete.

Those individuals that need to register, follow the steps at:
www.grants.gov/applicants/get_registered.jsp

How Do I Submit?
PureEdge Viewer software is required to download, complete, and submit the application package electronically. The PureEdge Viewer can be downloaded at the Grants.gov Website.

www.grants.gov/resources/download_software.jsp

Special Instructions for Non-Windows Users
For non-Windows users, a free Citrix server is available to remotely launch a Windows session and submit an application package. Submission for non-Windows users may take considerably more time. More information for non-Windows users is available on Grants.gov.

Documents for Electronic Submission
Two documents are required to complete the application package.

- Request for Applications (RFA)
- CSREES Grants.gov Application Guide

These documents are available on the CSREES Website or through the relevant funding opportunity announcement on Grants.gov.

www.csrees.usda.gov/funding/electronic

Completing the Package

Enter Your Data Correctly
In order to accurately route your application package, it is essential the following data are correct.

- Verify the pre-populated Funding Opportunity Name and Number are correct
- Enter the Program Code and Name as stated in the RFA

How to Include Attachments
All attachments to your application package must be in the Portable Document Format (PDF).

Check all documents after conversion to PDF to ensure formatting has not changed, e.g. page limitations, and that the documents are readable.

Attachments must be converted to PDF prior to attachment in the PureEdge Viewer. Grants.gov and the PureEdge Viewer will not convert the files automatically.

Information on software to create PDF documents is available at the Grants.gov Website.

How to Save Your Application Package?
When working in the PureEdge Viewer, save your application package to your computer.

Submitting the Package

Use of Netscape or Firefox as a web browser may create difficulties submitting your application package.

A high-speed internet connection is recommended when submitting an application package through Grants.gov. If a high-speed internet connection is not available, the submission may take more time and may require that you adjust the settings on your computer.