

Sample SF 424 (R&R) Form Quick Reference

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Complete all mandatory fields that are **Yellow** or have an ***Asterisk**, when completing the SF 424 (R&R) application online, or the application will not be validated, meaning the application will not be processed by Grants.gov. Answer with **N/A** if a **mandatory question** does not apply. Access the **Help Mode** button within the top toolbar for assistance with any field.

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	2. DATE SUBMITTED <input style="width: 100%;" type="text"/>	Applicant Identifier <input style="width: 100%;" type="text"/>
	3. DATE RECEIVED BY STATE <input style="width: 100%;" type="text"/>	State Application Identifier <input style="width: 100%;" type="text"/>
1. * TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	4. Federal Identifier <input style="width: 100%;" type="text"/>	

Field Number:	Field Name:	Field Information:
1 *Type of Submission	Pre-application Changed/Corrected Application Application	Check only one box. <ul style="list-style-type: none"> Check Pre-application for pre-proposals only. This information will be found in application instructions. Check Changed/Corrected Application if a corrected application is being submitted. Check Application for all other situations.
2	Date Submitted Applicant Identifier	<ul style="list-style-type: none"> Leave blank. Your proposal review office analyst will fill in this field. Enter an Identifier that will assist in your personal identification of this proposal.
3	Date Received by State State Application Identifier	<ul style="list-style-type: none"> Leave blank. Leave blank.
4	Federal Identifier	<ul style="list-style-type: none"> For a New application, do not complete this field. For a Changed/Corrected Application, enter the Grants.gov tracking number, which was provided in an e-mail when new application was first submitted to Grants.gov. If this is a Continuation, Revision, or Renewal, enter the assigned Federal Identification Number or Grant Number, even if submitting a changed or corrected application. Please Note: For National Science Foundation (NSF) proposals; if a New, full application is being submitted that is related to a previously submitted preliminary application, enter the assigned preliminary application number in this field.

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5. APPLICANT INFORMATION		* Organizational DUNS: <input style="width: 150px;" type="text"/>	
* Legal Name: <input style="width: 800px;" type="text"/>			
Department: <input style="width: 150px;" type="text"/>		Division: <input style="width: 150px;" type="text"/>	
* Street1: <input style="width: 150px;" type="text"/>		Street2: <input style="width: 150px;" type="text"/>	
* City: <input style="width: 100px;" type="text"/>	County: <input style="width: 150px;" type="text"/>	* State: <input style="width: 50px;" type="text"/>	
Province: <input style="width: 100px;" type="text"/>	* Country: <input style="width: 50px;" type="text"/>	* ZIP / Postal Code: <input style="width: 100px;" type="text"/>	
Person to be contacted on matters involving this application			
Prefix: <input style="width: 50px;" type="text"/>	* First Name: <input style="width: 150px;" type="text"/>	Middle Name: <input style="width: 150px;" type="text"/>	* Last Name: <input style="width: 150px;" type="text"/>
			Suffix: <input style="width: 50px;" type="text"/>
* Phone Number: <input style="width: 100px;" type="text"/>	Fax Number: <input style="width: 100px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>	

Field Number:	Field Name:	Field Information:
5. Applicant Information	*Organizational DUNS:	<ul style="list-style-type: none"> Enter 04-670-5849
	*Legal Name	<ul style="list-style-type: none"> Enter The Regents of the University of California
	Department	<ul style="list-style-type: none"> Office of Research Administration
	Division	<ul style="list-style-type: none"> Leave blank.
	*Street 1	<ul style="list-style-type: none"> 300 University Tower
	Street 2	<ul style="list-style-type: none"> Leave blank.
	*City	<ul style="list-style-type: none"> Irvine
	County	<ul style="list-style-type: none"> Orange
	*State	<ul style="list-style-type: none"> From the drop-down menu, select CA
	Province	<ul style="list-style-type: none"> Leave blank.
	*Country	<ul style="list-style-type: none"> From the drop-down menu, select USA
*Zip Code	<ul style="list-style-type: none"> 92697 – Use only a 5-digit zip code. 	
Person to be contacted on matters involving this application. The ORA website provides contact information for your SP Officers (http://www.rgs.uci.edu/ora/staff/)	Prefix	<ul style="list-style-type: none"> Enter the appropriate information.
	*First Name	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
	Middle Name	<ul style="list-style-type: none"> Enter Contract and Grant Officer's information.
	*Last Name	<ul style="list-style-type: none"> Enter Contract and Grant Officer's information.
	*Phone Number	<ul style="list-style-type: none"> Enter Contract and Grant Officer's information.
	Fax Number	<ul style="list-style-type: none"> Enter Contract and Grant Officer's information.
Email	<ul style="list-style-type: none"> Enter Contract and Grant Officer's information. 	

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6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): <input style="width: 100%;" type="text"/>	7. * TYPE OF APPLICANT: <input style="width: 100%;" type="text"/> <p style="text-align: center; font-size: small;">Please select one of the following</p>
8. * TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	Other (Specify): <div style="text-align: center; font-size: small;">Small Business Organization Type</div> <input checked="" type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged
If Revision, mark appropriate box(es). <input checked="" type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input checked="" type="checkbox"/> E. Other (specify):	9. * NAME OF FEDERAL AGENCY: <input style="width: 100%;" type="text"/>
* Is this application being submitted to other agencies? Yes <input type="checkbox"/> No <input type="checkbox"/> What other Agencies?	10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input style="width: 100%;" type="text"/> TITLE: <input style="width: 100%;" type="text"/>

Field Number:	Field Name:	Field Information:
6.	*Employer Identification (EIN) or (TIN)	<ul style="list-style-type: none"> Enter 95-2226406. Enter 195-2226406-A1 for applications being submitted to the National Institutes of Health (NIH).

Field Number:	Field Name:	Field Information:
7.	*Type of Applicant	<ul style="list-style-type: none"> From the drop-down menu select H: Public/State Controlled Institution of Higher Education.

Field Number:	Field Name:	Field Information:
8.	*Type of Application	<p>Check only one box.</p> <ul style="list-style-type: none"> Check either; New, Resubmission, Renewal, Continuation, or Revision. Mark the appropriate box(es) for a Revision application. Check the appropriate box if the application is being submitted to other agencies; then list the agency(s).

Field Number:	Field Name:	Field Information:
9.	*Name of Federal Agency	<ul style="list-style-type: none"> This field should automatically populate as a result of the funding announcement. If it does not populate follow the application instructions, and enter the name of the Federal agency.

Field Number:	Field Name:	Field Information:
10.	Catalog of Federal Domestic Assistance Number	<ul style="list-style-type: none"> This field should automatically populate as a result of the funding announcement. If it does not populate, enter the appropriate CFDA number (only one), and the appropriate title. Leave blank for applications being submitted to the National Institutes of Health (NIH).

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11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <input style="width: 90%; height: 20px;" type="text"/>	
12. * AREAS AFFECTED BY PROJECT <i>(cities, counties, states, etc.)</i> <input style="width: 90%; height: 20px;" type="text"/>	
13. PROPOSED PROJECT: * Start Date <input style="width: 150px;" type="text"/> * Ending Date <input style="width: 150px;" type="text"/>	14. CONGRESSIONAL DISTRICTS OF: a. * Applicant <input style="width: 150px;" type="text"/> b. * Project <input style="width: 150px;" type="text"/>

Field Number:	Field Name:	Field Information:
11.	*Descriptive Title of the Applicant's Project	<ul style="list-style-type: none"> Enter the full title of the project. Please Note: The National Institutes of Health (NIH) and other Public Health Service (PHS) agencies limit the title of the project to 81 characters.

Field Number:	Field Name:	Field Information:
12.	*Areas affected by Project (Cities, counties, states, etc.)	<ul style="list-style-type: none"> Enter geographical location affected by the project. Enter N/A for applications being submitted to the National Institutes of Health (NIH).

Field Number:	Field Name:	Field Information:
13. *Proposed Project	Start Date Ending Date	<ul style="list-style-type: none"> Enter the start date of the project based on the application instructions. Enter the anticipated end date based on the duration of the project and the application instructions.

Field Number:	Field Name:	Field Information:
14. *Congressional Districts Of	a. *Applicant b. *Project	<ul style="list-style-type: none"> Enter 48. Enter the appropriate Congressional District where the Project is being conducted: <ul style="list-style-type: none"> 48 – UCI Campus 40 – UCI Medical Center 46 – Long Beach VA Medical Center

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15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION				
Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Position/Title:	* Organization Name:			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
Department:	Division:			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
* Street1:	Street2:			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
* City:	County:	* State:		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Province:	* Country:	* ZIP / Postal Code:		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
* Phone Number:	Fax Number:	* Email:		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		

OMB Number: 4040-0001
Expiration Date: 04/30/2008

Field Number:	Field Name:	Field Information:
15. Project Director/Principal Investigator Contact Information	Prefix	<ul style="list-style-type: none"> Enter the necessary information.
	*First Name	<ul style="list-style-type: none"> Enter the necessary information.
	Middle Name	<ul style="list-style-type: none"> Enter the necessary information.
	*Last Name	<ul style="list-style-type: none"> Enter the necessary information.
	Suffix	<ul style="list-style-type: none"> Enter the necessary information.
	Position/Title	<ul style="list-style-type: none"> Enter UCI payroll title.
	*Organization Name	<ul style="list-style-type: none"> Populates with the information entered in *Legal Name.
	Department	<ul style="list-style-type: none"> Enter the Lead Department/ORU for the Principal Investigator.
	Division	<ul style="list-style-type: none"> Enter the Division or "School of..." as appropriate.
	*Street 1	<ul style="list-style-type: none"> Enter the necessary information.
	Street 2	<ul style="list-style-type: none"> Enter the Director/Principal Investigator's Mail Code.
	*City	<ul style="list-style-type: none"> Enter the necessary information.
	County	<ul style="list-style-type: none"> Enter the necessary information.
	*State	<ul style="list-style-type: none"> From the drop-down menu, select CA.
	Province	<ul style="list-style-type: none"> Leave blank.
	*Country	<ul style="list-style-type: none"> From the drop-down menu, select USA.
	*Zip Code	<ul style="list-style-type: none"> Enter the necessary information.
	*Phone Number	<ul style="list-style-type: none"> Enter the necessary information.
Fax Number	<ul style="list-style-type: none"> Enter the necessary information. 	
*Email	<ul style="list-style-type: none"> Enter the necessary information. 	

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SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE

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<p>16. ESTIMATED PROJECT FUNDING</p> <p>a. * Total Estimated Project Funding <input style="width: 150px; height: 20px;" type="text"/></p> <p>b. * Total Federal & Non-Federal Funds <input style="width: 150px; height: 20px;" type="text"/></p> <p>c. * Estimated Program Income <input style="width: 150px; height: 20px;" type="text"/></p>	<p>17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</p> <p>a. YES <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____</p> <p>b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</p>
<p>18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</p> <p><input type="checkbox"/> * I agree</p> <p><small>* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small></p>	

Field Number:	Field Name:	Field Information:
16.	<p>a. *Total Estimated Project Funding</p> <p>b. *Total Federal & Non-Federal Funds</p> <p>c. *Estimated Program Income</p>	<ul style="list-style-type: none"> Enter the Total Costs Requested. Enter the Total Costs Requested and any requested Cost Sharing funds. Enter any program income that may be generated from the project.

Field Number:	Field Name:	Field Information:
17.	<p>a. YES b. NO</p> <p>Date _____</p>	<ul style="list-style-type: none"> Check the YES or NO box as appropriate. The Funding Opportunity Announcement instructions will indicate if the 12372 process is applicable. If YES was checked, enter the date, then contact your Contract and Grant Officer to discuss. Please Note: The National Institutes of Health (NIH) are not subject to the 12372 process, so check NO. Please Note: For National Science Foundation (NSF) proposals, your Contract and Grant Officer will assist in filling in this box.

Field Number:	Field Name:	Field Information:
18.	Certifications and Assurances	<ul style="list-style-type: none"> Check the *I agree box.

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19. Authorized Representative				
Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Position/Title:	* Organization:			
<input type="text"/>	<input type="text"/>			
Department:	Division:			
<input type="text"/>	<input type="text"/>		<input type="text"/>	
* Street1:	Street2:			
<input type="text"/>	<input type="text"/>		<input type="text"/>	
* City:	County:	* State:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Province:	* Country:	* ZIP / Postal Code:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
* Phone Number:	Fax Number:	* Email:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
* Signature of Authorized Representative			* Date Signed	
Completed on submission to Grants.gov			Completed on submission to Grants.gov	

Field Number:	Field Name:	Field Information:
<p style="text-align: center;">19.</p> <p style="text-align: center;">Authorized Representative</p> <p>Please Note: The ORA website provides contact information for your SP Officers (http://www.rgs.uci.edu/ora/staff/)</p>	Prefix	<ul style="list-style-type: none"> Enter the necessary information.
	*First Name	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
	Middle Name	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
	*Last Name	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
	Suffix	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
	Position/Title	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
	*Organization Name	<ul style="list-style-type: none"> Populates with the information entered in *Legal Name.
	Department	<ul style="list-style-type: none"> Enter Office of Research Administration
	Division	<ul style="list-style-type: none"> Leave blank
	*Street 1	<ul style="list-style-type: none"> 300 University Tower
	Street 2	<ul style="list-style-type: none">
	*City	<ul style="list-style-type: none"> Irvine
	County	<ul style="list-style-type: none"> Orange
	*State	<ul style="list-style-type: none"> From the drop-down menu, select CA.
	Province	<ul style="list-style-type: none"> Leave blank.
	*Country	<ul style="list-style-type: none"> From the drop-down menu, select USA.
	*Zip Code	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information.
*Phone Number	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information. 	
Fax Number	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information. 	
*Email	<ul style="list-style-type: none"> Enter the Contract and Grant Officer's information. 	

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20. Pre-application <input style="width: 90%;" type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
21. Attach an additional list of Project Congressional Districts if needed.			
<input style="width: 90%;" type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

Field Number:	Field Name:	Field Information:
20.	Pre-application	<ul style="list-style-type: none"> Leave blank or complete and attach a Pre-application.

Field Number:	Field Name:	Field Information:
21.	Attach an additional list of Projects Congressional Districts if needed.	<ul style="list-style-type: none"> Attach additional Congressional Districts as appropriate.

UCI and Grants.gov Quick Reference

B

Step #1 – Download and install the appropriate software:

- **Adobe-based application forms are now available for most funding opportunities.** A Grants.gov compatible version of Adobe Reader is required to prepare and submit an Adobe-based application. Grants.gov currently recommends Adobe Reader versions 8.1.3 or higher; compatible versions are listed on the Grants.gov [Download Software](#) page and are updated as they are produced. **The Grants.gov compatible version of Adobe Reader must be installed BEFORE downloading the new application forms.**
- Some federal agencies still require users to download and install PureEdge Viewer. The PureEdge Viewer will allow you to access, complete and submit all grant application packages electronically and securely through Grants.gov.
- PureEdge Viewer was written for Microsoft Windows and has limited capabilities for Macintosh, UNIX, and Linux users. To run PureEdge on a Macintosh computer, Grants.gov has created three options to allow Mac OS 10 users to complete their application packages. The information regarding these options is available at: http://www.grants.gov/resources/download_software.jsp

Step #2 – Identify Grant Opportunities:

- Most funding opportunities are found in the “Find Grant Opportunities” section of the Grants.gov.
- Once a funding opportunity has been located, write down the Funding Opportunity number or the CFDA number, as either of these numbers, will need to be entered manually when the application package is ready to be downloaded.

Step #3 – Download the Application Package and Instructions:

- Each application package and their accompanying instructions are linked to a specific funding opportunity announcement or FOA. Once a funding opportunity has been chosen, enter the Funding Opportunity number or CFDA number, and download the application package and instructions.
- Save the application package, as well as the instructions to your hard drive, as the grant application will be completed on your own computer and not using the Grants.gov Web site.

Step #4 – Complete the Application Package:

- Complete all mandatory fields in yellow or have an asterisk, or the application will not be validated. Answer with zero or N/A if a mandatory question doesn't apply.
- Open and complete all of the forms that are listed in the Mandatory Documents box. Complete the SF424 or SF424(R&R) first, as it pre-populates some of the other forms within the application package.
- Move all completed forms to the Mandatory Completed Documents for Submission box. Additionally, move all of the completed Optional Documents from the Optional Documents box to the Optional Completed Documents for Submission box.
- Click the “Check Package for Errors” button at the top of the screen. If errors are returned, make the necessary adjustments and/or edits. Since all errors are not listed at once, continue checking for errors by re-clicking the Check Package for Errors button until no more errors are listed.
- Click the Save button, to save the final copy of the application package. A dialog box will appear asking how you would like save the PureEdge file. As a suggestion, name the PureEdge file using the PI's last name.
- If the application package needs revising, simply open the appropriate file, make the necessary revisions, click the Check Package for Errors button, and do so until no more errors are listed, and then click the Save button.

Other UCI Vital Information:

- “Legal Name of Applicant” can vary between agencies:
 - » For NSF proposals use: University of California, Irvine.
 - » Proposals from all other agencies use: The Regents of the University of California.
- DUNS Number is 04-670-5849.
- Employer Identification Number (EIN) for UCI is: 95-2226406 or 195-2226406-A1 for NIH proposals.
- For “Type of Applicant” choose:
 - » H. Public/State Controlled Institution of Higher Education – for SF 424 (R&R) version 2.
 - » P. Other. Public, Non-profit, Educational Institution – for SF 424 or SF 424 (R&R) version 1.
- Cage Code is 0VWLO.
- Congressional Districts are:
 - 48 – UCI Main Campus
 - 40 – UCI Medical Center
 - 46 – Long Beach VA Medical Center
- [Grants.gov](#) section within the SP Web site.


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Quick Reference

- NIH Instructions, tips, training materials, and FAQs are available at: <http://era.nih.gov/ElectronicReceipt/>. These instructions frequently override the instructions on the Grants.gov Web site, and the NIH instructions in the individual FOAs supersede all others.
- Subscribe to NIH's esubmission listerv at: <http://era.nih.gov/ElectronicReceipt/listserv.htm>, as well as to the NIH Guide for Grants and Contracts at: <http://era.nih.gov/ElectronicReceipt/listserv.htm>. These will provide the latest instructions and FOAs as NIH's procedures for interacting with Grants.gov evolve.
- NIH recommends that you access the Grants.gov application packages only through the Funding Opportunities listed in the NIH Guide for Grants and Contracts. Entering a CFDA number will not work for NIH.
- NIH has issued "Parent" FOAs for mechanisms such as R03, R13, and R21 under which PI's can submit what would formerly have been called an "unsolicited" or "investigator-initiated" proposal.
- NIH wants the 12 digit version of the Employer Identification Number (EIN): 195-2226406-A1
- NIH only accepts PDF files as attachments, and has very specific requirements for their names and contents. Access http://era.nih.gov/ElectronicReceipt/pdf_guidelines.htm for further detailed information.
- PIs must be registered by Sponsored Projects in the NIH eRA Commons prior to submitting an application to Grants.gov. Please contact the SP Team assigned to your unit (http://apps.research.uci.edu/orastaff/staff.cfm?view_department=spda) to register.
- The PI's eRA Commons User ID must be entered in the field called "Credential, e.g. agency login." This field is located on the Senior/Key Person Profile(s) component of the grant application, in the first section called "Profile – Project Director/Principal Investigator" underneath the phone field.
- NIH's Grants.gov submission deadline is 5PM local Irvine time on the day of the deadline.
- After NIH retrieves an application from Grants.gov, it applies its own validation procedures. "Errors" and "Warnings" are posted on the eRA Commons. "Errors" must be corrected or the application is automatically rejected. "Warnings" are advisory, and depending on the specifics, may or may not need to be addressed. This is why applications need to be submitted initially early enough so that any required corrections can be made prior to the deadline.
- After an application appears on the eRA Commons, NIH allows the PI only 2 days to review it for errors. These 2 days do not include weekends, but do include holidays. If the application, as displayed on the eRA Commons is not acceptable, the PI must ask the UCI Contract and Grant Officer to withdraw the incorrect version. If the errors were not caused by Grants.gov or NIH, submissions of corrected versions after the deadline will be considered "Late" applications.

NSF and Grants.gov Quick Reference

D

- NSF grant applications using Grants.gov must be prepared and submitted in accordance with the NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov, and can be accessed at: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>.
 - NSF now has an indicator/icon  on the listing of Funding Opportunities, which means Grants.gov application submission is required. It will be displayed on the Funding Opportunities list next to the due date. http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date
 - This instruction document was created to assist applicants in the preparation and submission of applications to the NSF. It is intended as the primary document for use in preparation of applications using Grants.gov. Keep in mind that NSF solicitations may establish additional requirements.
 - NSF is using specific grant mechanisms to phase-in the requirement for electronic submission using Grants.gov. Access the NSF timeline at: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovadvisory06.pdf>.
 - Subscribe to Grants.gov electronic newsletter Succeed. This electronic newsletter will notify you of the latest updates and tips. The newsletter is available at: <http://www.grants.gov/resources/newsletter.jsp>
 - PIs must first be registered by their SP Contract and Grant Officer with NSF FastLane prior to submitting a grant application to Grants.gov. They can then Access FastLane to view the status of the application that was submitted to Grants.gov.
 - When creating PDF files, NSF has published guidance on creating PDF files acceptable for submission to FastLane. This same guidance must be followed for all attachments submitted with the NSF application through Grants.gov. https://www.fastlane.nsf.gov/documents/pdf_create/pdfcreate_05a.jsp
Failure to adhere to NSF rules for PDF files may result in your application not being inserted into NSF's FastLane and the application missing the opportunity's deadline or target date!
- Do not use Adobe Acrobat PDF Writer**, as it does not produce acceptable PDF files, except under very limited circumstances. This can lead to NSF program officers/reviewers seeing garbled and/or incomplete versions of a file. FastLane recommends using one of the supported formats identified in the Acceptable File Formats section on FastLane
https://www.fastlane.nsf.gov/documents/pdf_create/pdfcreate_04.jsp?page= Applicants without Adobe Acrobat should use the PDF Conversion Utility found within FastLane to convert non-PDF documents to PDF format.
- NSF's Grants.gov submission deadline is 5PM local Irvine time on the day of the deadline.
 - Use of the FastLane's Proposal File Update module to change or correct a previously submitted application must be in conformance with NSF policies for submission of such updates. These policies are available in Chapter III, Section 7.3 of the NSF Grants.gov Instruction Guide at: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>.
 - NSF Reference Documents:
 - » NSF Grant Proposal Guide: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg
 - » Grants.gov User Guide http://www.grants.gov/resources/doc/UserGuide_Applicant.doc
 - » NSF Grants.gov Application Guide: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>